

RHENISH GIRLS' HIGH SCHOOL



1860

CODE OF CONDUCT

1. INTRODUCTION

1.1 DEFINITION

Code	A set of rules
Conduct	The way one behaves or treats others
Code of Conduct	The code of conduct for learners as stipulated in S8 of the South African Schools' Act ("SASA") 84 of 1996, as amended
Learner	Any person receiving or who is obliged to receive education as defined in SASA
Educator	A person appointed as defined in Proclamation 138 of 1994 (xiii) Educators' Employment Act of 1994

1.2 POINTS OF DEPARTURE

The code of conduct embraces the following:

- The tenets of the Bill of Rights in Chapter 2 of the Constitution
- The philosophy and principles of the Preamble to the South African Schools' Act no. 84 of 1996
- The requirement of section 8 (1) of SASA that a code of conduct is adopted after consultation with learners, parents and educators
- Section 8(4) that, "Nothing contained in this Act exempts a learner from the obligation to comply with the Code of Conduct of the school attended by such learner"
- The views and the collective will of the parents, educators and learners on how the learners should conduct themselves

1.3 PURPOSE OF THIS CODE OF CONDUCT

To encourage everyone at Rhenish Girls' High School to reach a point where

- The learners of Rhenish Girls' High School are proud of their disciplinary standards
- The learners have developed a clear idea of right and wrong and uphold these standards with responsibility
- The learners have a keen sense of justice and fair play and acknowledge that those guilty of misconduct should own up and be disciplined accordingly
- The learners take responsibility for their actions
- Rhenish Girls' High School is a happy, tolerant and disciplined school

2. RIGHTS AND RESPONSIBILITIES OF LEARNERS

2.1 THE RIGHTS OF THE LEARNERS

Learners have the right to

- 2.1.1 be taught in a safe school environment
- 2.1.2 attend all classes regularly, free from interference, whether of a verbal or physical nature, by any other person
- 2.1.3 receive tuition in all preferred subjects, where practicable, according to the learner's abilities and subject to the core curriculum and standards required by the Provincial Department of Education
- 2.1.4 receive regular feedback reflecting academic progress
- 2.1.5 make responsible use of the school facilities subject to availability and the limitations imposed thereon by school rules and general school organization.
- 2.1.6 receive appropriate counseling for personal and/or educational problems within the limits of the school
- 2.1.7 request in writing, to be excused from any activity which is against religious beliefs
- 2.1.8 follow an agreed-upon procedure for expressing and resolving grievances
- 2.1.9 have privacy in her personal possessions unless the Principal or her designee has reasonable cause to believe that illegal or harmful materials are possessed by the learner and/or are being used to disrupt the educational process or to endanger the health, safety or welfare of the learner herself and/or others.
- 2.1.10 attend a school free of drugs, weapons, drunkenness, verbal and physical bullying, intimidation or victimization
- 2.1.11 attend a school free of sexual harassment or criminal behaviour
- 2.1.12 develop her full potential
- 2.1.13 be treated with courtesy, tolerance and consideration
- 2.1.14 clean surroundings and hygienic premises
- 2.1.15 essential and appropriate learning facilities

2.2 THE RESPONSIBILITIES OF LEARNERS

It is not possible to list the behaviour required of learners in **every** circumstance. However, it **is** required of all learners to act, dress and behave sensibly, decently and in accordance with the codes of behaviour generally accepted in the community served by the school. This is so, even if such actions or behaviour are not specifically either required or barred in terms of the other sections of this code, rules, disciplinary guidelines and demerit system and therefore include but are not, necessarily limited to learners undertaking to:

- 2.2.1 learn
- 2.2.2 attend all classes daily on time
- 2.2.3 do all academic assignments and activities, including homework
- 2.2.4 be in possession of appropriate working materials
- 2.2.5 be responsible for their own work
- 2.2.6 respect all persons and property
- 2.2.7 greet staff and visitors to the school courteously
- 2.2.8 refrain from abusive language and inflammatory actions, indiscreet sexual behaviour, teasing, intimidation, bullying in any form, emotional abuse, racist or sexist signals, comments, remarks or actions, and any form of initiation
- 2.2.9 conduct themselves in a safe and responsible manner
- 2.2.10 be correctly attired or groomed in accordance with the school rules
- 2.2.11 seek changes in an orderly and approved manner
- 2.2.12 protect school property
- 2.2.13 not litter or despoil the premises in any way
- 2.2.14 create mutual respect amongst themselves

- 2.2.15 strive towards being pro-active, independent, critical, disciplined and creative thinkers
- 2.2.16 observe, respect and uphold the school rules
- 2.2.17 display a positive attitude and enhance the reputation of the school wherever possible
- 2.2.18 encourage a disruption-free learning process
- 2.2.19 refrain from assault, the carrying of dangerous weapons, criminal or illegal activities, intimidation, verbal and physical bullying, sexual harassment, victimization, smoking, drunkenness, the possession or use of drugs, or being in possession of pornographic material.

3. RIGHTS AND RESPONSIBILITIES OF EDUCATORS

3.1 THE RIGHTS OF EDUCATORS

3.1.1 In the school, classroom and at all school activities, educators have the right to respect, which includes:

- common courtesy
- being greeted appropriately
- attentiveness during lessons
- use of appropriate language at all times
- no eating or chewing in class
- a classroom environment which is conducive to learning and teaching
- learners who commit themselves to the learning process as detailed in 2.2 above
- punctual and regular attendance by learners
- having their classrooms and physical resources (e.g. notes, chalkboards, computers, etc.) respected by learners
- a graffiti- and litter-free environment

3.1.2 During co-curricular activities, educators have the right to:

- respect
- the commitment of every single member of the team
- regular and punctual attendance at all practices and matches
- conservation and maintenance of resources and equipment
- players who behave in a courteous and sportsmanlike manner – when winning, losing, or in the face of alleged bad decisions by the umpire/referee
- players who understand that even on the sports field there are lessons to be learnt and that sport is not simply entertainment
- players who uphold and enhance the reputation of the school at all times, though not at the expense of the opposition
- players who respect their opponents
- players who adhere to the dress code

3.1.3 During excursions educators have the right to

- learners who in dress, behaviour and speech uphold the positive image of the school and its staff
- expect parents to collect their child, when contacted, if the learner is misbehaving

3.2 THE RESPONSIBILITIES OF EDUCATORS

The responsibilities of Educators have been negotiated in national forums and a code of conduct established by the South African Council of Educators (SACE). The following have been agreed upon:

An educator

- 3.2.1 respects the dignity, beliefs and constitutional rights of the learners, which includes the right to privacy and confidentiality
- 3.2.2 acknowledges the uniqueness, individuality and specific needs of each learner, guiding and encouraging each to realise her potential
- 3.2.3 strives to enable learners to develop a set of values consistent with those upheld in the Bill of Rights as contained in the Constitution of South Africa
- 3.2.4 exercises authority with compassion
- 3.2.5 avoids any form of humiliation and refrains from any form of child abuse, physical or psychological
- 3.2.6 promotes gender equality and refrains from any form of sexual relationship with learners or sexual harassment (physical or otherwise) of learners
- 3.2.7 uses appropriate language and behaviour in his/her interaction with learners, and acts in such a way as to elicit respect from the learners
- 3.2.8 takes reasonable steps to ensure the safety of the learner
- 3.2.9 does not abuse the position he/she holds for financial, political or personal gain
- 3.2.10 is not negligent or indolent in the performance of his/her professional duties
- 3.2.11 recognises, where appropriate, learners as partners in education

In addition, educators must ensure that they

- report regularly for duty and are punctual
- are well prepared on a daily basis to perform their educative task both within and outside the classroom situation and are in possession of the appropriate working materials
- endeavour to maintain a classroom and school atmosphere which promotes good behaviour and effective learning and teaching
- plan a flexible work programme that will address the different needs, interests and abilities of the learners
- help develop good and sound working and inter-personal relations with colleagues and learners
- promote open and regular channels of communication between home and school and encourage participation in the affairs of the school
- seek changes in an orderly and approved manner
- abide by the rules, regulations and procedures set out by the school and the provincial Department of Education

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RGHS CODE OF CONDUCT: APPENDIX 1**RHENISH GIRLS' HIGH SCHOOL**
SCHOOL RULES

THESE RULES EXIST TO ENSURE THAT THE SCHOOL FUNCTIONS HARMONIOUSLY AND EFFICIENTLY AND TO SAFEGAURD THE INTERESTS AND RIGHTS OF ALL THE LEARNERS.

THEY MAY BY NOTICE BE AMENDED FROM TIME TO TIME AND AS SCHOOL CIRCUMSTANCES MAY DEMAND.

THEY ARE NOT EXHAUSTIVE AND ANY CONDUCT NOT SPECIFICALLY MENTIONED HEREIN, BUT WHICH IN THE REASONABLE OPINION OF THE SCHOOL GOVERNING BODY MAY BE DEEMED INAPPROPRIATE WILL ALSO BE DEEMED INCLUDED HEREIN.

Should a learner wish to be exempted from or require a deviation of adherence to any of these rules, application may be made to the School for the granting of such exemption or deviation. Such application must be made in writing and be supported by full reasons detailing the grounds upon which it is required, together with supporting submissions from independent third parties in motivation thereof. Upon receipt the application will be considered and where necessary, the School may call for further submissions, after which the decision will be communicated to you. Until such application has been finalised, the Code of Conduct and Rules must be adhered to.

SCHOOL UNIFORM

Summer: Grade 8 2017 - Navy-blue skirt, short sleeved white fitted shirt with school badge on pocket. Plain white ankle socks, folded over once, and regulation black lace-up or baby doll shoes; Blazer (navy-blue, with school badge on the breast pocket). Note: rain jackets are not part of summer uniform.

Grade 9 – 12 2017: Regulation navy-blue dress **OR** Regulation Navy-blue skirt, short sleeved white fitted shirt with school badge on pocket., plain white ankle socks, folded over once, and regulation black lace-up or baby doll shoes; Blazer (navy-blue, with school badge on the breast pocket). The Rhenish navy-blue V-necked jersey or short-sleeved pullover with badge may be worn, but not to Assembly, unless under a blazer. Note: rain jackets are not part of summer uniform

Winter: Grade 8 2017: Navy-blue skirt. White long-sleeved shirt, school tie, navy-blue regulation V-necked jersey with Rhenish badge, opaque black pantyhose (not blue pantyhose), regulation black lace-up or baby doll shoes. The regulation jersey may be worn in school without a blazer. Blazers must, however, be worn to Assembly and on outings. Regulation navy-blue Rhenish slacks may be worn in winter, with navy or black stockings or socks, but **never on formal occasions or on an official school outing**. Regulation navy-blue long fleece or woollen scarves (white stripe optional) - not pashminas - may be worn for extra warmth. Regulation navy-blue rain jackets with Rhenish badge may be worn except on formal occasions or to Assembly. Navy-blue gloves may be worn to and from school. These may not be fingerless gloves. Umbrellas may be used when necessary.

Grade 9 – 12 2017: Grade 9 and 10 navy-blue tunic. Grade 11 and 12 regulation navy-blue skirt – fitted at the waist, not the hips **OR** Grade 9 – 12 may wear new regulation navy-blue skirt. White long-sleeved shirt, school tie, navy-blue regulation V-necked jersey with Rhenish badge, opaque black pantyhose (not blue pantyhose), regulation black lace-up or baby doll shoes. The regulation jersey may be worn in school without a blazer. Blazers must, however, be worn to Assembly and on outings. Regulation navy-blue Rhenish slacks may be worn in winter, with navy or black stockings or socks, but **never on formal occasions or on an official school outing**. Regulation navy-blue long fleece or woollen scarves (white stripe optional) - not pashminas - may be worn for extra warmth. Regulation navy-blue rain jackets with Rhenish badge may be worn except on formal occasions or to Assembly. Navy-blue gloves may be

worn to and from school. These may not be fingerless gloves. Umbrellas may be used when necessary.

ALL ITEMS OF UNIFORM TO BE CLEARLY AND INDIVIDUALLY MARKED

Sport: Sport practices to be attended in adequate sports clothing and formal Rhenish sports uniform for matches against other schools. Swimmers and water polo players must change into shorts and shirt after practices. In winter the school tracksuit must be worn for matches against other schools. Learners who do not have a tracksuit will have to travel to sports meetings in full uniform. Regulation team uniforms to be worn for all matches.

School Cases: Books must be carried in cases or bags that are bigger than the A4 books they carry. These bags must be regulation black, navy or grey school bags, to be carried on both shoulders or by hand, or on wheels. Bags may not be written on. No graffiti of any kind is permitted.

ALL ITEMS OF UNIFORM TO BE CLEARLY AND INDIVIDUALLY MARKED

PERSONAL APPEARANCE

Learners are expected to be neat and tidy at all times.

Hair: Hair is to be kept off the face; long hair touching shoulders must be tied up and back neatly with plain navy-blue, white, black or brown hair accessories. Fringes must be cut off above the eyebrows. Head- and Alice-bands must be plain navy-blue, white (not cream), black or brown and may not be excessively thick, or pulled down onto the forehead. No lacy head bands. Bows and flowers (real or artificial) are not allowed to be worn as accessories. Hair may not be dyed an unnatural colour. Thin braids and moderate extensions are permissible, but only in the girl's natural hair colour.

Fingernails: Must be short and well kept. Only colourless nail varnish and colourless hardener may be worn. French tips/manicures are not allowed.

Make-up: No make-up or cosmetics to be worn by learners while in school uniform. No lip gloss allowed.

Jewellery: No jewellery of any kind may be worn to school. Only Rhenish and officially sanctioned badges, allergy discs and plain wrist-watches may be worn (any form of personal jewellery will be confiscated – this includes all charm-bracelet and decorative watches.) Learners with pierced ears may wear one pair of small, matching plain gold or silver sleepers or studs - one in each earlobe. No ivory, pearl or glass studs, and no bristles. Grade 12 learners may wear pearl earrings. No fashion earrings. Sleepers are not allowed to be bigger than the size of a South African 10c coin. Girls are discouraged from body piercing or obtaining tattoos while they are at school. No tongue, lip, eyebrow, upper ear or nose rings or studs may be worn, and no visible tattoos are allowed. Smart watches may not be worn during tests and examinations.

ATTENDANCE

Learners are obliged to attend School on every day designated on the official school calendar, unless they are genuinely ill, and to attend all classes timetabled. Bunking of School or lessons is a serious offence and could lead to suspension or a recommendation of expulsion.

Lateness: Punctuality is essential. In the mornings, late-comers must report to the office on arrival at school. Their names will be recorded in the late book. Repeated lateness will be treated as a serious offence. Tardiness for class wastes valuable instruction time. Once the second bell has rung all learners are to be in class - especially after break.

Absentees: If a learner is absent from school, she must bring a note of excuse signed by her parent/s or a medical certificate from her doctor. This must be handed in to the Register Class Teacher on the day she returns to school. If a learner is absent for a test or an examination, she runs the risk of getting nought unless she presents a medical certificate. In addition, in serious cases of absenteeism the learner may be excluded from writing examinations or simply required to repeat the year.

No learner will be excused from Physical Education or swimming classes without a note signed by her parents, or a medical certificate from a doctor.

If a learner is feeling ill, she must report to the teacher, and the class captain will escort her to the office. Learners are not permitted to phone their parents or leave the premises unless advised to do so by the Office. Phone calls to parents may be made from the front office, not from cell phones unless permission has been given to do so. The school does not have a sick bay and is not permitted to dispense medication to learners.

Lines:

Learners who wish to use their lockers in the mornings must do so *before* lines - every learner must be standing in silence in her class line when the second bell rings. No talking or eating (no coffee or tea) is permitted in lines. Class Captains and Grade 8 & 9 Mentors assist teachers and LC with keeping order in the lines.

Assembly:

School assembly is generally held on Monday mornings. No learner may absent herself from Assembly without the Principal's permission. Schoolbags are to be left in the Quad or under chairs in the hall. Learners are not allowed to wear jerseys (unless under blazers), matric tops, rain jackets, or scarves to Assemblies. Talking in Assembly is not permitted. No water bottles and no drinking in the hall.

Hostel: No boarders may go over to the hostel during school hours, except for meals, unless they have permission from the Hostel Superintendent or the Principal/ Deputy Principal. The school hostel is out of bounds to all day scholars at all times.

USE OF FACILITIES

Ebenezer and Old Hall: The Hall pianos may not be used without permission. Both halls have to be booked with the secretary for classes/practices/events during and after school. The halls must always be left tidy and lights switched off. Only members of the school's technical team may have access to the sound box.

Classrooms: Each class is assigned to a register classroom. It is each class's responsibility to decorate its register classroom. The register class is also responsible for sweeping the class, cleaning the board, and emptying the rubbish bin each day. However, each class that uses that classroom is responsible for keeping it tidy. Desks may not be written on, scratched or marked in any way.

Corridors: Learners must walk quickly in single file on the left hand side of corridors. Always use the stairs nearest to the classroom. Schoolbags may not be left in foyers. When learners are waiting to go into a classroom they must line up against the wall next to the door.

Grounds: All refuse and litter is to be placed in bins provided. Debts will be handed out if anyone is caught littering. Use the recycling bins wherever possible.

Cloakrooms: Toilets and washbasins should be left clean and neat.

Library: Learners are permitted in the library only under supervision of teachers or members of the Library Committee. No magazines, newspapers or periodicals may be taken out of the library. Reference books may only be taken out with the permission of the teacher in charge of the library. No more than 2 books may be taken out at the same time and these may not be kept for more than three weeks. Books taken from the shelves must be placed on the library trolley. All furniture in the library must be treated with respect and kept clean and unmarked. No bags, food, sweets or soft drinks may be taken into the library.

Late Books: A fine of 50c per week is payable for each book which is returned late. Lost books have to be replaced. Grade 12 learners may only borrow books until July.

Books may not be kept over holidays except with the express permission of the teacher in charge of the library.

Music Rooms: These may be used only by Music learners for music lessons or practising. Lessons may not be missed in order to practise.

Science, Computer and Life Sciences Laboratories: No learners may enter these rooms without a teacher's permission.

Molteno / Archive room: No learners may enter this room without the Principal's permission.

Lockers: Lockers are issued to as many learners as possible. These are to be kept locked with a padlock (brought from home). At no time may property be interfered with by other learners.

Electronic devices: Cell Phones and MP3 players that are carried on a learner's person or in a bag may not be used during teaching time, (an educator may make an exception) – if they are used without permission or ring or any noise is heard, they will be confiscated without further warning and returned only to the learner's parent or guardian after a minimum period of 14 days. Emergency or urgent phone calls may be made or received through the school office. This policy will be strictly enforced.

Pavilion: The pavilion must be kept neat at all times.

Tennis Courts: The courts are to be used for sport only, by people wearing proper sport shoes. The courts are out of bounds during the school day.

Astro: The Astro is to be used for hockey only, by people wearing proper sport shoes. The Astro is out of bounds during the school day.

Text Books: Learners are issued with some textbooks. This is a privilege and is not to be abused. Books should be handled with care and if they are lost, torn or damaged, learners will have to replace them at their own expense. Books must be covered.

GENERAL

1. Learners may not stand/ sit around school gates during school hours.
2. Learners may not enter or leave the school building through the main foyer.
3. The staff room, the foyer cloakroom, the photocopying room, the staff workroom, the area between the new wing of the school and the streets, and the area in front of the staff wing of the hostel are out of bounds to learners.
4. Learners may not enter the swimming pool enclosure unless during swimming lessons or under the supervision of a teacher/coach.
5. Learners may never leave the school premises during school hours without permission from the Principal, unless they have a subject pass for lessons at the Art School or PRG. This must be shown to the security guard on duty.

6. Learners may never receive visitors in the school grounds during school hours, except with special permission from the Principal.
7. Learners may not change from school uniform into other clothes (besides sports clothes) before leaving the school premises, without permission from the Principal.
8. Learners may not sunbathe in the school grounds.
9. No pets are to be brought to school without the permission of the Principal or her delegate.
10. No radios, CD-players, cameras or video cameras may be brought to school unless for use in class. Cellphones, i-Pods, and MP3 players are not allowed in class and never in examination or test venues. Tablets and i-Pads are used in class rooms to enhance education.
11. Cigarettes, alcohol, and any drugs or other forbidden/harmful substances or objects are not permitted at school or on the school buses or on school outings and school activities, or in any place where Rhenish girls are gathered, in or out of uniform. This restriction is extended to public places when girls are in school uniform. Failure to obey this rule will lead to serious action being taken against the learner, including suspension and possible expulsion.
12. Chewing/bubble gum is not permitted.
13. Unless sent by a teacher, learners should come to the office only during breaks. Learners must always carry a corridor pass when out of class during lesson time.
14. No loitering in the toilets or in the tuck shop area.
15. Learners awaiting transport after 14h30 must wait inside the school gate.
16. Any school property willfully broken or damaged by a learner will be replaced at the learner's expense.
17. No littering.
18. Learners must be courteous and co-operative towards staff, LC members, parents and visitors. This involves greeting parents and visitors and assisting them around the school.
19. Deadlines for work must be adhered to. Learners will be penalized for handing in work late.
20. Any behaviour in any place, at any time, in any company – in or out of school uniform - which brings the school's name into disrepute – will be viewed in the most serious light possible.

LEADERSHIP STRUCTURE IN GRADE 12

The leadership structure is as follows:

LC – Learner Council for the whole school

Mentors – Grade 8 and 9 learners

Matric Committee – Grade 12's

Cheerleaders

Heads of Houses

LC members assist with the general discipline and order of the school. They and all the other leadership structure are to be treated with respect and obeyed without argument.

RGHS CODE OF CONDUCT: APPENDIX 2**RHENISH GIRLS' HIGH SCHOOL**
DISCIPLINARY MEASURES

THE FOLLOWING ONLY SERVES AS A GUIDE WHEN CONSIDERING AN APPROPRIATE SANCTION IN RESPECT OF CERTAIN SPECIFIED CONDUCT AND IS NOT EXHAUSTIVE OR DEFINITE. THE PRINCIPAL OR DELEGATED AUTHORITY IN DEALING WITH MATTERS WHICH ARE NOT REFERRED FOR HEARING AND THE COMMITTEE CONDUCTING A DISCIPLINARY HEARING MAY HAVE REGARD TO THESE GUIDELINES, BUT SHALL AT ALL TIMES BE ENTITLED TO IMPOSE A PUNISHMENT / SANCTION, WHICH THEY HAVING REGARD TO ALL THE CIRCUMSTANCES DEEM FIT.

A learner who is charged with an offence that warrants a disciplinary hearing and her parent / guardian shall be notified of such a hearing, in writing, in advance.

Although it is practice to have a disciplinary hearing after more serious infractions, the Principal shall however, be entitled, in her or his discretion not to follow such procedures in appropriate circumstances and shall further be entitled to also refer minor infractions, particularly, but not limited to, when they are repeated infractions.

A debit system at the school deals with minor infractions of the Code of Conduct. Five debits will result in a one-hour detention on a Friday afternoon. Parents will be informed in writing when their daughters have earned a detention. Failure to attend a Friday detention, or repeated detentions for the same offence, may result in a three-hour Deputy Principal's detention on a Saturday morning.

1. One debit
 - No textbook/stationery in class
 - No Physical Education Kit
 - Late for class without valid reason
 - Absentee letter not handed in
 - Homework not done – no satisfactory explanation given
 - Incorrect uniform without letter of explanation
2. Two debits
 - Littering in the classroom or on school property
 - Leaving school not wearing the correct uniform
 - Not wearing the correct sports kit to sport fixtures
 - Disruptive behaviour in classroom – anything that prevents learning and/or teaching taking place
 - Disruptive behaviour on school property
 - Insolence
 - Rudeness to visitors and/or parents
3. Three debits
 - Truant from registration
 - Leaving the class without a permission slip
4. Four debits
 - Copying homework. Allowing someone to copy own homework.
5. Five debits
 - Defacing school property
 - Truant from a lesson (including lessons where teacher is absent)
 - Punishment not done

Unacceptable behaviour in class or on school property

For more serious infringements of the Code of Conduct (which is applicable wherever the learner is representing the school, including on all excursions) the following will serve as a guide, to be applied at the discretion of the Principal.

WARNING	SUSPENSION	EXPULSION
Lying that does not affect the welfare of learners and staff	Blatant dishonesty	A false declaration of information upon admission to the school
Use of abusive language and inflammatory actions, indiscreet sexual behaviour, teasing, intimidation, bullying in any form, emotional abuse, racist or sexist signals, comments, remarks or actions, and any form of initiation towards learners	Use of abusive language and inflammatory actions, indiscreet sexual behaviour, teasing, intimidation, bullying in any form, emotional abuse, racist or sexist signals, comments, remarks or actions, and any form of initiation towards educators and non-educators	Repeated use of abusive language and inflammatory actions, indiscreet sexual behaviour, teasing, intimidation, bullying in any form, emotional abuse, racist or sexist signals, comments, remarks or actions, and any form of initiation
Discriminatory behaviour and/or remarks	Persistent discriminatory behaviour after warning	Repetition of discriminatory behaviour after warning and suspension
Verbal bullying (minor)	Threats of violence towards learners, intimidation, verbal and/or physical bullying	Any act which in the opinion of the disciplinary tribunal endangers or threatens the life and safety of others
Acts of violence (minor) e.g. fighting where both parties are guilty	Any deliberate act of violence that results in injury to others.	Persistent acts of deliberate violence that results in injury to others, after two warnings
	Possessing a weapon at school	Possessing a weapon at school, e.g. firearm, knife, etc.
	Sexual harassment	Persistent sexual harassment
Being in the company of smokers at school, being in possession of cigarettes at school, or smoking at school (first offence)	Regularly being in the company of smokers at school, regularly being in possession of cigarettes at school, or persistent smoking at school.	Possession, selling or use of illegal substances, including alcohol and drugs, at school.
Deliberate damage to school property (minor), e.g. defacing of desks and walls, etc.	Deliberate damage to school property (major), e.g. windows, doors, vehicles, etc.	
Damage to property of others (minor)	Damage to property of others (major)	

Copying homework assignments	Cheating in standardized tests/examinations	Forgery of administrative documentation
Petty theft/extortion	Persistent petty theft/extortion. Major theft (items of value)	Major theft (second offence)
	Dealing in stolen property	Dealing in stolen property (second offence)
Bringing the school's name into disrepute e.g. unsporting behaviour, bad attitude outside school, disrespect, etc. while in or out of school uniform when the learner can be associated with the school	Bringing the school's name into disrepute (major) – smoking, drinking, sexual advances in public while in or out of school uniform when the learner can be associated with the school), etc.	
Playing truant for a day	Persistent truancy from lessons, school, or detention.	
Three detentions within two months	Any further detentions within a 6 month period	Three suspensions within six months
Persistent non co-operation with an educator or school authorities	Non co-operation with authorities after two warnings	Repeated defiance of the school authorities
	Actions aimed at humiliating educators and non-educators (staff or visitors)	
		Repetition of any behaviour for which the learner has already been warned and suspended
		Total disregard of the Code of Conduct
		Guilt proven in a court of law

DISCIPLINARY PROCEDURES

1. Disciplinary hearing

a) Preliminary inquiry

When a learner is suspected or alleged to have committed a transgression which may warrant a disciplinary hearing, the school Principal may appoint an investigating officer. The latter will collect information for the school Principal to decide whether a disciplinary hearing is warranted.

b) Hearing

The investigating officer shall draw up a charge sheet, and the parents and learner shall receive written notice of the charge and the date, time and venue of the hearing. These arrangements must be made in consultation with the disciplinary committee.

The notice must contain sufficient information on the date, place and nature of the alleged transgression.

At least five school days must lapse between the delivery of the notice and the hearing.

The governing body shall appoint the disciplinary committee. The chair of the committee must be a governing body member. The disciplinary committee shall have the power to take charge of and finalise the disciplinary hearing, as if it has been done by the governing body themselves, and shall be entitled to do everything that the governing body may do in terms of applicable legislation, including imposing and enforcing any sanction, and recommending expulsion to the Head of Education.

The learner must be assisted by his/her parent or a person appointed by the parent. In case of major transgressions, the learner is entitled to apply for representation by a legal representative or any person who is appointed by the parent of the learner. Such application must be directed to the chair of the disciplinary committee at least two school days before the start of the hearing. No other persons, apart from those mentioned above, may attend the hearing on behalf of the accused learner.

When a learner has legal representation, he/she may choose to expedite the disciplinary procedure by entering into a plea bargain with the presiding officer.

Apart from minor learners' right to testify through mediators, as envisaged in Section 8(7)–(9) of SASA, minor learners (either accused or witnesses) will also be entitled to be assisted by their parents or an educator of their choice during disciplinary proceedings. However, a person who assists a learner may not answer any questions on behalf of the learner or address the disciplinary committee.

Learners who are involved in disciplinary proceedings shall also be entitled to receive support, advice and counselling from educators who have been appointed for such purpose by the school Principal or the governing body, provided that such educator may not assist the learner at the disciplinary hearing, unless the parent of the learner authorises the educator to do so.

Should the learner and/or his/her parents and/or representative fail to attend despite proper notification, the hearing may proceed in their absence.

The hearing must be fair and just, and shall be conducted in terms of the prescripts of the applicable provincial legislation. The prosecutor and learner (or

the learner's representative on behalf of the learner, if applicable) must be afforded the opportunity to put her case, may put questions to witnesses, may call witnesses, and may scrutinise or table documents related to the matter.

The members of the disciplinary committee themselves shall also be entitled to call witnesses, request additional witnesses or testimony, put questions to the witnesses, or investigate or have investigated further any aspect that could promote fairness and justice.

After testimony has been heard, the committee shall decide whether the learner is guilty or innocent. For this purpose, or for the purposes of settling any dispute that may arise during the proceedings, the committee shall be entitled to adjourn for a reasonable period of time in order to consider its ruling. Such consideration shall occur behind closed doors and may be attended by committee members only.

Should the learner be found guilty, both the learner and the prosecutor shall receive another opportunity to testify and/or make representations on extenuating and aggravating circumstances that the committee needs to consider in order to impose an appropriate sanction. In order to consider an appropriate sanction, the committee shall be entitled again to adjourn for a reasonable period of time. Such consideration shall occur behind closed doors and may be attended by committee members only.

c) Finding and sanction

In case of a guilty finding, the disciplinary committee's ruling, including the imposed sanction, must be communicated in writing to the learner and his/her parents as well as the prosecutor within a maximum of five school days.

Despite any guilty finding and sanction imposed by the governing body, any stakeholder may refer any transgression of the Code of Conduct that may constitute a criminal offence to the South African Police Service for investigation.

2. Internal appeal

A party who is aggrieved with the outcome of disciplinary proceedings before the governing body's disciplinary committee shall be entitled to appeal in writing to the chair of the governing body against the guilty finding, imposed sanction, or both, within two days of receiving written notice of the outcome.

The notice of appeal must clearly outline the grounds for the appeal.

The chair of the governing body must appoint an appeals committee within two days of receiving the notice of appeal, which committee must consist of a member of the governing body as chair, and at least two other experts. The members of the disciplinary committee who had heard the matter may not serve on the appeals committee as well.

The chair of the governing body must hand the notice of appeal to both the chair of the appeals committee and the other party to the proceedings before the disciplinary committee, and must ensure that the record of the disciplinary proceedings be made available to the appeals committee.

Within two days of receiving the notice of appeal, the other party shall be entitled to make representations in response thereto to the chair of the appeals committee.

In considering the appeal, the appeals committee shall be restricted to considering the record of the proceedings before the disciplinary committee, the notice of appeal, and any representations that the other party may submit.

Any party who wishes to submit to the appeals committee for its consideration any evidence that does not form part of the record of proceedings before the disciplinary

committee, must apply in writing for permission to the chair of the appeals committee. In case of the appellant, such application must be contained in the notice of appeal, and in the case of the other party, application must take place within two days of receiving the notice of appeal.

The application to submit new evidence must contain a full explanation why the evidence had not been available or tabled during the disciplinary proceedings, must outline the nature of the evidence, and must explain in what way the evidence bears reference to the consideration of the appeal.

The appeals committee must announce its decision to the parties in writing within ten school days of receiving the notice of appeal.

In considering the appeal, the appeals committee may:

- a) set aside or uphold the disciplinary committee's guilty or not guilty finding and/or imposed sanction;
- b) impose an alternative sanction (including a heavier sanction); and
- c) deliver any other ruling that the appeals committee deems fair and just under the circumstances.

3. General provisions

The governing body is expected to keep proper record of the disciplinary proceedings. For this purpose, the governing body may appoint a person to minute or electronically record the proceedings. Such person shall not form part of the committee.