

PRETORIA HIGH SCHOOL FOR GIRLS CODE OF CONDUCT FOR LEARNERS

This Code of Conduct is subject to the Constitution of the School, including the Mission Statement, developed in terms of Circular 74/2007 issued by the Department of Education of the Gauteng Provincial Government, the South African Schools Act 84 of 1996, as amended and the Constitution of the Republic of South Africa Act 108 of 1996, as amended. All actions taken and behaviour whilst being a learner of this school, should be consistent with the values and philosophy contained therein. Where the Code is silent on any matter, the values and spirit of these documents shall guide the School in its interpretation.

This Code of Conduct reflects the behaviour expected of learners and is instituted for the ultimate benefit of the whole society. It is introduced to set and uphold standards and create norms for the well-being of learners, the school community and ultimately society.

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Definitions

- (i) **“Community Service”** is four hours of working time at the school on a Saturday morning.
- (ii) **“Dangerous object” or “dangerous weapon”** includes but is not limited to (a) any explosive material or device; (b) any firearm or gas weapon; (c) any article, object or instrument that may be employed to cause bodily harm to a person or damage to property.
- (iii) **“Disciplinary committee”** is a committee of Governors and/or parents and a school prosecutor to determine disciplinary actions against a learner.
- (iv) **“Form captain”** is a democratically elected member of a form class, chosen to lead the class for one term.
- (v) **“Form organiser (FO)”** is an educator appointed by the Headmistress to oversee all matters pertaining to a certain grade in the school.
- (vi) **“Games captain”** is the learner head of the sport, elected by senior participants of the previous year.
- (vii) **“Governing Body”** is a statutory body, according to the South African Schools Act (SASA) of democratically elected members, representing the school community.
- (viii) **“Grade executive”** is a member of the school management team (i.e. HOD in the school, deputy headmistress or headmistress) overseeing a particular grade.
- (ix) **“Head of department (HOD)”** refers to the provincial head of department of education, unless specified as a school HOD.
- (x) **“Head of house”** is an educator in charge of one of the ten houses of the school.
- (xi) **“Representative Council of Learners (RCL)”** is the body of learners, democratically elected by their peers.
- (xii) **“Representative Council of Learners Executive (RCL executive)”** refers to grade 12 learners on the RCL.
- (xiii) **“Register”** is checking the presence of learners against a predetermined list.
- (xiv) **“Roll-call”** is checking the presence of learners against a predetermined list.

- (xv) **“School”** is Pretoria High School for Girls.
- (xvi) **“School executive”** is the headmistress and the deputy headmistresses.
- (xvii) **“Uniform”** is the distinctive dress worn by members of the same body, Pretoria High School for Girls
- (xviii) **“Vice form captain”** is a democratically elected member of a form class, chosen to fulfil certain duties for one term.
- (xix) **“Written warning”** is a letter under signature of the Headmistress, or staff member acting on her behalf, recording it as a sanction imposed for misconduct committed and is usually valid for a period of time. After this period of time this warning will be removed from the file of the learner and destroyed. **“Final Written Warning”** has a similar meaning, but can be decided upon should a learner already have a written warning.

1. Regarding a culture of learning

Learners are expected to commit themselves to their schoolwork by amongst others attending all lessons, completing homework, handing work in and returning books on time. For this reason learners are not allowed to take part in religious activities and / or rituals on school property, unless these activities are scheduled by the school.

No learner may leave the school before the end of the scheduled school day or be absent from school without written permission from the school/grade executive or the form organiser.

2. Regarding values, behaviour, relationships and attitudes

All actions taken and behaviour whilst being a learner of this school, should be consistent with the values and philosophy contained in this Code of Conduct.

Where the Code is silent on any matter, the values identified by the school shall guide the School in its interpretation.

Values identified by the school include:

- Respect and pride for the school, its staff and learners;
- Ubuntu and fraternity;
- Equality and inclusivity;
- Honesty, loyalty and integrity;
- Commitment, hard work and patience.

Learners' behaviour should also be in accordance with the philosophy of the school as contained in the School Constitution. For this reason inappropriate, aggressive, demeaning, insulting or discriminatory behaviour of any kind is amongst others unacceptable.

3. Regarding the school and property

It is the responsibility of learners to help keep the school buildings, its premises, facilities and educational material clean and in good condition. For this reason:

- all learners are obliged to protect school property and to report any loss or damage to a staff member or RCL executive;
- learners are required to assist with school maintenance, including the cleaning of classrooms and grounds;
- school property may only be removed from the premises with the prior permission of the educator in charge; and
- prior written permission must be obtained from the Headmistress or Deputy Headmistress to use the school facilities or any other property of the school outside of the normal school programme.

4. Regarding punctuality

All learners are expected to arrive at school in accordance with school rules for the start of the school day, and to be punctual at all times during the day.

5. Maintaining discipline

Unacceptable behaviour described in this Code of Conduct, and any other behaviour inconsistent with the ethos of the School, will result in corrective action in order to maintain discipline. The measures will be in accordance with the nature and extent of the misconduct, and shall take into account any relevant circumstances surrounding the matter.

The implementation, applicability and enforcement of the Code of Conduct relating to learners' conduct, off the premises of PHSG, is at the sole discretion of the Headmistress and/or authority and/or committee designated by her. Learners must always act as ambassadors of the school.

6. General school rules for learners

6.1 School Uniforms

Full games or school uniform must be worn to all extra-curricular activities, as well as to school outings and functions at other schools. No girl may change into civvies before leaving the property.

School uniform is to be worn proudly, never varying.

- PHSG green school dresses
- Short regulation white socks, folded in half (only once). No secret socks, or socks which are unable to fold.
- Regulation black, lace-up school shoes. Shoelaces must be tied firmly, with a bow. No drawing pins in shoes.

- In summer only ONE navy PHSG school jersey may be worn.
- Only ONE navy short sleeve PHSG school pullover may be worn.
- Winter and formal uniform: PHSG navy skirts, long-sleeved PHSG white shirts, PHSG school tie, long navy PHSG school socks and regulation black lace-up shoes. Regulation opaque navy blue stockings may be worn instead of socks. No stockings with holes may be worn. Socks and stockings may not be worn together. Flesh coloured stockings may not be worn.
- Skirts may not be rolled up at the waist.
- Dresses and skirts may be a may be no shorter than 10cm above the knees, when kneeling. The skirt must be the same length right around.
- Underwear must be worn, but no g-strings, thongs, boxer shorts or ski pants to be worn under any school uniform, games uniform or other.
- PHSG Blazers are an integral part of school uniform. They are optional with summer uniform, but are compulsory with winter uniform and on all formal occasions, such as Commencement Ceremony and Assemblies in winter, amongst others.
- Only the regulation navy jersey (in good condition) with the school badge may be worn.
- The PHSG matric jersey is a privilege and can only be worn when in matric. The jersey must be kept clean and neat.
- A regulation navy blue PHSG scarf may be worn in winter. Only first team players may wear the official PHSG white scarf. PHSG loyalty scarves may also be worn by those who qualify for them. No other scarves may be worn. No scarves may be worn in Assembly, on outings or at school performances.
- A navy blue raincoat/navy blue drimac, only to be worn whilst walking in the rain.
- Only navy blue umbrellas may be used.

6.2 Games uniform

PHSG Games skirt (which may not be rolled up at the waist), regulation navy PHSG shorts (which may not be pulled down onto the hips), regulation white or navy short sleeved or sleeveless PHSG polo top, white takkies and PHSG school socks, depending on the sport. A regulation PHSG track-suit may be worn.

PHSG House T-shirts may *only* be worn to interhouse activities or Physical Education lessons in the mornings.

Girls representing the school in matches must wear regulation PHSG team uniforms:

Tennis and Squash - navy PHSG games skirt or regulation PHSG shorts and regulation PHSG sleeveless white or navy PHSG polo shirt.

Hockey - navy PHSG games skirt with sleeveless white or navy PHSG polo shirt and knee length PHSG navy socks.

Netball - navy PHSG games skirt with regulation sleeveless white or navy PHSG polo shirt or sleeveless regulation PHSG top.

Swimming - PHSG school costume, white cap and navy towel.

Basketball – regulation PHSG team uniform.

Volleyball - regulation PHSG team uniform.

Life-saving and Diving - regulation school PHSG costume, or regulation PHSG water polo costume.

Waterpolo - regulation PHSG waterpolo costume.

Athletics and Cross Country - regulation PHSG team uniform.

Open, 1st team players may be required to purchase a special PHSG uniform.

Girls are encouraged to wear peaks or hats and sunscreen when supporting sports activities. Regulation PHSG Hats and peaks are available from the Shoppe.

6.3 School bags (regulation bag with divisions)

Girls must use the regulation schoolbags, or back packs in dark neutral, blue or black, without any pattern or brand.

These are to be carried in the appropriate manner according to the design.

Trolley bags in dark neutral, blue or black, without any pattern or brand, are allowed only with special permission.

Only regulation PHSG navy tog bags, the small PHSG rucksacks or PHSG backpacks supplied by the school are to be used for sports equipment only. Tog bags, rucksacks or navy school back packs may not be used to carry books. Only regulation PHSG lunch bags are allowed.

All articles of clothing, tog bags and cases should be **clearly marked**.

No graffiti, badges, decorations of any kind or stickers are permitted on any bags.

6.4 General appearance

Neatness is paramount when judging whether hair styles are according to requirements as neat and tidy hair creates a good impression of the learners of the school.

If hair is long enough to be tied back, it must be tied back neatly in a ponytail, no lower than the nape of the neck, with a navy blue elastic.

No crocodile, banana or other fancy clips are allowed. All hair must be off the face and not be in the eyes. Hair buns must be tight with no loose hair and have to be worn in the nape of the neck, and not on top of the head. The hair may not cover the elastic.

The overall appearance of hair must be natural. No dyeing, bleaching, highlighting, colouring, colour washing, colour rinsing, relaxing of hair causing a change in colour or shaving of hair **in any way** is allowed. No beads or decorations, shiny clips or hair accessories may be worn in the hair.

Cornrows, natural dreadlocks and singles/braids (with or without extensions) are allowed, provided they are a maximum of 10mm in diameter. Singles/braids must be the same length and be the natural colour of the girl's hair. Braids shorter than collar length must be kept off the face with a plain navy alice band. Longer braids

must be tied back. Cornrows must run parallel from each other from the forehead to the nape of the neck. No patterned cornrows.

All styles should be conservative, neat and in keeping with a school uniform. No eccentric/fashion styles will be allowed.

All hair elastics and ribbons must be navy blue. Alice bands or slides must be navy blue. No hair ornaments of any kind are permitted. No crocheted hairbands are allowed. Hair bands, which may have a maximum width of 5cm, must be worn behind the ears.

Only legitimate PHSG **school** badges, which have been earned by the learner, may be worn. A small metal Aids badge is also permissible.

PHSG name badges must be worn on school premises (even after school hours) on the left hand collar of dress or blazer. Name badges may not be defaced or decorated in any way. Should a name badge break, a replacement should be ordered and paid for by the learner immediately.

All piercings must be empty.

Nails must be kept neat and short and must not be seen if the hand is held up. No false nails or tips may be worn. Only grade 12 learners may wear clear, colourless nail polish.

No drawings on any part of the body.

The following are not part of the Girls' High dress code:

- jewellery of any kind
- big watches
- brightly coloured watches
- make-up
- nail polish
- tattoos or henna markings
- lip gloss
- coloured contact lenses

6.5 School traffic rules

All learners must move quickly between classes in single file on the LEFT side of the corridor.

During classroom changes the middle and back stairs are to be used only in the direction indicated on the stairs.

Arrows on the front stairs indicate the direction of the traffic on these stairs.

It is a Grade 12 privilege to use the front door before school and at the end of the school day. Learners in other Grades may not use the front door.

Silence must be observed along the corridors, outside the Headmistress', Deputies' and Secretaries' offices, both upstairs and downstairs, on the front stairwell and in the entrance foyer.

Short cuts through the hall or across the front quads are **not** permitted.

6.6 Ground and traffic rules

All municipal traffic regulations must be obeyed, i.e. pedestrians to cross streets near the school only at designated areas.

No loitering in tarred areas and no obstruction of traffic is allowed.

Learners **MAY NOT** alight from a vehicle **AT ALL** in Burnett Street, as this interferes with the traffic. **Learners may under no circumstances use the bus bay to get into or out of a car.**

Access onto the property (*even* if it is raining) until 16:00 is via Gate 3, opposite Orient Street, in Park Street. Proceed along the one-way paved road to the drop-off bays, where pupils may alight from vehicles. Pupils must enter through the turnstile and walk up to the school buildings. Vehicles can then exit via Gate 5 and turn left into Park Street. After 16:00 access may be through Gate 1. Parking in designated areas only is compulsory.

Girls who are licensed drivers may drive cars or motorcycles to school only with written permission from their parents and the staff security officer. A copy of the licence must be filed. No other learner is permitted to travel with her.

Girls may not go to the hockey, volleyball, basketball or netball fields or tennis or squash courts alone, and may not swim without approved adult supervision.

6.7 Areas which are out of bounds

- School lift (unless special permission has been granted).
- Staffroom.
- Staff workroom.
- Secretaries' offices.
- RCL executive's room.
- Duplicating room.
- Sickroom (except sick girls properly signed in).
- School building, the gym or corridors during first break.
- Lockers, during or between lessons.
- Swimming pool enclosure.
- Classrooms during break.
- Telephone call boxes during lesson time.
- Tarred roads (except when crossing)
- Sitting on the stairs at pedestrian gate 1
- Front stairs as a waiting area.

- School House and North Lodge are out of bounds to daygirls (except during lessons).
- School House and North Lodge for boarders during lesson time.
- Any area behind or beyond swimming pool, top tennis courts, squash courts and Art Centre during break.
- School motor vehicle garage, Mr Makama's house and the general assistants' offices and workshop and working area.
- Electrical mains distribution boards, fire extinguishers and hoses.

6.8 General behaviour

Courtesy is the keyword at Girls High.

Girls should stand up and greet members of staff and visitors in the corridors or grounds and stand back for adults at bus stops and give up their seats for adults on a bus, etc.

Girls are expected to stand and greet immediately when an adult enters a room or walks close to where they are sitting.

Girls should offer assistance to staff, visitors and fellow peers when needed.

Girls should not display inappropriate behaviour towards boys and girls when in school uniform, whether on or off the school property. **Daygirls may not receive visitors from outside the school, during school time or after school and may not ask for items to be dropped off.**

Girls must refrain from any physically inappropriate behaviour, such as embracing in classrooms and corridors or anywhere else on the school property.

Girls may not lie or sit in an inappropriate manner anywhere on the school property or off the school property while in uniform.

No one may listen to an audio device (with or without earphones) when in school uniform or games uniform (on or off the property).

With the exception of breaks, **cell phones must be switched off**, otherwise they will be confiscated, regardless of to whom they belong.

Cell phones must be packed away and may not be visible during lessons, in the school building, during extra-mural activities or while supporting school activities at school or at different venues outside of school. Cell phones may only be used at breaks or after school, before the start, and not during, extra-mural activities.

In specific circumstances teachers may give permission for cell phones to be used as part of a lesson or extra-mural activity. In such a case the cell phone use will be strictly under supervision of the teacher teaching the lesson or extra-mural activity.

No eating or drinking in the school building is permitted and no open cool drink cans are to be carried in the corridors or the classrooms. Water bottles must be kept in schoolbags or lockers and may not be visible during lessons.

Whilst a girl is wearing any part of the PHSG school uniform off the school property, she may only eat or drink whilst seated at a refreshment outlet.

Gum may not be chewed at any time when in PHSG uniform.

Stone throwing, water throwing and rowdy games are prohibited.

Girls may not touch another person's belongings. Any possessions, sports equipment etc found by a learner must be handed in at reception.

Only one girl may occupy a toilet stall at a time.

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.

Lockers must be kept clean at all times. Only one girl may be allocated to a locker. Lockers may only be used on payment of rental fee and handing in of a locker contract. The staff allocates the locker numbers.

No balloons or other large decorations are allowed for birthdays or any other occasions.

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 other 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 shorts must be mid-thigh or longer. No make-up or jewellery, unless specified otherwise.

When girls go on outings arranged by the school, or when attending evening/weekend functions at the school, PHSG school uniform is to be worn, unless specified otherwise.

If a girl is absent from the academic school morning she may **not** attend or participate in any afternoon or evening activities on that day.

In general we expect noise levels to be kept low, in consideration of others.

6.9 Late for school and lessons

At 7:20 the buzzer will ring indicating the start of the school day. All learners must be present in their Form classes at 7:20.

At 7:20 any girl **not** in her form room at that time, is considered late. The girl must give her name to a member of the RCL executive or the reception secretary indicating that she is late. If a girl was late and did **not** report to the RCL executive or the reception secretary, the form teacher will complete an "absent-to-late" slip, which will result in demerits.

Should a girl know that she will be late in advance, the grade executive must be notified in writing by the parent to at least 24 hours before the event. All other lateness will result in demerits.

If a girl is late for a lesson (i.e. if the door is shut or the lesson has begun) the teacher must write out a default slip, which the learner must sign.

If a girl is absent on a day when she is to write a test or examination, her parents must notify the school by phone. When she returns to school, she must have an absentee note and if she missed an exam, portfolio item, project or assignment, she must have a doctor's certificate.

See paragraph 4 regarding punctuality.

6.10 Truancy

Any learner who fails to appear at school, or misses individual lessons without an excuse must be reported immediately to a member of the school executive who will investigate the matter. Necessary disciplinary action will follow.

Learners who have missed school or lessons, are expected to make up the time they have missed. Parents will be informed in writing.

6.11 Special reports

Special reports or daily reports are issued to learners at the request of parents or of a member of staff. The attitude, progress and general behaviour of the learners are monitored each day with teachers making pertinent remarks on the report. The learners must show this report to the responsible executive member, the form organiser and parents. The reports are not intended to be punitive but rather to motivate learners to give of their best consistently.

6.12 Library and Book loans

Learners may borrow two books at a time for two weeks. If more time is needed to finish reading the books, the books must be brought to the library for a renewal of the loan.

When a book is issued to the borrower, it will be stamped with the date by which it must be returned. Borrowers are personally responsible to keep track of the return date.

Once a term, borrowers with overdue book loans will receive a reminder with a default slip and the books must be returned immediately. If the borrower has lost the book(s), she must see the School Librarian about this. A fine to the value of any lost or damaged library book must be paid to the Library.

The borrower will receive a receipt and the borrower's record will be cleared. If learners do not follow up on the reminders, their names will be placed on a black list. Learners on the black list will not receive textbooks when handed out by their subject teachers.

In the event of a book being discovered after the lost book fine has been paid, the learner will be refunded if the book is in an acceptable condition. At the end of Matric, or when a learner leaves school, a claim will be made from her contributed book deposit if she owes the Library a book.

All non-fiction and reference books are reserved for use in the Library only, so that all information sources are available for research at all Library open times.

Magazines must also be read in the Library. Learners are encouraged to spend research time in the Library and to make notes or photocopies if they need the information from these sources. Plagiarism is a severe and punishable offence.

LIBRARY RULES

- Always wear your name badge.
- No running in the library.
- No food is allowed in the room.
- No eating or drinking is allowed.
- No sitting on the shelves or the tables.
- Cash payments for printing and copying must be made immediately when handled.
- Work quietly.
- School bags may be brought into the Library.
- You may not take a book out of the Library that is not issued to you.

INFORMATION CENTRE RULES

- Computers may only be used for research and project work only.
- Only one user per computer is allowed.
- Plan printing carefully and do not waste paper.
- No photocopying and printing during class periods.
- No copies on credit.

BOOK RULES

- Do not write in your library or text books.
- Do not let books get wet.
- Handle books with care when packing it in your school bag to take them home.
- Use a flat bookmark and do not fold a page to mark your place.
- Do not put your book down on its open pages.
- Do not stick anything in the book.
- Do not try to glue pages or covers back on.
- Hand damaged books in for repairs.

- You must always know where your Library book is.
- Return your book to the Library on time.
- Renew your book loan if you need more time to finish reading it.

6.13 Formal Assessment

Girls must be at school for all formal assessment tasks as necessary and required for each subject. A doctor's certificate is needed if a learner is absent on the day, or at the time of the assessment. The learner will then be permitted **one** opportunity to do the missed assessment task. Failure to do so will result in them getting zero for this task.

Girls must hand in formal assessment tasks on the set due date. Should a formal assessment task be handed in late, 10% will be subtracted off the total of the task / project if the task / project is late 1 day, or part thereof. If the task / project is late 2 days or part thereof, 20% will be subtracted. If the task / project is handed in later than 2 days after the due date, the learner will receive zero.

7. Detentions

7.1 Default slips

Teachers and RCL executive members issue default slips for non-compliance with school rules. These slips are not handed to the girls to fill in, but the girls are required to **sign the slip**. Staff/RCL executive must write their names legibly on the slip. The slip **must** be dated.

7.2 General detention

General detentions will be on Fridays from 14:00 - 16:00. Detention slips must be issued by the Form Organiser to the learner in advance.

The girls' parents must sign detention slips. The girls must bring these signed slips to detention on Friday.

If a girl has a problem with the *reason* for detention or with the detention *date*, she must see the Form Organiser *before* the detention date with a letter from her parent. It lies within the discretion of the Form Organiser to grant an indulgence insofar as the implementation and/or postponement of the detention is concerned.

RCL executive members run this detention.

7.3 Subject teacher's detention

This detention is issued by subject teacher for failure to meet subject related commitments. It lies within the subject teacher's discretion to schedule this detention. A form will be sent home for the parent to sign, should the detention be after school.

7.4 Community Service

Only the Form Organiser and the Grade Executive can issue Community Service.

Community service is for misconduct as specified in the Categories of Misconduct.

Girls who receive Community Service will be notified in writing. Parents are required to sign this form which has to be returned to the Form Organiser in charge within 24 hours. Parental telephone number(s) must be supplied.

If a girl has a problem with the *reason* for community service or with the scheduled *date*, she must see the Form Organiser *before* the community service date with a letter from her parent. It lies within the discretion of the Form Organiser to grant an indulgence insofar as the implementation and/or postponement of the community service is concerned.

8. Excursions

8.1 School uniform

No girl will be permitted to go on an outing unless she is perfectly dressed in the appropriate PHSG uniform or dress required.

Educators must determine beforehand whether a PHSG blazer is to be worn with summer uniform. Blazers and socks (or stockings) must be worn with winter uniform.

Under no circumstances may girls chew gum.

Only a regulation PHSG school tog bag or school ruck sack may be taken on an excursion.

8.2 Travelling by bus

Girls must be reminded to greet and thank the bus driver.

Girls to be seated for the duration of the journey.

Girls must behave in a dignified manner and refrain from shouting and singing loudly.

8.3 When on an excursion note that:

While attending a performance, girls may leave the auditorium during interval to purchase refreshments. No food or drinks should be taken into the auditorium.

The rule pertaining to eating or drinking also pertains to visits to museums, art galleries, courts of law, etc.

If a learner misbehaves en route to or while visiting a place, the educator in charge can take her back to the bus, where she must remain under supervision, or record the misconduct and deal with it after the event.

Dignified behaviour must be maintained at all times.

Cell phones and audio devices may not be used at any time during an excursion.

9. Games and Supporter Cards

Games are an integral part of the school curriculum with three sessions of 45 minutes each per afternoon allocated for coaching and participation.

Extra curricular involvement is not compulsory in Grades 10 -12 (except for boarders from Grades 8 - 11), but girls are encouraged to participate fully in at least one winter and one summer sport.

Day scholars in Grades 8 and 9 are required to attend at least three sessions per week; Boarders four sessions per week.

There is a general sports policy that governs the behaviour of learners participating in sport. Each sport has a code of conduct.

Participants involved in any kind of incident, on or off the field that might reflect on the sportsmanship or good name of the school must be reported to the staff member in charge of the activity and the Headmistress.

Supporters Cards

- Supporters Cards are issued at beginning of Term 1 and Term 2 (no Supporters Cards in Term 3 and 4)
- Supporters Cards are compulsory for Grade 8s, 9s and 10s. The learners have to get three signatures per term.
- Cards are issued by Form Teachers.
- A list of instructions is issued with cards - all RCL Executive Members in charge of Supporters Cards/ members of Sports Committee must ensure that they get this list of instructions, pin a copy up in the Grade 8, 9 and 10 Form Classes, and explain the instructions carefully to the class.
- Grade 8, 9 and 10 Form Teachers will be responsible for taking Supporters Cards in at the end of each term. Form Teachers are requested to ask each girl to sign behind her name on a class list as proof that she has handed the card in.
- Form Teachers will indicate on class list how many signatures each girl has received. She/he will also total the number of signatures in the class.
- Form Teachers will then hand all cards as well as the completed class list to the Form Organiser.
- The Form Organiser will issue the punishments. Any girls with late cards or letters will be sent straight to the Form Organiser.

- The completed totals for each grade will be sent to the Sports Office.
- Totals will count for the Clephan Shield.
- The RCL Sports Committee will be responsible for organizing an RCL Exec Member on duty at each event where supporters' signatures are available. If girls do not collect their cards at the end of the event, the signature for that event must be cancelled-however, the RCL Exec Member must not lose the card or throw it away. The cards should be kept in a safe place and take them to Ms Dorlas if they are never claimed.
- Sports Committee Members must advertise the relevant events and issue the school with very clear instructions as to who is on duty, where, and when they will take in the cards, and where and when they will return them.
- Free cards are also available to Grade 11s and 12s, but the Head of House must collect these cards for all the Grade 11s and 12s in her House that request them, during the first two weeks of term. Thereafter they must be purchased for R2. Grade 11s and 12s must return their cards to the Sports Office at the end of the term.
- If cards are lost, new ones can be purchased only at Second Breaks for R2 from Sports Office

10. Learner office bearers

A learner elected to office

- is loyal in all circumstances.
- supports the policy of the school wholeheartedly.
- is proud of being a member of PHSG.
- does all in her power by example, and encouragement to persuade all the girls in the school to be equally loyal and supportive and proud.
- assists the Headmistress and staff in maintaining the tone and discipline of the school.
- displays marked qualities of leadership, responsibility and initiative.
- has as her top priority service to the school.
- has the courage of her convictions and is able to withstand peer group pressure.

10.1 Duties of the Form Captain

- Makes sure that a substitute Form Teacher arrives if the Form Teacher is absent.
- Is responsible to help with checking the personal appearance of the girls in class.
- Controls the class when there is no member of staff in the room until the staff arrives.
- Reminds girls to return reply slips.
- Takes the initiative with class displays, inter-form activities, etc.
- Promotes a friendly spirit amongst the girls and helps create class unity, encouraging girls to attend sports meetings.
- Makes new girls welcome and checks that they are aware of procedures.
- The Form Captain's badge must be worn at all times with the uniform. This badge is passed on to the Form Captain at the beginning of her term of office

by the outgoing Form Captain. If it is lost, it is the responsibility of the Form Captain to replace the badge.

10.2 Duties of the vice Form Captain

- Reminds the class of birthdays of girls in the form.
- Takes over the Form Captain's duties in her absence.
- Helps with the checking of personal appearance of the girls in her class.
- Controls the class when there is no member of staff in the room.
- Is responsible for the appearance of the classroom and reminding cleaners daily.
- Assists with class displays, inter-form activities, etc.
- Is responsible for team lists for inter-form activities.
- Promotes a friendly spirit amongst the girls and helps create class unity.

10.3 Duties of RCL Executive in charge of grade 8 form class

She

- is on duty with the Form Teacher of the class for which she is responsible at 07:20 every morning except on mornings with long form periods.
- checks the presentability of the Form Class such as flowers, neatness of the classroom, interest board, etc.
- does uniform inspection every morning as the girls enter the room. This becomes a natural procedure and in this way the class will be perfectly neat.
- helps to teach the class school rules.
- should be involved in all the class activities wherever possible.
- encourages and motivates learners to participate in class and school activities. They will depend on her initiative at all times.
- organises and attends the following class activities with the Form Teacher:

The Fun Gala / Commencement Ceremony / Inter-High Gala / Spring Fair

The RCL Executive

- checks neatness of the area of the school grounds for which her class is responsible.
- helps with the discipline during Form Period, e.g. when the Form Teacher is away or busy.
- escorts the class to assembly.
- sits with her class in the hall/gym. The Form Teacher must sit on the one side and the Form RCL executive member on the other side.
- sets a perfect example at all times.
- is responsible for checking that the daygirls in her class meet their extra-curricular commitments. This is done by marking off their games cards on a weekly basis.

10.4 Duties of the RCL executive (general)

She

- is loyal at all times and an example to others in dress, bearing and personal neatness.
- pays attention to all matters of discipline in the school, e.g. punctuality, appearance.
- fulfils her particular portfolio with reliability and initiative.
- conducts uniform inspection regularly.
- brings to the attention of the Headmistress or Deputy Headmistresses any matter which contributes to the well being of the school community.
- is consistent when handing out punishment.
- shows respect to fellow learners.
- attends all RCL meetings
- performs her specific portfolio duties regularly

10.5 Duties of the RCL

She

- is involved in the formulation of school and classroom rules and must conform to such rules.
- looks after the well-being of learners. There should be a relationship of mutual trust and respect between educators and the RCL.
- represents the interests and views of the learners within the school.
- promotes proper conduct, mutual respect, good manners and morality among the learners.
- liaises with the learners, teachers and governing body of PHSG.
- fosters participation in school activities.
- attends all meetings of the RCL.
- Assists new girls to settle into the school.

10.6 Duties of the games captain

She

- is responsible for many of the duties incurred in the general running of games activities. Many of these duties are mundane tasks, but nevertheless essential if efficiency and organisation are to be maintained.
- is alert to any problem that may arise, bringing it to the attention of the Sports Organiser.
- checks the notice board continually and reminds team members to do so.
- encourages team members to enter for trials, puts notices into assemblies regarding trials and helps to organise them.

- assists with drawing up of trial teams.
- assists with the organisation at the fields and the tidying up afterwards.
- is prepared to help with the umpiring and/or to organise for umpires at trials.
- checks notice boards throughout the day as soon as the team lists for matches have been pinned on the board, to make sure that the girls have ticked their names. If anyone is absent, she informs the Sports Organiser immediately.
- supervises the warm-up session before practices and/or matches, if required to do so.
- ensures that all learners behave appropriately, both on and off the field.
- calls for a meeting at first break on the day of the match/gala.
- takes down the team list from the board for the team meeting at first break on the day of the match/gala. Where there are a number of teams involved, the captains of the other teams should check their members and report to the games captain. If anyone is absent, she informs the Sports Organiser immediately.
- puts a notice into assembly telling the school about all matches/galas, particularly key games, and asks for their support.
- helps with the organisation of refreshments, involving the captains of the teams.
- checks that everyone who is playing has the correct uniform and presents a tidy appearance.
- organises that all relevant equipment has been sent to the field for practises or home matches.
- sees that all the other captains meet at the field/court/pool in good time to greet their opponents.
- calls for cheers at the end of a game, thanks the umpires and the host school.
- writes out the results for assembly the next morning after collating the results of all the teams.
- when playing away matches, checks that all team members are on the bus in good time. Controls the behaviour of the girls on the bus.
- thanks the accompanying staff and the bus driver.
- writes thank you letters, at the end of the season, to all those who have helped with transport, umpiring, teas or in any other way, e.g. the caretaker and the grounds staff.
- ensures that girls report timeously for their events at galas and athletics meetings.

A more detailed schedule of specific duties pertaining to the individual sport is issued to each games captain by the relevant Sports Organiser at the beginning of the year.

She

- must attend all compulsory house activities and as many of the additional inter-house activities as possible.
- is responsible for promoting house spirit and house unity.
- must work in close co-operation with the other office bearers in the house, the form captains, members of staff and the teacher head of house.
- must assist the house teacher to organise and run all house assemblies.
- arranges subcommittees for help with large functions, e.g. gala, play festival, houseweek, etc.
- sends personal invitations to each staff member for the welcome party, gala, other inter-house activities.
- writes a short thank you note should a staff member have helped in a special way.
- ensures that all learners meet their house commitments and takes appropriate action when they do not.
- arranges for the office bearer concerned to write a report on the house activity for which she is responsible, e.g. house play, house tennis, etc. in the record book.
- mentions names of participants, congratulates them where necessary, reports back after functions and reads out the placings.
- writes an informative and comprehensive house report for the school magazine.

10.8 Tasks and responsibilities of Librarians

- Librarians must lead by example and behave according to the rules of the Library, ensuring that the Library is orderly, tidy and silent.
- Librarians must ensure that the Library rules are adhered to by users at all times.
- Librarians must attend the Timetable meeting at the start of each term.
- Librarians handle all book transactions on Libwin (the computerized system).
- Librarians expected to enter the information on Libwin correctly at all times.
- Librarians also trained to search for specific books on Libwin.
- Librarians trained to use the photocopier and must assist with all copying requests.
- Librarians expected handle the cash paid for prints, ring binding or laminating with honesty.
- Librarians must show up promptly for duty and stay for the whole session.
- Librarians must tick their names on the timetable to indicate their presence and duty as done.
- If a duty cannot be done, the librarian must inform the School Librarian of this.
- Librarians who stay away without explanation will receive a default note.
- The Rainbow file will be checked for absentees.
- If a duty session must be swapped, both librarians must agree and sign for the change on the timetable.

- Librarians may not receive visitors when they are on duty.
- Librarians must organize themselves to be available at the photocopier, the front desk and for packing away books.
- There must always be a librarian at the front desk to handle the book issues and returns.
- Books must be packed away during each session.
- Regular checking must be done to ensure all the books are shelved correctly.
- Librarians on duty in the afternoons must close the windows, draw the curtains and switch off the fans and lights.
- The Library must be tidy (chairs, newspapers, wastepaper) when locked up in the afternoons.
- Wastepaper is stored in a box for recycling.
- Librarians may not use the Libwin computers for homework or printing.
- When on duty, librarians may not leave the front desk to work on the computers.

11. Disciplinary system

Every teacher is responsible for discipline and has full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the misconduct.

All learners will abide by the disciplinary system that has been developed to assist and guide learner behaviour in the school.

Demerit System

The Headmistress and/or a Staff member have the discretion to change the order of procedure and/or punitive measure according to the unique circumstances and severity of each situation. Punitive measures will have the best interest of the learner at heart.

Please note that there are certain exceptions to the Demerit system, e.g. colouring of hair, which has its own unique punitive measure, as described in this Code of Conduct in the Categories of Misconduct.

The list below is not exhaustive and is only a guideline.

A. Grading of misconduct

Misconduct is graded according to the nature and degree of seriousness of the misconduct.

B. Disciplinary procedures

The category, degree, nature and special circumstances of each situation will determine the procedure to be followed.

Should the Staff member be of opinion that a different procedure will be more appropriate in a specific situation, the said staff member will have the discretion to change the procedure after consultation with and approval from the Headmistress, or Deputy Headmistress, or Head of Department, or Form Organiser.

Category A

Examples of 1st degree Category A misconduct

One demerit will be issued for this degree and category.

- Infringements of uniform regulations, e.g.:
 - Wearing no name badge
 - Wearing nail polish, long nails
 - Socks – not folded over, or the wrong socks
 - Dress not the correct length
 - Skirt not the correct length or folded over
 - Wearing jerseys or pullovers inappropriately and/or dirty and/or torn
 - Blazers dirty, or not wearing a blazer on a formal occasion such as Assembly, when necessary
 - Wearing the wrong hair accessories and/or hair not neat
 - Wearing jewellery
 - Wearing make-up
 - Wearing the incorrect uniform at afternoon games sessions, including the incorrect sport kit for a match or practice
- Sitting inappropriately in class or while supporting sport or cultural activities
- Not attending or not sending a replacement to a meeting
- No corridor pass
- Out of bounds during break
- Entering an out of bounds area, classroom or passage without permission.
- Not ticking off name on list on notice board
- Incomplete detention slip
- Failure to obtain required extracurricular signatures on games card in a week.
- Failure to submit an absentee note or reply slips by the stipulated deadlines.
- Use of foul language.

Examples of 2nd degree Category A misconduct

Two demerits will be issued for this degree and category.

- Late for lessons without an authorised excuse note.
- Late for school, meeting venue or extra-mural commitment without an authorised excuse note.
- No letter of absence/no report of lateness on the day of return to school.
- Failure to attend a compulsory activity as a spectator, without submitting a written excuse letter prior to the event

- Failure to return a library book by the due date or pay the fine for overdue book/s
- Chewing gum
- Eating or drinking in corridors or classrooms (even water or suckers)
- Eating or drinking in public while walking
- Failure to attend important inter-house activities without excuse
- Display of tattoos.
- Littering.
- Loitering in the passages, at the tuck shop or vending machines, at the toilets or change rooms, at the beginning of the school day and at the end of break.

Examples of 3rd degree Category A misconduct

Three demerits will be issued for this degree and category.

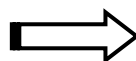
- Not bringing required clothing to Physical Education lessons.
- Misconduct during detention.
- Disruptive behaviour or lack of cooperation in following instructions.

Examples of 4th degree Category A misconduct

Five demerits will be issued for this degree and category.

- Misconduct or poor sportsmanship during an extra-mural activity, intra- or inter-school competition or league fixture.
- No games card/supporters card handed in
- Spitting in public
- Disrespect or insolence.
- Talking or misconduct in an assembly.
- Outstanding detention or community services from previous term.
- Not handing in a jersey for the jersey display by the first deadline.
- Failure to wear the correct full school uniform when in a public place, including the wearing of unauthorised items.
- Hitchhiking while in school uniform, formal or sport dress.
- Failure to attend community service.
- Not cleaning the classroom on the designated day.
- Excessively noisy or unruly behaviour e.g. before school, during change-overs, during breaks and after school.

A learner commits a first, second, third or fourth degree offence



Staff member / RCL member issues defaulters and demerits are allocated



A total of 5 demerits, in which ever way accumulated


1st Detention

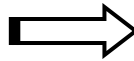
A total of 10 demerits, in which ever way accumulated

An internal inv



OR

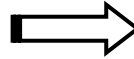
A learner who misses community service and /or commits an additional Category A offence



A warning letter / An internal investigation meeting



Should a learner miss the second community service or commits an additional Category A offence



An internal investigation meeting

Category B

Please note that any Category B misconduct can result in a Disciplinary Hearing, should the Headmistress be of opinion that it is in the best interest of the learner, taking into account the circumstances of the situation.

The following Schedule from the Department of Education is a guideline as to the preferred procedure to be followed. For any of the offences on the Schedules, disciplinary hearings will follow.

GENERAL NOTICE 6903 OF 2000 AS AMENDED BY GENERAL NOTICE 2591 OF 2001

SCHEDULE 1 (SERIOUS MISCONDUCT THAT MAY LEAD TO SUSPENSION)

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

- (a) seriously threatens, disrupts or frustrates teaching or learning in a class;
- (b) engages in a conspiracy to disrupt the proper functioning of the school through collective action;

- (c) insults the dignity of or defames any learner or any other person, which includes racist remarks;
- (d) distributes, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination;
- (e) cheats in a test or examination or any other form of assessment such as assignments;
- (f) engages in any act of public indecency;
- (g) sexually harasses another person;
- (h) is found in possession of or distributes pornographic material; or
- (i) is under the influence or in the possession of alcohol.

**SCHEDULE 2
(SERIOUS MISCONDUCT THAT MAY LEAD TO EXPULSION)**

A learner will be guilty of serious misconduct if he or she-

- (a) is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions;
- (b) fails to comply with a punishment of suspension as a correctional measure; or
- (c) intentionally and without just excuse-
 - (i) forges any document or signature to the potential or actual prejudice of the school;
 - (ii) trades in any test or examination question paper or in any test or examination material;
 - (iii) attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein;
 - (iv) engages in fraud;
 - (v) engages in theft, or otherwise acts dishonestly to the prejudice of another person;
 - (vi) is in possession of, consumes or deals in any illegal substance or other harmful substance;
 - (vii) is in possession of, uses or transmits narcotic or unauthorised drugs or on visible evidence of such possession, use or transmission;

- (viii) is in possession of any dangerous weapon;
- (ix) assaults or threatens to assault another person;
- (x) holds any person hostage;
- (xi) murders any person;
- (xii) rapes any person, or engages in any sexual activity which amounts to an offence in law; or
- (xiii) maliciously damages property.

Other Examples of Category B misconduct

- Dyeing, bleaching, highlighting, colouring, colour washing, colour rinsing or shaving of hair in any way - Deliberate defiance. ***Please take note that here punishment is Two Community Services and further arrangements as to either grow out the hair or colour it back to the natural colour.***
- Outright defiance of lawful requests or instructions issued by persons in authority.
- Giving name badge to another girl to wear (fraud)
- Wearing a name badge belonging to another girl (fraud)
- Defacing school property, like writing on desks and walls etc.
- Continual interference with another learner which causes minor infringements physical or mental discomfort
- Possession / use of fire crackers
- Bunking
- Use of offensive material to cover books or files.
- Inappropriate language, swearing, lying or using obscene gestures.
- Rudeness or insubordination – refusal to sign a defaulter slip, 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).
- Any action which brings the school's name into disrepute.
- Possession of offensive material, excluding pornographic material.
- Not adhering to a sanction or punishment given at a disciplinary hearing or internal investigation meeting.
- Vandalism
- Interfering with / removing of another person's possessions/property without the owner's consent.
- Damaging another person's possession or property without the owner's consent.
- Fighting
- Public disturbance and public indecency.
- Tampering with safety equipment on school premises
- A Category A, B or C offence committed in addition to any Category B offence
- Verbal or non-verbal abuse.
- Racism: remarks/insults.
- Violating rights of other learners
- Taking part in any form of illegal strike action/meeting /campaign on school premises.

- Intimidation by verbal or physical threat to harm a person or his property (bullying).
- Reckless or negligent driving whether or not in school uniform, and whether on or off the school property.
- Possession of weapons that can cause physical injury (knives, etc.).
- Possession, distribution or use of drugs, tobacco, hubbly, alcohol, she sha stick(s), electronic cigarette(s) or any intoxicating substance.
- Entering the schools premises while under the influence of alcohol/drugs.
- 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, preventing 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.
- Gambling.
- Assault with the intent to do grievous bodily harm.
- Use of weapons that cause physical injury (knives, etc.).
- Possession, copying, distribution, use or displaying of pornographic material.
- Possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapons.
- Dealing in drugs or alcohol, or any other intoxicating substance.
- Poisoning, or attempting to poison another person.
- 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.
- Participation in initiation practices
- Rape, attempted rape, or indecent assault.
- 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.

Procedure after a learner committed any Category B offence(s) includes, but is not limited to:

- One or Two community services
- A verbal warning, written warning or final written warning
- An interview with the learner and / or parents
- An internal investigation upon which appropriate punishment is decided
- A disciplinary hearing upon which appropriate punishment is decided – possible suspension and / or expulsion. The offence can be reported to the SAPS.

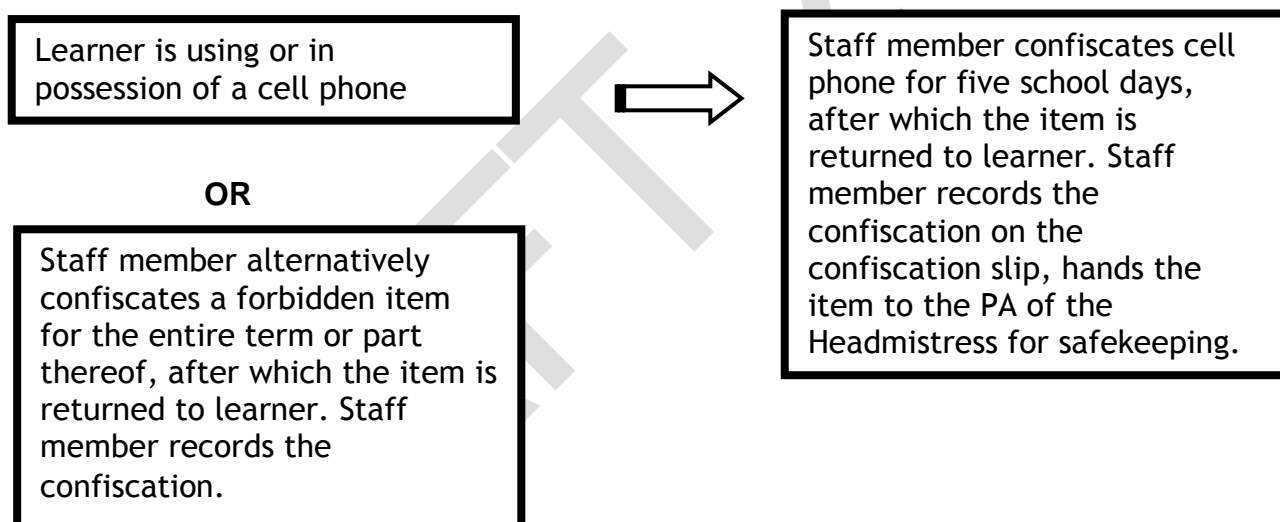
Please note that the following offences are dealt with by the School Assessment Irregularities Committee and are regarded as 2nd Degree Category B offences. The School Assessment Irregularities Committee decides on an appropriate procedure and sanction in each case.

- Copying of exercises, projects or any other work.
- Using a cell phone during testing / examinations.
- Cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner.

Category C

Examples of Category C misconduct

- Possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time, including any extra-mural activity or activity where the school is being supported.
- Wearing of jewellery, any hair accessories that are not permitted



C. Disciplinary interventions

1. The following list of discretionary interventions and corrective measures used by the school are aimed at correcting behaviour before suspension and expulsion (this list is not necessarily exhaustive – one or more may be implemented at a given time):
 - A verbal warning / reprimand to express disapproval. (This may be recorded in writing for record purposes)
 - Written warning.
 - Final Written Warning
 - Daily report
 - Games card
 - Supporters card
 - Removal from classes.

- Removal of badge(s) and / or duties
 - Written punishment.
 - Community service to improve the physical environment within and around the school property.
 - Homework detention.
 - Supervised schoolwork.
 - Demerit detention.
 - Referral for counseling.
 - Attendance of a relevant life skills programme.
 - Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and/or the accumulated fine.
 - Temporary suspension of library card and/or other school-related privileges.
 - Exclusion from school activities and functions.
 - Withdrawal of recognition, e.g. award or position of office.
 - Suspension for seven days.
 - Suspension as a precautionary measure for seven days pending disciplinary hearing
 - Internal disciplinary hearing
 - Disciplinary hearing.
2. Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the misconduct being categorized at a higher degree. Expulsion may be recommended for a Category C misconduct. The categorization of misconduct to a higher degree after repeated transgressions of this Code of Conduct is at the discretion of the Headmistress and/or disciplinary committee and/or a person designated by her.
 3. Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the School has the right, after a fair hearing, to recommend expulsion to the Provincial Head of Education Department.
 4. A hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education to approve the recommendation.
 5. Where approval for expulsion is not granted, the HOD must provide alternative measures and learners will attend counseling or the relevant life skills programme before they may return to class. Such learners will be accommodated in a secluded room in the interim to continue with schoolwork until they have completed the series of counseling sessions or the stipulated life skills programme.

D. Suspension of a learner by the Headmistress or Deputy Headmistresses and / or Governing Body as a precautionary measure

The Governing Body authorises the Headmistress or Deputy Headmistresses to institute suspension, as a precautionary measure, with regard to a learner who is charged with serious misconduct as contemplated in section 8(A) of the SA Schools Act.

1. The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for

the continuation of the suspension must be obtained from the Head of Department of Education.

2. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

E. Misconduct and disciplinary hearings

1. The following official forms will amongst others be used for misconduct and disciplinary hearings (as prescribed by the Department of Education):
 - 1.1 Detention/Community service
 - 1.2 Written warning
 - 1.3 Recorded verbal warning.
 - 1.4 Final Written Warning
 - 1.5 Notice of disciplinary hearing
 - 1.6 Record of disciplinary hearing
 - 1.7 Lodging of appeal (review form)
2. Written notice of a disciplinary hearing will be given to the learner at least five (5) school days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.
3. When a notice is issued, a learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
4. If a learner, without reasonable grounds, does not appear at a hearing, the hearing may be conducted in her absence.
5. A written finding of the hearing will be issued to the offender.
6. A learner has the right to request an appeal/review of the disciplinary action taken against her on sufficient grounds shown. Disregard of a sanction imposed by the Disciplinary Committee will lead to temporary suspension pending a hearing.
7. The Disciplinary Hearing Committee will be constituted in accordance with Circular 74 of 2007.
8. The hearing will also be attended by the learner, and any other learner she may need for her defense.
9. Disciplinary measures that a Disciplinary Committee may amongst others include: (not exhaustive)
 - 9.1 Community Service.

- 9.2 Suspension from school for a minimum of two (2) school days up to a maximum of seven (7) school days, ratified by the Governing Body, to be effective immediately. This will be put in writing and a copy kept on record.
 - 9.3 Recommendation with respect to counseling/attendance of a life skills programme.
 - 9.4 Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
 - 9.5 A written conduct and behaviour warning issued. A signed copy of acknowledgement by the learner will be kept on record.
 - 9.6 Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.
10. The Disciplinary Hearing Committee can consist of the following members:
- 10.1 the Governing Body Member or Chairperson;
 - 10.2 two (2) parent representatives from the Governing Body; and
 - 10.3 the Headmistress or representative to oversee this function.
11. The Headmistress will keep on record copies of all documentation relating to the misconduct, the conducting and findings of the hearing, and the disciplinary measures imposed.
12. The Headmistress will furnish the relevant FO and Form Teacher with all the information necessary for their records.
- F. Procedure during a disciplinary hearing as per Schools Act and other relevant legislation**
1. The Chairperson of the Committee must lead the proceedings and:
 - Introduce those present and state their functions.
 2. If the learner does not attend, the hearing will be conducted in her absence.
 3. The Chairperson is to put the charge to the relevant learner and explain the nature of the alleged misconduct to those present at the hearing. If the learner pleads guilty, the need for the leading of evidence is disposed of and the chairperson may conduct the further proceedings as provided for in the Code of Conduct.
 4. The procedure of enquiry is to be explained by the Chairperson. The evidence of the complainant learner and her witnesses will be heard first. The accused learner and Committee may ask questions about the evidence. The accused learner and her witnesses may there after give evidence and the School representative and Committee may ask them questions.
 5. When all the evidence has been heard, the Chairperson must hear the closing arguments of or on behalf of the complainant and accused learners, excuse the complainant, the accused learner, their representatives, the parent(s) and all the witnesses.

6. The Disciplinary Committee must then discuss and weigh the evidence and come to a decision if the learner is guilty or not guilty. If the accused learner is found guilty, mitigating and aggravating circumstances can be heard in the presence of the complainant learner, the accused learner, their representatives and the parent(s). After this evidence, the Chairperson must close the enquiry and excuse the complainant, the accused learner, their representatives and the parent(s) and decide upon an appropriate sanction.
7. The Chairperson must reconvene all interested parties.
8. The Chairperson is to communicate the decision of the Committee, in particular to the learner.
9. The Chairperson must explain the decision of the Committee and the reasons for the sanction (if any) that has been imposed and ask the learner whether she understands the finding.
10. The learner has the right to appeal.
11. The complainant and accused learner must sign the minutes of the disciplinary hearing and a copy must be handed to the accused learner. (If the accused learner refuses, a witness must sign in the presence of the accused learner). The signing of the document by the accused learner indicates her knowledge and understanding of the finding and if guilty, the sanction imposed.

12. Application for Exemption for the Code

Whereas PHSG (the school) has developed a Code of Conduct for its learners to manage/regulate behaviour and promote orderly interaction conducive to an environment for learning, the school also promotes and supports diversity that is inherent in such an environment. To this end, the school recognises that there may be religious and/or cultural circumstances that necessitate an exemption from particular provision/s of the Code of Conduct.

A parent of a learner who, on a religious and/or cultural basis, wishes to apply for an exemption, must follow the following procedure:

12.1 Application

12.1.1 The parent shall apply in writing to the Headmistress.

12.1.2 The application must be in a form of an affidavit duly sworn before a Commissioner of Oath setting out the following:

- (a) the provision/s of the code that the learner wishes to be exempted from ;
- (b) the religious and/or cultural basis of the application;
- (c) the proposed exemption (whether partial or total and how it should apply).

12.1.3 The application may be made at any time of the year.

12.2 Adjudication

- 12.2.1 The Headmistress and her Deputy must consider the application and respond within 7 school days from the date of receipt of the application.
- 12.2.2 The response must be in writing and must detail reason/s of the decision.

12.3 Appeal

- 12.3.1 The parent may, if he/she feels aggrieved by the decision of the Headmistress and Deputy, lodge an appeal with the Governing Body.
- 12.3.2 The appeal must be lodged within 7 school days from the date of receipt of the decision. The appeal must be submitted to the secretary of the Governing Body (Ms Joan Viljoen) at the school administrative offices.
- 12.3.3 The Chairperson of the Governing Body must either convene an ad hoc Governing Body meeting or refer the appeal to a duly authorised subcommittee of the Governing Body.
- 12.3.4 The parent must submit his/her appeal in writing and any other supporting documents that may be relevant.
- 12.3.5 The Headmistress must within 3 school days from the date of lodgement of the appeal submit all relevant documentation that was used to arrive at a decision.
- 12.3.6 The Governing Body or the duly authorised committee must convene a sitting within 7 school days from the date of receipt of the appeal.
- 12.3.7 The parent and learner and the Headmistress and/or Deputy must appear in person to make oral submissions to the Governing Body or subcommittee.
- 12.3.8 The Governing Body or subcommittee must make a decision within 5 school days from the date of the sitting.
- 12.3.9 The decision must be communicated in writing to the parent.

12.4 Advisory Arbitration

- 12.4.1 In the event where the parent is not satisfied with the decision of the Governing Body or subcommittee, the parties may if they both agree, refer the matter to an advisory arbitration for an advisory award.
- 12.4.2 The advisory arbitration must be chaired by a legal person nominated by the Governing Body and agreed to by both parties.
- 12.4.3 The advisory award is not binding to the parties but may be used to reconsider one's position.
- 12.4.4 The parties will share the cost of the advisory arbitration in equal proportions.

Approval

The signatories hereof, being duly authorized thereto, by their signatures hereto confirm their acceptance of the contents hereof and authorize the implementation/adoption thereof, as the case may be, for and on behalf of the parties represented by them

K Du Toit
HEADMISTRESS

G Wilson
CHAIRPERSON: SGB

DRAFT 2017