



Collegiate Girls ' High School

DISCIPLINARY PROCEDURES AND CODE OF CONDUCT

Discipline from the outset rests with the subject/ class teacher. Only after all reasonable attempts have been made to remedy the circumstances at hand, should the subject/class teacher report the matter to the respective Grade Head. The individual educator should deal with the disciplinary matter insofar as possible, however new and/or unfledged staff members should not hesitate in seeking the appropriate advice from senior staff. Upon a learner's conduct becoming completely intolerable during a lesson, she may be directed to her Grade Head, who will in turn deal with the learner accordingly, alternatively, direct the learner to the Head of Discipline, should this be deemed necessary. In such cases, the subject/class teacher must complete an Incident Report form and lodge same with the Grade Head. At no point should the learner's basic right to education be interrupted or infringed upon as a result of meting out the corrective measure as outlined herein.

The following are categories of transgressions with suggested courses of action, depending on the severity or frequency of the offence.

1. CODE OF CONDUCT

Objective:

The Collegiate Girls High School (CGHS) Code of Conduct (CoC) seeks to clarify the learner conduct required and expected in order to achieve an optimal learning environment.

The optimal CGHS learning environment:

The aim of CGHS is to provide young women with a sound holistic (academic, cultural and sporting) and optimal education in order to prepare them to be both leaders in a dynamic, multi-cultural world and well-balanced, informed and responsible members of society.

An optimal learning environment requires a stable, balanced, disciplined, and high-trust environment underpinned by an equally high standard of ethics and good conduct based upon broad Christian principles and the Constitution of South Africa.

In seeking to create this environment, CGHS has adopted the values of integrity, compassion, responsibility, respect and good work ethic to guide relations (with self, between learner and others, school and community) at the school.

School tradition and the school's good name are both important components in ensuring learner pride in the institution and the continued success of the school from one generation to the next. Thus each individual young lady's individual contribution and conduct is considered to have a significant impact on the school environment and in building its future.

Expected Conduct:

Each Collegiate learner is expected to subscribe to and demonstrate the following principles of good conduct:

- a) **Passionate about learning:** that they will display enquiring and inquisitive minds constantly seeking to challenge and explore known and new areas of knowledge and skills
- b) **Ethical:** that in all their relations and actions they will uphold a high level of integrity and high moral standards
- c) **Responsible:** each learner is responsible for her conduct and actions whilst at school or representing the school, and is expected to consider in all circumstances the potential outcome of her actions and its impact upon herself and others
- d) **Respectful:** that in behaviour and attitude they will be compassionate, courteous and tolerant of difference towards themselves, others and the school itself
- e) **Proud:** thereby to take pride in themselves, their fellow learners, the school educators and the school's good name
- f) **Of the community:** that as active members of the school community, they will acknowledge and subscribe to reasonable and necessary boundaries set by the school, by their educators and by their fellow learners and constantly strive to add value to the school and its institutions
- g) **The best they can be:** that in all their relations and actions they will constantly strive to excel and develop their own unique potential to the best of their capacity and capability within the learning framework provided by the school and their parents

2. DISCIPLINARY POLICY AND PROCEDURE

1. Principles of disciplinary action:

The Collegiate community will strive to uphold the following principles when learner conduct exceeds acceptable limits and needs to be addressed:

- a) **Fairness: Both substantively** (punishment fits the crime) and **procedurally** (follow the steps) fair
- b) **Rehabilitate rather than punish:** conduct that goes beyond acceptable levels must where possible be used as a learning opportunity to progressively correct undesirable behaviour rather than simply punishing the learner
- c) **Address the behaviour not the person:** all disciplinary action must seek to correct behaviour whilst maintaining the self-esteem of the learner
- d) **Respect the rights of all learners:** both the individual learner and learners as a whole have the right to ongoing education in an environment conducive to learning
- e) **Maintain discipline and purpose of school:** actions taken in response to undesirable behaviour must seek to bring peace and stability to the school environment to maintain a quality educational environment and prevent further such behaviour from being repeated or perpetuated by others
- f) **Seek constructive outcomes to conflict:** conflict is a natural phenomenon; the response to such must seek to ensure a constructive outcome that builds consensus rather than polarize the school community.

2. Disciplinary procedure:

2.1 General

1. Where behaviour has been directed at/involves another learner, the school principal (or designated person) may at their discretion choose to convene a conciliation between parties (the learners and their parents/guardian) before embarking on a disciplinary process.
2. In the instance of a Schedule 3 contravention, a disciplinary hearing may be convened where a conciliation attempt has failed, or if the incident only involved one learner and had no impact on others (e.g. plagiarism). It is left to the discretion of the Principal (or where precedent dictates) whether the matter is of sufficient gravity to require a Governing Body hearing.
3. In case of a reasonable suspicion that learners have violated this code of conduct or the laws of the country, the school principal or an educator is entitled to search such learners and/or the property in their possession for any dangerous weapons, guns, drugs or other harmful and dangerous substances, stolen goods or pornographic material that the learners may have brought onto the school grounds. Throughout, learners' dignity will be respected, and therefore, the search will be conducted in private, by persons of the same sex, and in the presence of another person. The search process and outcome must be recorded.
4. Any conduct that unfairly prejudices the administration, discipline or efficiency of the school shall be regarded as a violation of this code of conduct.
5. A conviction of a criminal offence in a court of law shall be regarded as a violation of this code of conduct.
6. In the instance of all Schedule 3 offences detailed notes must be kept
7. In the instance of repeated contravening behaviour, the learner should be referred to the school psychologist/counsellor for assessment and counselling prior to any disciplinary action being initiated.
8. The school community and persons of authority within the school must follow the procedure below when enforcing the code of conduct, relevant school policies and the school's rules

	Learners	Prefects	Educator	Grade Head	Head of Discipline/ Principal	SGB Hearing
Schedule 1	Report to Educator or Grade Head	Report to Prefect coordinator	Sanctions/ Report to Grade Head	Reviews/ Sanctions		
Schedule 2	Report	Report	Report	Reviews/ Sanctions	Reviews/ Sanctions	
Schedule 3	Report	Report	Report	Report	Principal convenes Hearing/ Sanctions	Convenes Hearing/ Sanctions

“Report” means the matter was observed by the person and referred to a higher level for investigation and sanction; i.e. Grade Head/ Prefect Coordinator/ Head of Discipline.

“Sanction” means the person is responsible for the disciplinary outcome/decision after an appropriate investigation;

“Reviews” means the person has the authority to reconsider the sanction given at a level below and also the responsibility for monitoring related outcomes to ensure their consistency and identify trends.

2.2 Applicable criteria in deciding disciplinary outcomes

Any person within the school community or person/s of authority deciding on a disciplinary matter, including SGB hearings, must consider the following in coming to a decision:

1. Relevant laws and the Constitution of South Africa
2. The School’s code of conduct, disciplinary policy & procedure, other relevant policies and the school rules
3. The impact of the behaviour, specifically on those to whom the behaviour was directed and whether the behaviour was unwanted/unwelcome
4. The intentionality of the learner whose behaviour is under review
5. The rights of the individual learner vs. the rights of other learners
6. Precedent
7. What the actions of a reasonable person (learner) would have been under the same circumstances
8. The reasonable possibility of rehabilitative action succeeding
9. Suggestions for an appropriate sanction by the learner themselves.

2.3 Minor transgressions

Schedule 1 transgressions (Schedule 1 attached hereto)

In the case of a Schedule 1 transgression, such violation shall be referred to an educator of the school, who will be entitled to impose the following sanctions:

1. A reprimand;
2. Verbal apology and/or letters of apology;
3. Meaningful written work (maximum 500 words);
4. School or Saturday Detention;
5. Uplift of the object/article/substance;
6. Communication with parents/guardians (by the Grade Head);
7. A suspended sentence involving any of the above sanctions.;
8. Match or performance exclusion.

Any of the above sanctions may be coupled with a directive that the learner undergoes counselling on such terms as the appropriate member of staff may direct.

In the case of the following Schedule 1 transgressions, a School Prefect may report the learner to the Prefect Coordinator who will issue a detention slip.

- Not wearing name badges, nor being able to produce a receipt indicating that the badge is on order;
- Not having a hymn book in assembly;
- Any uniform transgressions;
- Not wearing uniform at Grey sports matches;
- Talking in Assembly;
- Misbehaviour at functions, including sports matches;
- Out of bounds;
- Disrespect to seniors.

Schedule 2 transgressions (Schedule 2 attached hereto)

One or more of the following forms of action **may** be taken against the learner by the appropriate member of staff:

1. Saturday Detention;
2. A verbal or written warning;
3. Monetary compensation (or replacement of the actual item) in respect of replacement value in instances of damage to property etc.;
4. Meaningful hand written work (maximum 1000 words) or an appropriate project that is rehabilitative in relation to the offense;
5. Rewriting plagiarised/cheat work with automatic mark penalisation;
6. Mark penalisation;
7. Community service;
8. Removal of privileges such as participation on socials/outings/derby days and school-related scheduled social events, unless a learner is part of a team or where this would be considered essential as part of rehabilitation (for Junior and Seniors);
9. Communication with parents/guardians (by the Grade Head);
10. Public apology to the school, part of the school, grade or affected party on a rehabilitative project/action in relation to the offense;
11. Letters of apology to the school, part of the school, grade or affected party on a rehabilitative project/action in relation to the offense;
12. Implementation of rehabilitative action agreed to by the parties
13. The learner and her parents/guardian may on occasions, for more serious misconduct appear at a Disciplinary Meeting/Hearing with the Principal and educators involved;
14. A suspended sentence involving any of the above sanctions.

Any of the above sanctions may be coupled with a directive that the learner undergoes counselling on such terms as the appropriate member of staff may direct.

2.4 Major Transgressions

Schedule 3 transgressions (Schedule 3 attached hereto)

If a learner is accused of serious misconduct the Principal may appoint a person as an investigator. The investigator must collect evidence to enable the Principal to determine whether there are grounds for a disciplinary hearing. The investigator must request the parents/guardian of the accused to attend a meeting where the investigator is afforded an opportunity to question the accused learner, and provide

the accused learner with an opportunity to state her case. In the event of the parents/guardian refusing to attend such meeting, the investigator may proceed with meeting the accused learner. An additional member of staff must be in attendance at any meeting with the accused learner (with or without the learner's parent/guardian), or in any investigatory meetings with potential witnesses. The investigator must submit a written report to the Principal. The Principal must determine whether the transgression warrants the convening of a disciplinary hearing which hearing should be conducted forthwith in terms of 2.5 (c) of Disciplinary hearing for Serious Misconduct.

One or more of the following forms of action **may** be taken against the learner by the Principal or by the SGB Disciplinary Hearing appointed to do so:

1. The learner may appear at a Disciplinary Meeting with the Principal and/or educators involved, and the learners' parents/guardians. The learner may be required to appear at a Disciplinary Hearing, with her parents/guardians (in which case the School Governing Body will be involved and a formal Hearing process will follow);
2. Community service on or off school premises;
3. Saturday detention/s;
4. Monetary compensation (or actual replacement/restoration of the item/property) in respect of replacement value in instances of damage to property, theft etc.;
5. A final written warning;
6. Mark penalisation in the case of cheating/plagiarism offenses;
7. Meaningful hand written work (maximum 2000 words) or an appropriate project that is rehabilitative in relation to the offense;
8. Suspension from school activities or a selection thereof (suspension from academic activities should only occur in special circumstances);
9. Removal of privileges such as attendance to Matric Dinner/Dance and other scheduled events (for Seniors only);
10. Exclusion from/removal of school awards;
11. Impeachment from leadership positions;
12. Any of the schedule 1 and 2 sanctions not listed as a possible Schedule 3 sanction;
13. Police or other community-sector intervention;
14. Temporary or permanent exclusion/expulsion from the hostel;
15. An appropriate apology to the affected party/ parties;
16. Letters of apology to the school or part of the school or grade, or affected party;
17. Rehabilitative action;
18. Notification to the Department of Education of the offence committed by the learner;
19. Suspension of the learner as a correctional measure (may not exceed five (5) school days);
20. Application to the Department of Education for the learners' expulsion from the school (which may include suspension);
21. Police or other community-sector intervention.

Any of the above sanctions may be coupled with a directive that the sanction imposed must be communicated to the learner's parents or guardians, and/or with a directive that the learner undergoes counselling on such terms as the Principal or Disciplinary Hearing may direct.

2.5 Disciplinary Hearing for Serious Misconduct

- a) The investigating officer (appointed by the Principal) must draw up a charge sheet setting out all of the particulars of the transgression. The charge must be accompanied by a written notice calling on the learner and her parents to attend a disciplinary hearing. The date, place and time of the hearing must be stipulated in the notice. This must be determined in consultation with the disciplinary committee. The notice must contain sufficient particulars of the date and nature of the alleged misconduct to enable the learner to identify the incident and to respond to it. At least five (5) school days must be allowed between the handing over of the notice and the hearing. The investigator must also notify all witnesses to be present at the hearing.
- b) The notice of the hearing must inform the learner of provisional suspension, if any, the reasons therefore and any other matter required in connection with the provisional suspension; and inform the learner of the rights of a learner in terms hereof.
- c) The Governing Body shall appoint the disciplinary committee to conduct the hearing. In the event of the accused learner nominating a fellow learner to sit on the disciplinary committee, the committee will consist of five (5) persons (4 SGB-appointed persons and one learner). In the event of the accused learner not appointing a fellow learner to the disciplinary committee, the committee will consist of three (3) SGB-appointed persons.
- d) The majority of members of the disciplinary committee must be members of the School Governing Body.
- e) One member of the disciplinary committee may be a learner selected by the accused learner.
- f) The disciplinary committee must be chaired by a member of the School Governing Body who is not an employee or member of staff of the school.
- g) No person who has anything to do with the investigation of the charge of misconduct, including the principal, may serve on the disciplinary committee or be present at the meeting of the School Governing Body when the report or recommendations of the disciplinary committee are discussed and a decision is taken on punishment.
- h) No person who is a relative of the accused learner or has a personal interest in the hearing may serve on the disciplinary committee or be present when the School Governing Body discusses the report of the disciplinary committee.
- i) At the hearing, the investigator must adduce evidence and arguments in support of the charge. He or she must put questions to any person who has given evidence in rebuttal of the charge.
- j) At a hearing a learner must have the right to be present, to be represented by a representative, to give evidence and —
 - 1) to be heard;
 - 2) to call witnesses;

- 3) to put questions to any person called as a witness in support of a charge; and
 - 4) to inspect documents submitted in evidence.
-
- k) 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 (2) 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.
 - l) If a learner, or her parents, fail to attend the proceedings without just cause, the hearing may be conducted in their absence.
 - m) No person other than the learner, her representative, her parents, the investigator and the members of the disciplinary committee may be present at the hearing.
 - n) The procedure to be followed at the hearing must be in accordance with the provisions set out in this paragraph. The procedure may be adapted to suit the needs of the school. The essential safeguards in order to ensure due process must, however, be complied with.
 - 1) The Chairperson must upon the commencement of the disciplinary hearing —
 - i) welcome everybody to the meeting;
 - ii) explain the reason for the meeting;
 - iii) ask the investigator to read the charges;
 - iv) ask the learner to react to the charge (plead).
 - 2) If the learner pleads guilty:
 - i) ensure that the learner knows what she pleads guilty to and that it is not a stratagem just to get the matter over and done with;
 - ii) ask the learner, her representative or her parents whether they wish to say something before a penalty is imposed;
 - iii) ask the learner, her representative, or her parents and any other parties, except the members of the disciplinary committee, to leave the room while the committee decides on a suitable punishment;
 - iv) decide on an appropriate sentence, keeping in mind the object of correcting the behaviour and what the learner and parents said in (ii). This will ensure that the committee applies its mind to the matter;
 - v) call the excused parties in and inform them of the punishment;
 - vi) remind the parents and learner of her right to appeal and the procedure therefore. If the punishment is suspension they must be informed that they can appeal to the Head of Department.
 - 3) If the learner pleads not guilty:
 - i) the chairperson requests the investigator to submit evidence —calling of complainant and/or witnesses;
 - ii) after each witness has stated his or her case the learner or her parent must be given the opportunity to put questions to the witness. The purpose is to give her the opportunity to refute the evidence. This is not cross-questioning. The chairperson and committee members may also ask questions to get clarification on uncertainties;
 - iii) ask the learner if she wishes to say something —this is an opportunity to state her case;

- iv) the investigator can ask questions;
 - v) the chairperson and committee members may also ask questions to clarify uncertainties;
 - vi) excuse the parents, learner and her representative while the committee reviews the evidence and decides on a verdict;
 - vii) call the parents and learner in and inform them about the committee's decision;
 - viii) if the committee finds the learner guilty, ask her or her representative or the parents whether they wish to say something before a decision is made on appropriate punishment;
 - ix) decide on an appropriate sentence, keeping in mind the object of correcting the behaviour and what the learner and parents said in (viii). This will indicate that the committee applied its mind to the matter;
 - x) call in the learner, her representative and her parents and inform them of the punishment;
 - xi) remind the parents and learner of the learner's right to appeal and if the punishment is suspension that they can appeal to the Head of Department.
- o) At the conclusion of the hearing the disciplinary committee must submit the record of the hearing to the Governing Body together with its findings with regard to the learner's guilt or not and where appropriate recommendations as to corrective measures to be imposed, including suspension or suspension with a view to expulsion, and consequent expulsion.
- p) The Governing Body must after considering the findings and recommendations of the disciplinary committee, impose a penalty of summary suspension if it considers it appropriate, or make recommendations to the Head of Department on the appropriate action to be taken in terms of paragraph (u).
- q) Where the Governing Body imposes a penalty of summary suspension as a correctional measure, it must, within five (5) days, in writing inform the learner and her parents of the period of suspension, which period must not exceed five (5) school days. In the case of a hostel inmate, the suspended learner must vacate the hostel premises during the period of suspension. The disciplinary committee must advise the district manager of the suspension in writing.
- r) Where the Governing Body suspends a learner with a view to expulsion by the Head of Department, it must in writing inform the learner and her parents —
- (i) of the suspension from attending school;
 - (ii) of the reason for the suspension and that the matter has been referred to the Head of Department with a recommendation that the learner be expelled;
 - (iii) that the suspension takes immediate effect and will last until the Head of Department has decided whether or not to expel the learner; and
 - (iv) that they have the right to make written representations to the Head of Department concerning the findings of the disciplinary committee.
- s) Upon suspension with a view to expulsion, learners who are boarders in a hostel must be removed by their parents.

- t) The Principal must within three (3) school days submit to the Head of Department, via the District Office, a report which must include the following:
 - (i) the full particulars of the learner;
 - (ii) the record of the proceedings;
 - (iii) the learner's past disciplinary record;
 - (iv) a copy of the school's rules and disciplinary code;
 - (v) Proof that the disciplinary committee complied with the provisions of paragraphs (i), (j), (k), (l), (n) and (o); and
 - (vi) Reasons why expulsion is the appropriate punishment in the circumstances.

- u) After considering the report in paragraph (t) and any other representations made by the learner, her representative, or her parents, the Head of Department must —
 - i) approve the recommendation of expulsion made; or
 - ii) find that the transgression of the learner does not warrant expulsion and if deemed appropriate impose or recommend the imposition of a lesser punishment permitted by the code of such transgression; or
 - iii) find the learner not guilty and acquit her, and notify the Governing Body, the learner and her representative and her parents accordingly.

- v) A learner, or her parents, who wishes to appeal an expulsion order must submit a notice to this effect to the Principal of the school. The Principal must in turn submit it to the Head of Department who must submit to the MEC. The parents must submit the notice to the Principal within five (5) school days after being notified of the decision of the Head of Department. The Principal must submit the notice to the Head of Department within two school days after receipt thereof from the parents of the learner concerned. The Head of Department must submit the notice to the MEC within the five (5) school days after receipt thereof from the Principal. The notice must be accompanied by the record of the disciplinary proceedings.

- w) The lodging of an appeal must suspend the penalty imposed by the Head of Department until the MEC has decided the appeal. This will mean that the learner will be allowed back to the school pending the appeal.

- x) The MEC may convene an appeal hearing within ten (10) school days of receipt of the notice of appeal. The learner and her parents are entitled to address the MEC at the appeal hearing.

- y) After considering the appeal the MEC must —
 - i) dismiss the appeal and confirm the expulsion; or
 - ii) find that the transgression of the learner does not warrant expulsion and if deemed appropriate impose or recommend the imposition of a lesser punishment permitted by the code for such transgression; or
 - iii) find the learner not guilty and acquit her.

- z) The decision of the MEC is final.

- aa) 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.

- ab) If a member of the disciplinary committee, the learner, his or her representative or a witness requires an interpreter, the disciplinary committee may not proceed with the hearing until an interpreter competent in the relevant language has been made available: Provided that it is not necessary to make use of a formally qualified interpreter.
- ac) The disciplinary committee must keep a full and accurate record of all proceedings before it. 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.
- ad) Despite any guilty finding and sanction imposed by the SGB, 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.

2.6 Suspension of a learner pending criminal proceedings

- 1) The Principal may recommend to the Head of Department that a learner who has been charged with a criminal offence arising out of a misconduct, be suspended from his or her school until the criminal proceedings against him or her have been finalised: Provided that internal misconduct proceedings against the learner be commenced with as soon as possible.
- 2) In exercising his or her discretion under sub regulation (1), the Head of Department must have regard to the following factors:
 - a) The right of the suspended learner to education
 - b) The need to protect the safety of learners and educators at the school
 - c) The need to protect the property of the school
 - d) The potential duration of such criminal proceedings
 - e) The seriousness of the offence; and
 - f) The need to maintain general learner discipline at the school.
- 3) The acquittal or the conviction of a learner by a Court of law on a charge of any offence arising out of misconduct, shall not preclude the taking of disciplinary steps against the learner in terms of these regulation and the code of conduct, even if the facts set out in the charge of misconduct, should they be proven, would constitute the offence set out in the charge on which the learner was found guilty.

2.7 Grade 12 learners

If an expelled learner is in Grade 12 and the misconduct of which such a learner was found guilty was committed during the third or fourth quarter of the year, the Head of Department may order that such a learner be permitted to write his or her examinations on such conditions as shall be determined by the Head of Department in consultation with the Principal: Provided that the learner so found guilty shall not pose a danger to any sector of the schooling community.

2.8 Alternate placement of an expelled learner

If the Head of Department expels a learner who is of compulsory school age, he/she:

- a) Must make an alternative arrangement for such learner's placement at another public school;

- b) In addition to paragraph (a) above, may require that the learner attend counselling; and
- c) Must procure regular progress reports in respect of any counselling.

If the Head of Department expels a learner who is not of compulsory school age, he or she may order that the learner not be re-admitted to another school within the province.

2.9 Internal Appeal

- 1) 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 twenty-four (24) hours of receiving written notice of the outcome.
- 2) The notice of appeal must clearly outline the grounds for the appeal.
- 3) The chair of the Governing Body must appoint an appeals committee within twenty-four (24) hours 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.
- 4) 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.
- 5) Within twenty-four (24) hours 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.
- 6) 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.
- 7) 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 twenty-four (24) hours of receiving the notice of appeal.
- 8) 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.
- 9) The appeals committee must announce its decision to the parties in writing within seven (7) school days of receiving the notice of appeal.
- 10) 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. SCHOOL RULES

1. GENERAL CONDUCT

- 1.1 All learners should demonstrate respect, consideration and dignity at all times. Discourtesy towards educators, non-educators, other learners and visitors will not be tolerated.
- 1.2 Learners are expected to stand aside at doorways and entrances to allow adults and/or more senior Learners to pass through first.
- 1.3 Unruly behaviour before school, between periods, during breaks, during an assembly, during detention and after school is not acceptable.
- 1.4 Learners are expected to comply with lawful directives issued by school personnel, and with all school policies, rules and regulations.
- 1.5 The usage of all electronic devices must be in accordance with the School's policies pertaining to the use of such technology.
- 1.6 The school will consider the conviction of a learner of a criminal offence as an act of serious misconduct.
- 1.7 The School will not tolerate:
 - Dishonesty of any kind;
 - Theft;
 - Cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, exams). This includes any form of communication, verbal or non-verbal, with another learner, the use of a cell phone or a smart watch as a means of communication, and the distribution of any test or examination material that may enable another person or himself or herself to gain an unfair advantage; Fraud or criminal deception or dishonesty, tantamount to theft, including unauthorised use of credit cards, debit cards or another learners' identification number, and supplying of false information or falsifying documentation to gain an unfair advantage at school; Blackmail or extortion;
 - Obscene and foul language and/or gestures;
 - Possession of weapons, dangerous toys or other dangerous items at school or in school-related activities;
 - Possession, copying, distribution, use or displaying of any offensive (including pornographic) or sexually inappropriate material (this is inclusive of all forms of social media);
 - Bullying and verbal/ non-verbal abuse;
 - Any acts of assault, intimidation, aggression or offensive/ oppressive or violent behaviour of any form;
 - Graffiti and vandalism of any kind;
 - Misconduct or poor sportsmanship during an extra-mural activity's practice, intra-or inter-school competition, league fixture or cultural festival/concert;
 - Initiation, as stipulated by National Legislation, or any form of behaviour that may cause hurt and/or humiliation;
 - Hate speech;

Participation in any form of illegal meeting or campaign on school premises;
Political canvassing, soliciting or campaigning activities or recruitment to petitions that are non-school related, on the school premises, by any means;
Interference with, unauthorized use or possession of, and damaging of another person's possessions/property without the owner's consent;
Spitting in public;
Public disturbance and public indecency;
Gambling or trading or selling items/goods on the school property without permission; Gross insubordination and/or insults the dignity of a staff member;
Repeated absence without leave from school and/or classes;
Inappropriate sexual activity, including but not limited to sexual intercourse, sexual harassment, sexual abuse, rape or inappropriate relations (including public displays of affection) on school premises, within a school context or when the learner/s are identifiable as Collegiate learners.;

Immoral conduct.

Failure to report serious and major acts of misconduct and/or to assist or cooperate in the investigation of serious and major acts of misconduct, and failure to tell the truth/misleading actions as part of the investigative process or during a Disciplinary Hearing;

Any action which will bring the name of the school into disrepute, or undermines, deliberately or otherwise, the stated goals of the school (this is inclusive of all forms of social media);

Racism, discrimination, sexism and/or negative response to sexual orientation, i.e. all remarks/ insults/ slogans, either directly (verbal) or indirectly to peers, or on social media, which cause hurt or humiliation, divisiveness or disharmony, based on race, culture, language, ethnicity, sexual orientation, or any other form of prejudice.

2. ALCOHOL

- 2.1 The use of alcohol by a Collegiate learner, regardless of her age, is not permitted, on or off the campus, when she is involved in any school-related event or activity; is in school uniform; or is clearly identifiable by the general public as a Collegiate learner. (Use of alcohol includes: showing any evidence of the use of alcohol; the purchase or selling of alcohol; being in possession of alcohol; being under the influence of alcohol.)
- 2.2 Furthermore, in relation to alcohol, no learner is permitted to bring the School into disrepute at any time or place, or under any circumstances.
- 2.3 Moreover, School Prefects and Hostel Prefects are entrusted with the responsibility of being role models to others and custodians of the School's good name, reputation, values and standards. To uphold these values and to avoid any ambiguity, no School Prefect or Hostel Prefect may, during her term of office, consume any alcohol, except in the privacy of her own home whilst in the presence of her parents and with their consent.

3. NICOTINE, DRUGS AND OTHER BANNED SUBSTANCES

- 3.1 No learner may bring onto the school premises any form of alcohol, tobacco, nicotine, marijuana, intoxicating drugs or any other banned substance.
- 3.2 The possession, distribution and/or use of intoxicating drugs or any other banned substance in any place at any time is prohibited.
- 3.3 No learner may smoke or be in possession of nicotine or tobacco containing substances, electronic cigarettes or hubbly bubbly pipes, whilst in her school uniform, or when identifiable as a Collegiate learner.

3.4 Any learner found in possession of medication that has a schedule 4 or 5 classification, will within a 24-hour period make a copy of the medical script issued by a medical doctor available to the school. Should this certificate not be provided, the medication will be deemed an illegal substance.

4. GENERAL APPEARANCE (in the case of a dispute, the final decision will rest with the Principal).

Collegiate learners are expected to take pride in their appearance and to be neat and well-groomed. Unless otherwise stated, uniform must be worn at all school and sporting activities, including those of Grey High.

4.1 SCHOOL UNIFORM

- Name badges must be worn and visible on the top garment when at school.
- Dresses and gyms length must be a maximum of 8 cm above the knee.
- Regulation socks are to be folded over neatly. Only black secret socks may be worn underneath stockings.
- Regulation black opaque stockings which are laddered or torn may not be worn. A spare pair of stockings should be in a learner's possession at all times.
- Belts are to be worn appropriately with winter gyms.
- Jerseys are to be the correct size and may not be worn as the outer garment in the street, and may not have logos on them other than the school badge.
- Blazers form part of both summer and winter uniform and must be worn outside the school grounds (this includes when a learner enters or alights from a car when travelling to or from school). Blazers may be removed when in the classroom and during break; however, they must be put on again at the end of break.
- Blazers are to be worn for the duration of all formal functions, and when representing the school.
- When seated in a coffee bar or restaurant, learners may remove their blazers.
- No part of the tracksuit may be worn with the formal school uniform.
- Regulation school shoes must be worn.
- White scarves may be worn only by members of the 1st teams. No scarves may be worn at assemblies (be the assembly formal, informal or for a Carols Rehearsal) and formal functions when representing the school.
- Rainproof jackets may not be worn in a classroom.
- Tracksuits are sportswear and may not be worn in the classroom, except where House Dress is mandatory, or when a learner is required to change at second break into sports uniform either to attend a practice, Phys Ed, or a match directly after school.
- Learners who have Phys Ed classes must change back into their school uniform at the break following their Phys Ed lesson. Learners who have Phys Ed in the last lesson of the day, may go home in Phys Ed clothing.
- Drama learners may change into their Drama Practical Outfits after Assembly, or at 1st or 2nd break, depending on the time of their practical lesson. They must change back into their school uniform at the break following the Drama lesson. When not in the Drama classroom, they must wear a school tracksuit over their Drama Practical Outfit.
- Matric tops are informal wear, and may not be worn as part of the formal or sports uniform.
- Only officially designed and approved items may be worn as part of the formal school uniform.
- Regulation house t-shirts must be worn by competitors and spectators at specified House events.
- Uniform and dress code provisions to practicing religions can be found at the front office.

4.2 HAIR

- Hair is to be clean and tidy. Specifically:
- If longer than collar length (with the exception of straight back cornrows), hair must be tied back neatly.
- Hair accessories: only plain navy, black, or dark brown are permitted. Sweat bands may be worn only for sport.
- Hair must be out of one's eyes.
- No leather accessories or butterfly/banana clips.
- Telephone wire must match the learner's natural hair colour.
- Hair should not be coloured or highlighted.
- Braids, cornrows and weaves are acceptable.
- Blow-dried hair and/or afro hair must be neatly combed and must be held back by a narrow navy or black band.
- No spiked, punk or any other unorthodox/ trendy styles are permitted. For example, the following are not accepted: Jumbo braids.
- Bantu knots and twist using own hair are permitted. If twists are untidy, the learner may be sent for detention.
- As personal preference is allowed, the shaving off of all hair is permitted; no patterns or partial (undercuts) are permitted.
- Braiding must match the learner's natural hair colour.
- A bun and ponytail must be neat and tidy.

4.3 NAILS

- Should be of medium length so as not to draw unnecessary attention.
- Only clear nail varnish is permitted. False nails may not be worn at school. No tips nor French manicures are permitted.

4.4 SCHOOL BAGS

- Must be the regulation Collegiate school bag as purchased at the College Girl, or an identical navy school bag.
- Bags must be clearly marked inside with the owner's name and initials outside.
- Regulation school bags on wheels are permitted.
- Tog bags and backpacks (school regulation only) are only for sports equipment, not books (except during exams). No stickers or graffiti to be on bags carried with school uniform. No other bags are permitted.

4.5 SPORTS UNIFORM

- The regulation Physical Education kit must be worn at all Physical Education lessons and for all sports practices.
- Physical Education kit: Navy (regulation) shorts or skorts and white top.
- Team members must wear correct team uniform for all matches.
- Only school tracksuits may be worn with sports kit.
- No jerseys are to be worn with sports kit: only Collegiate warm-up tops are allowed.
- After Water Polo and Swimming practices and matches, learners may not leave the school premises wearing only a costume and towel.

4.6 GENERAL

- No makeup whatsoever is permitted.
- All clothing and belongings are to be clearly marked.
- Tattoos of any kind (permanent, temporary, henna or any other kind) must not be visible when wearing the school uniform or sports uniform.
- Wearing earphones in public whilst wearing school uniform is not permitted.
- No jewellery other than a watch or medic alert disc is permitted. Learners may wear short, clear bristles in ear piercings. No plasters covering any piercing may be permitted.
- Chewing of gum or consumption of any other food stuff/substance, without permission, whilst wearing school uniform, formal or sport dress, is not permitted.
- Hitchhiking whilst in school uniform, formal or sport dress, is not permitted.
- All learners (with the exception of learners belonging to faiths other than Christianity) must be in possession of an official School Hymn Book during an assembly.
- No learner may wear any item of uniform of another school, unless permission is granted.
- Only Collegiate blankets may be used in a classroom.
- During an examination period, any learner who comes into the school, even if not writing an exam, must be dressed in full school uniform.

5. PUNCTUALITY, ACADEMIC PERFORMANCE AND SCHOOL/ EXTRA-MURAL ATTENDANCE

- 5.1 The bell rings at 07:40 at which time all learners are to be in their classroom for the registration period.
- 5.2 Punctuality for all school activities and events is expected.
- 5.3 Learners are to move as quickly and quietly as possible between lessons in single file, and observing the keep left rule.
- 5.4 No learner may leave the school premises during school hours without prior permission from the Principal on written request from the Parent. When leaving, learners must present this signed permission note to the Secretaries' office.
- 5.5 In cases of illness, the learner is to report to the Grade Head with her note from her subject teacher. If the learner needs to go home, she will be sent down to the secretary, who will make the necessary arrangements. No boarder may go straight to hostel.
- 5.6 Learners are to be in the classroom during lesson times.
- 5.7 Bunking will not be tolerated.
- 5.8 All absences must be followed by the prescribed explanatory note form (available in the School Diary) from the parent to the Class Teacher on the day the learner returns to school. Additional copies of this form may be obtained from the class teacher.
- 5.9 A doctor's certificate or other recognised certificate is required if a learner misses a test, a formal assessment or an examination, or if the absence has been for more than three days. (This must be read in conjunction with the applicable section in the school diary.)
- 5.10 Learners are expected to attend school every day during term time unless prevented from doing so through illness or on genuine compassionate grounds.
- 5.11 Learners who have not attended school on a specific day, or who have left school early due to poor health, may not participate in any school activities on that day or evening.
- 5.12 Only a valid and reasonable excuse (made in writing and prior to the event) will be accepted if a learner is unable to attend any extra-mural activity's fixture, function or practice session or if they are unable to attend a compulsory activity as a spectator.

5.13 Attendance at school detention is compulsory.

5.14 All learners are expected to behave in a manner conducive for constructive and effective learning in class, and ensure that they complete tasks, homework and assignments on time. At all times, learners must have the required stationery, books and e-books for each specific subject.

5.15 All textbooks, exercise books and resource centre books must be treated with the necessary care. Resource Centre material must be returned by the stipulated due date in the same condition as when taken out.

6. CLASSROOMS, SECURITY WITHIN THE SCHOOL GROUNDS, AND MOTOR VEHICLES

6.1 The following are out of bounds:

- The Hospitality, Consumer Studies and Art Rooms, all Laboratories, the Gym Hall and Auditorium, and all other classrooms, during break and after school, unless permission is granted by a teacher.
- The Hostel for day girls except by special permission from the Superintendent.
- The centre steps of the quadrangle.
- The Music corridor (except for a subject Music learner with the permission of a Music teacher).
- The front entrance except for evening functions, or when being fetched by a parent during school hours.
- The staffroom at all times.
- The main staircase to all girls, except the Prefects.
- The gallery above the stage except with permission from a teacher. The catwalk into the roof is out of bounds at all times.
- All gymnastic equipment unless a teacher is present.
- The entire garden area in front of the school.
- The Entrance Foyer except for those needing to see the Principal or Secretary or waiting to be fetched.
- Ivy Leaf, except during break or after school for special functions. Only Grade 12s may sit in the Ivy Leaf during breaks.
- Beyond the hockey field next to the astro turf and the entire area south of Jenkins way (i.e. the swimming pool side) during school hours.

6.2 Learners may not visit the buildings or grounds of another school while the latter is in session, except with due permission to do so.

6.3 Learners may not leave the school grounds without permission to do so;

6.4 Learners may not tamper with safety and other equipment on school premises;

6.5 Only one person at a time is allowed in a toilet cubicle. The privacy of a learner is to be respected at all times.

6.6 Water bottles may not be made from glass, and must be of a reasonable size.

6.7 No eating is allowed in a classroom (unless given permission by the teacher concerned), activity room or the Resource Centre.

6.8 All learners are to treat the campus of the school with respect at all times, and in particular, refrain from any form of littering.

6.9 Balloons are only allowed on the campus during the school day with the express permission of the Principal.

6.10 Parents or bona fide guests should announce themselves at the front office.

- 6.11 Learners are to remain within the school grounds whilst waiting to be fetched by parents. From 15:00, learners must be collected from the Kestell Street entrance.
- 6.12 Grade 12 learners who have a valid driver's license are allowed to apply for permission to park on the school grounds.
- 6.13 Reckless or negligent driving whilst identifiable as a Collegiate learner is not permitted, whether on or off the school property;
- 6.14 Girls are to be silent in the blue area.

7. EXEMPTION FROM THE SCHOOL RULES

Should a learner wish to apply for an exemption from a school rule, an application must be made in writing by the learner and her parents to the School Governing Body.

4. SCHEDULE OF OFFENCES

Offences/undesirable behaviour and Guidelines to Sanctions for Level 1, 2 and 3 Offences

1. 1. Schedule 1 Offences:

Minor infractions including, but not limited to the following:

1. Undermining, deliberately or otherwise, the stated goals of the school;
2. Discourtesy toward educators, non-educators, other learners and visitors;
3. Chewing of gum or consumption of any other food stuff/substance when not allowed to do so;
4. Failing to comply with lawful directives issued by school personnel or with school policies, rules and regulations, in circumstances when this is considered not to constitute a schedule 2 offence;
5. Violating the dress code and/or hair policy of the school;
6. Unruly behaviour before school, between periods, during breaks and after school;
7. Failure to:
 - a. submits an absentee note or reply slips by the stipulated deadlines;
 - b. returns a library book by the due date, or pay the fine for overdue book/s;
 - c. attends an extra-mural activity's practice session without excusing herself;
 - d. attends a compulsory activity as a spectator without submitting a written excuse letter prior to the event;
 - e. does classwork set and submit homework;
 - f. brings the required textbooks, notes, stationery, or equipment to a lesson;
 - g. hand work in on time;
8. Refusal to participate in classroom activities;
9. Negative behaviour during class (talking disruptively, doing work for other subjects without permission, disrespect towards learners or educators etc.);
10. Talking when not permitted to do so;
11. Sleeping in class;
12. Neglect of textbooks;
13. Eating in a classroom, activity room or the Resource Centre;
14. Arriving late for school, for class or any other recognised school commitment, without a letter from the parent substantiated by a valid reason;
15. Littering;

16. Use or possession of an electronic device, cell phone or other electronic equipment when not permitted to do so;
17. Failure by day learners to procure an absentee note from a parent/guardian for being absent from school;
18. Not using a regulation school/book bag;
19. Misconduct during Detention;
20. Misconduct during Assembly;
21. Failure to wear a name badge;
22. Wearing any item of uniform of another school without permission;
23. Use of a non-Collegiate blanket in a classroom.

1.2. Schedule 1 Sanctions:

One or more of the following forms of action **may** be taken against the learner by the appropriate member of staff:

1. A reprimand;
2. Verbal apology and/or letters of apology;
3. Meaningful written work (maximum 500 words);
4. School or Saturday Detention;
5. Uplift of the object/article/substance;
6. Communication with parents/guardians (by the Grade Head);
7. A suspended sentence involving any of the above sanctions;
8. Match or performance exclusion.

Any of the above sanctions may be coupled with a directive that the learner undergoes counselling on such terms as the appropriate member of staff may direct.

2.1. Schedule 2 Offences:

1. Purposeful disregard, disrespect or and/or discrimination or prejudicial behaviour displayed towards others (educators, non-educators, fellow learners and/or visitors) based on race, culture, language, ethnicity and /or sexual orientation, in any form.
2. Any form of initiation or behaviour that may cause hurt and/or humiliation. This includes but is not limited to harmful behaviour that is physical, mental, verbal or messages sent by phone and posts on social media;
3. Deliberately being antagonistic and/or being excessively disruptive in class, thereby preventing the educator from carrying out his/her tasks, to the detriment of the school, the staff, the educators or fellow learners;
4. Purposeful insubordination (such as ignoring or failing to carry out a reasonable instruction) and/or refusing to accept the authority of the school or the educators;
5. Interfering with, unauthorized use or possession of another person's possessions/property without the owner's consent;
6. Damaging another person's possession or property;
7. Forgery or fraudulent behaviour, such as forging parental consent, or use of another learners' codes or numbers, for instance in the Computer Labs or Resources Centre;
8. Blatant copying of exercises, projects or any other work or any form of plagiarism;
9. Hitchhiking while in school uniform, formal or sport dress;

10. Conducting oneself in an improper manner on public transport (all types) while in school uniform, formal or sport dress;
11. Offensive and/or inappropriate behaviour, such as spitting in public, swearing, verbal or non-verbal abuse or using obscene gestures;
12. Public disturbance;
13. Gambling or trading or selling items/goods on the school property without permission; Bunking or truancy from school, any lesson or school activity;
14. Failure to attend an extra-mural activity fixture or function as a participant or official;
15. Failure to attend any compulsory school activity or team event without a Doctors Certificate or valid excuse;
16. Bringing the name of the school into disrepute, through any inappropriate and/or improper behaviour or actions, during or out of school hours (this is inclusive of all forms of social media);
17. Possession, copying, distribution, use or displaying of offensive or inappropriate material, in any form (including social media);
18. Lying, dishonesty or any form of duplicity;
19. Visiting the buildings or grounds of another school while the latter is in session, except with due permission to do so;
20. Leaving the school grounds without permission to do so;
21. Misconduct or poor sportsmanship during an extra-mural activity's practice, intra-or inter-school competition, league fixture or cultural festival/concert;
22. Failure to attend detention or breaking sanctions or conditions of sentence imposed in a Level 1 offence;
23. Unreasonable repetition of Level 1 misconduct/offense.

2.2. Schedule 2 Sanctions:

One or more of the following forms of action **may** be taken against the learner by the appropriate member of staff:

1. Saturday Detention;
2. A verbal or written warning;
3. Monetary compensation (or replacement of the actual item) in respect of replacement value in instances of damage to property etc.;
4. Meaningful hand written work (maximum 1000 words) or an appropriate project that is rehabilitative in relation to the offense;
5. Rewriting plagiarised/cheat work with automatic mark penalisation;
6. Mark penalisation;
7. Community service;
8. Removal of privileges such as participation on socials/outings/derby days and school-related scheduled social events, unless a learner is part of a team or where this would be considered essential as part of rehabilitation (for Junior and Seniors);
9. Communication with parents/guardians (by the Grade Head);
10. Public apology to the school, part of the school, grade or affected party on a rehabilitative project/action in relation to the offense;
11. Letters of apology to the school, part of the school, grade or affected party on a rehabilitative project/action in relation to the offense;
12. Implementation of rehabilitative action agreed to by the parties;

13. The learner and her parents/guardian may on occasions, for more serious misconduct appear at a Disciplinary Meeting with the Principal and educators involved, or a Governing Body Hearing;
14. A suspended sentence involving any of the above sanctions.
Any of the above sanctions may be coupled with a directive that the learner undergoes counselling on such terms as the appropriate member of staff, Principal or Disciplinary Hearing may direct.

3.1. Schedule 3 Offences:

1. 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;
2. Violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes or preventing educators from providing teaching;
3. Violating the rights of the educator to carry out his/her tasks, to the detriment of the school, the staff, the educators or fellow learners;
4. Gross insubordination and/or insults the dignity of a staff member;
5. Repeated absence without leave from school and/or classes;
6. Cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, exams). This includes any form of communication, verbal or non-verbal, with another learner, the use of a cell phone as a means of communication, and the distribution of any test or examination material that may enable another person or herself to gain an unfair advantage;
7. Possession of weapons, dangerous toys or other dangerous items at school or in school-related activities, or use of any of the aforementioned in a threatening manner.
8. Fighting and/or bullying and/or any form of intimidation of others (physical/ exclusion/ psychological/ cyber/ emotional);
9. Racism, sexism and/or negative response to sexual orientation, i.e. all remarks/insults/slogans, either directly (verbal) or indirectly to peers and or educator's/staff members, or on social media, which cause hurt or humiliation, divisiveness or disharmony, based on race, culture, language, ethnicity, sexual orientation, or any other form of prejudice;
10. Assault, common assault in which serious injury has occurred, or any form of offensive or oppressive behaviour;
11. Theft, which includes but is not limited to appropriating property without the explicit permission of the owner or appropriating any item that is the property of the school without the explicit permission of the school's authority;
12. Inappropriate sexual activity, including but not limited to sexual intercourse, sexual harassment, sexual abuse, rape or inappropriate relations (including public displays of affection) on school premises, within a school context or when the learner/s are identifiable as Collegiate learners.;
13. Immoral conduct;
14. Public indecency;
15. Vandalism and intentional damage to school property (including graffiti/ defacement of vehicles/property, anywhere on school premises including the car park);
16. Fraud or criminal deception or dishonesty, tantamount to theft, including unauthorised use of credit cards, debit cards or another learners' identification number, and supplying of false information or falsifying documentation to gain an unfair advantage at school;
17. Distribution, possession or use of drugs, tobacco (in any form including electronic cigarettes or 'vaping'), alcohol or any other intoxicating substance;

18. Entering the school premises or an off-site school event while under the influence of alcohol/drugs or any intoxicating substance;
19. Possession, copying, distribution, use or displaying of pornographic or sexually inappropriate material, in any form (including social media) on school premises or within a school context;
20. Tampering with safety and other equipment on school premises;
21. Computer hacking, bypassing the schools firewall or using software that attempts to hide or cloak the user's identification or the destination, any other major breach of the school's protocol regarding computer usage;
22. Taking part in any form of illegal on non-sanctioned petition/strike action/meeting /campaign on school premises;
23. Political canvassing, soliciting or campaigning activities or recruitment to petitions that are non-school related, on the school premises, by any means;
24. Reckless or negligent driving whilst identifiable as a Collegiate learner, whether on or off the school property;
25. Bringing the name of the school into disrepute, through any inappropriate and/or improper behaviour or actions, during or out of school hours (this is inclusive of all forms of social media);
26. Blackmail or extortion;
27. Conviction by a court of a criminal offence;
28. Failure to report serious and major acts of misconduct and/or to assist or cooperate in the investigation of serious and major acts of misconduct;
29. Failure to tell the truth/misleading as part of the investigative process or during the hearing;
30. Conducting oneself, in the opinion of the governing body, in a disgraceful, improper or unbecoming manner;
31. Unreasonable repetition of Level 2 misconduct/offences;
32. Breaking sanctions or conditions of sentence imposed in a Level 2 offence

3.2 Schedule 3 Sanctions:

One or more of the following forms of action **may** be taken against the learner by the Principal or by the SGB Disciplinary Hearing appointed to do so:

1. The learner may appear at a Disciplinary Meeting with the Principal and/or educators involved, and the learners' parents/guardians. The learner may be required to appear at a Disciplinary Hearing, with her parents/guardians (in which case the School Governing Body will be involved and a formal Hearing process will follow);
2. Community service on or off school premises;
3. Saturday detention/s;
4. Monetary compensation (or actual replacement/restoration of the item/property) in respect of replacement value in instances of damage to property, theft etc.;
5. A final written warning;
6. Mark penalisation in the case of cheating/plagiarism offenses;
7. Meaningful hand written work (maximum 2000 words) or an appropriate project that is rehabilitative in relation to the offense;
8. Suspension from school activities, sport, cultural or extra-mural activities or a selection thereof (suspension from academic activities should only occur in special circumstances);
9. Removal of privileges such as attendance to Matric Dinner/Dance and other scheduled events (for Seniors only);

10. Exclusion from/removal of school awards;
11. Impeachment and removal from leadership position;
12. Any of the schedule 1 and 2 sanctions not listed as a possible Schedule 3 sanction; 13. Police or other community-sector intervention;
14. Temporary or permanent exclusion/expulsion from the hostel;
15. An appropriate apology to the affected party/ parties;
16. Letters of apology to the school or part of the school or grade, or affected party;
17. Rehabilitative action;
18. Notification to the Department of Education of the offence committed by the learner;
19. Suspension of the learner as a correctional measure (may not exceed five (5) school days);
20. Application to the Department of Education for the learners' expulsion from the school (which may include suspension);
21. Police or other community-sector intervention.

Any of the above sanctions may be coupled with a directive that the sanction imposed must be communicated to the learner's parents or guardians, and/or with a directive that the learner undergoes counselling on such terms as the Principal or Disciplinary Hearing may direct.

5. ADDITIONAL GUIDELINES FOR DISCIPLINE

5.1 Suggested Actions for Academic Offences:

- Keep record of work not done to establish a pattern.
- Issue warning.
- After school work sessions - subject teachers to control personally.
- Subject Report - class teacher.
- Daily Report - Grade 8 and 9 (*see following sample*). Grade Heads to inform Parents - they need to play a more important role.

School Detention is NOT to be used for academic correction.					
DAILY REPORT					
		Subject	Classwork	Homework	Teacher
1					
2					
3					
4					
5					
6					
7					
PARENT:					
GRADE HEAD CO-ORDINATOR:					

5.2 ON DAILY REPORT FORM

- Fill in class work and homework daily.
- Teacher or substitute must sign each period. Comment on quality of work done.
- Parent to sign daily. Hostel Superintendent for Boarders.

- Grade Head to sign on Friday before end of day.

5.3 UPLIFTED ITEMS

Such items must be placed in envelope with the learner's name, Grade and teacher's name who uplifted such item. **Hand in to front office for safekeeping in strong room.**

5.4 APPEARANCE

Nail polish remover / baby oil / nail clipper / elastic bands - available from the Front office.

5.5 BUNKING CLASSES OR SCHOOL

No girl may leave the school grounds without permission from the office for any reason.

All teachers must check attendance carefully at the beginning of each lesson for both latecomers and absentees. If learners know this is being done, bunking will be discouraged. If bunking is suspected, check the absentee list in the Staffroom and report the culprit to the class teacher who in turn should discuss this with her Grade Head for further action.

- Report immediately to class teacher.
- Class teacher to confirm bunking and report to Grade Head.
- Parents contacted and a written warning must be given.
- Learners make up double time in Saturday DT.

5.6 EXCEPTIONS

No girl is to be out of the classroom during lesson time unless she is **genuinely ill** and cannot wait until the end of the lesson to be attended to. A girl who is ill may be sent down to the Grade Head with a note signed by the teacher concerned. The Grade Head will sign the note if she/he deems it necessary for the girl to go home. She will then send her to the Front office for her parents to be phoned. If she is a Boarder, after the Grade Head has given her permission she must go to the Hostel Superintendent before going to the office.

5.7 EXTRA-MURAL OFFENCES

Missing practices/matches

Repetition, constant defiance or non-acceptance of school rules: Report to head of Sport.

DETENTION

Detention is not for teachers' own classroom discipline or for poor performance in tests, homework not done, not having kit at school, not handing in projects, etc. (If in doubt, consult with the HOD: DT).

- Detention will take preference over any other activity, including sport commitments, extra lessons and casual jobs.
- DT may be deferred only by the HOD: Detention on production of a letter from a parent requesting this by first break on the Thursday preceding detention.

SATURDAY DETENTION

Reasons for giving Saturday detention: missing a Friday detention with no valid reason or at the discretion of the Grade Head and Senior Management Team. Learners will attend in school uniform.

The Grade Head will notify the parents. SMT will supervise Saturday Detention sessions. The list of teachers for Friday and Saturday DT duty will be published at the start of each term. Saturday detention may be for 2 hours or 4 hours, depending on the misdemeanour.

PROCEDURE

The DT slip for Friday and/or Saturday DT is to be filled in completely by the Wednesday preceding the DT given. The top section (as indicated on the form), to be placed in the DT basket in the staff room.

The rest of the form is to be given to the learner personally. The bottom of the form is to be given by the learner to Mrs A Nel by the end of first break on the day of the DT. For Saturday DT see the slip.

TIME AND VENUE

DT takes place in the teaching venue of the staff member on DT duty on Friday afternoons for an hour, starting 10 minutes after the close of school.

DT carries on during exam time. Starting time: ten minutes after the end of general exams.