



# Spiral Girls' High School

## CODE OF CONDUCT



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Each new learner will be issued with a shortened version of the Code of Conduct for which both the learner and the parent/guardian must sign. Any amendments or updates to the Code of Conduct will be distributed to the learners at the beginning of the year. The items included in this version are listed above in bold italics. The shortened version of this document as well as any amendments or updates may be viewed on the website and/or D6 Communicator.

**PLEASE NOTE: ALL rules contained in this Code of Conduct are applicable to all learners who are identifiable by any means as learners of Spiral Girls' High School.**

A Jones  
PRINCIPAL  
 November 2019



# Springs Girls' High School

## PART ONE THE CODE OF CONDUCT



The Code of Conduct is the framework for the creation and maintenance of a culture of positive behaviour within which learners should conduct themselves, for the provision of and maintenance of a safe and respectful environment which allows all school activities to be conducted in an orderly manner, and to enable the realisation of the aims of the school's vision and mission statement.

It should be noted that, because education is not only the responsibility of the government, but also of the parents, teachers and learners of the school, the Code of Conduct promotes values of respect and reconciliation to guide education in the school. These include, but are not limited to:

Respect for fundamental human rights

Respect for educators

Acceptance and respect of multiculturalism and diversity

Respect for the environment and facilities of the school

## VISION

The vision of this school is to provide each learner with the best possible all-round education in order to develop the total person to her full potential.

## MISSION STATEMENT

Springs Girls' High School is dedicated to ensuring that all learners are given an equal opportunity to be educated to the highest possible standard. We commit all of our resources to this goal.

We aim to foster a culture of learning and a healthy, competitive spirit, in an environment which is both disciplined and nurturing. A true *Girl in Green* will understand the value of education and the joy in accomplishment. She will carry into the world the rich and proud traditions of this school.

### THE CODE OF CONDUCT

WHEREAS	Springs <u>Girls'</u> High School is a public school as envisaged in Section 12, read with Section 52 of the South African Schools Act, 1996 ("SASA")
AND WHEREAS	The government of the School is vested in its Governing Body in terms of Section 16 of SASA
AND WHEREAS	In terms of Section 8 of SASA the Governing Body must, subject to any applicable provincial law, adopt a code of conduct for the learners of the School after consultation with them, their parents and the educators of the School, which code of conduct must

aim at establishing a disciplined and purposeful school environment, dedicated to the maintenance and improvement of the quality of the learning process at the School.

AND WHEREAS

The Governing body SGB as representatives of the parents has consulted with the parents, RCL as representatives of the learners and educators of the school concerning the content of the Code of Conduct and has, further, considered the guidelines for such Codes of Conduct published by the Minister of Education in Government Gazette No. 18900 of 15 May 1998 [Notice No.776 (1998)]

NOW THEREFORE

The Governing Body adopts this Code of Conduct for the learners of the School in and subject to the terms set out in this Part one and Part two and Part three following.

1. DEFINITIONS

In this Code of Conduct, unless the context indicates otherwise, the following words bear the following meanings:

“Governing Body”	The Governing Body of the School, duly constituted in terms of SASA and applicable provincial laws.
“Code of Rights and Duties”	The Code of Rights and Duties of the respective stakeholder groupings of the school.
“School”	Springs Girls’ High School
“Minister”	The Minister of Basic Education
“Ministerial Guidelines”	The Guidelines referred to in the Preamble to this part of the Code
“General Rules of the Classroom”	The Rules referred to in 2 of Schedule A of Part Two of this Code.
“Department”	The Provincial Department of Education
“Provincial Department”/ “GDE”	Education Department of Gauteng Province
“Principal”	The serving Principal or Acting Principal of Springs Girls’ High School
“Educator”	Any educator, including the Principal and Deputy Principals, performing teaching services at Springs Girls’ High School from time to time.
“Learner”	Any learner duly admitted to and enrolled at Springs Girls’ High School
“Disciplinary Committee”	The Committee of members of the Governing Body of the School, having a vote, appointed and authorised by

resolution of the Governing Body to represent it in the performance of its functions in terms of this code.

“SASA”

The South African Schools Act No.84 of 1996.

## 2. THE SCOPE OF THIS CODE OF CONDUCT

As a gauge for fair and reasonable actions, the Code of Conduct is binding for every learner of the school. The school's Code of Conduct is applicable:

- On school premises, before, during and after school hours.
- During all school activities – on or off school property.
- Outside the school property when the learner is identifiable because of school uniform and/or insignia.

## 3. AMENDMENTS TO THE CODE OF CONDUCT

This Code of Conduct must be reviewed by the School's Governing Body in consultation with parents, RCL and teachers, annually, or whenever necessary.

This Code may be amended only after consultation with the educators, parents and learners of the School. Amendments will take effect upon adoption and ratification thereof by the School Governing Body and the publication thereof to the educators, parents and learners of the school by written notice, a copy whereof will be posted on the school notice board and will be made available on the website and on the D6 Communicator.

## 4. DISPUTES

Any dispute concerning the interpretation of this Code shall be finally settled by a ruling of the Governing Body.

5. The Code of Rights and Duties of the School attached and referred to in this Code, must be read together with the Code of Conduct.
6. The Code of Rights and Duties sets out the respective rights and duties of the stakeholders of the school and aims at the creation of a climate of mutual respect, understanding and tolerance between them in the interests of harmonious relations in a progressive and dynamic School.

Adopted by the Governing Body of Springs Girls' High School by resolution duly taken at SPRINGS GIRLS' HIGH SCHOOL on the \_\_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_.

-----  
T Shackleton  
Chairperson: SGB

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A R Jones  
Principal



# Springss Girls' High School

## CODE OF CONDUCT



### PART TWO

#### SCHEDULE A: RULES OF CONDUCT

##### 1. **GENERAL RULES**

All learners have the right to an education free of interference, intimidation and/or physical abuse. These rights are accompanied by certain responsibilities, referred to below.

- a) The learner shall at all times while wearing the school uniform, or any part of the school uniform, or while representing the school directly or indirectly, behave in a manner which will bring credit to the school, its members of staff and her fellow learners.
- b) The learner will respect the rights, property and safety of other learners. Theft of others' property is punishable by the Code of Conduct Sanctions.
- c) Fighting, bullying (including cyber-bullying) or threatening of other learners is forbidden.
- d) Learners shall respect those learners in positions of authority. A learner in a position of authority will conduct herself in a manner befitting her position and not abuse such authority.
- e) Learners are requested to familiarise themselves with the Code of Conduct and shall refrain from conduct that infringes on the rights of others.
- f) Learners shall behave courteously and respectfully when dealing with all members of staff and refrain from conduct that constitutes insubordination.
- g) Learners shall support the principal, members of staff, RCL and Class Representatives (captains) in maintaining good order and an environment conducive to learning and teaching. Learners are expected to obey and promptly carry out an instruction reasonably given by the Principal, educators, RCL or class captains.
- h) When dealing with other learners, a learner shall exercise self-restraint and shall show mutual respect, consideration and tolerance towards each other. Learners shall not behave in a manner which might cause physical, mental, emotional or moral harm to any learners. Language seen to be offensive, discriminatory or racist is prohibited.
- i) No learner may at any time behave in a manner that will disrupt the learning activity of other learners.
- j) The use of cellular telephones/ electronic devices during class time (including during substitution), assembly, tests, tasks under controlled conditions and examinations is strictly prohibited. Read the regulations regarding cellular telephones/ electronic devices.

- k) Learners may not bring cigarettes, e-cigarettes, “hubbly bubbly” / “vapes” (or similar); narcotics or mind-altering substances; alcohol, offensive material or weapons (including items that can be used as weapons) onto school property, nor may they have these items in their possession at any time. They must not use these items elsewhere while in school uniform. No learner may purchase, distribute or sell any of these items while in school uniform. Use of these items may constitute a criminal offence. If a learner is in possession of prescription medication, she should carry a copy of the doctor’s script with her at all times.
- l) The Principal or an educator, delegated by the principal may, upon reasonable suspicion (sufficient information), has the legal authority to conduct a search of any learner.
- m) Loitering in and/playing in and around upstairs corridors, stairwells and toilets is forbidden.
- n) The learner must at all times ensure that she contributes towards and maintains a tidy environment in the school buildings, on the grounds and in front of the school. All litter must be placed in refuse bins and/or recycling bins provided for these purposes.
- o) No learner may film, record or photograph any activity on the school premises or that identifies learners or staff members involved as being from Springs Girls’ High School. Nor may a learner post, on any social media platform, any video, written/printed or audio footage of any activity on the school premises or that identifies learners or staff members involved as being from Springs Girls’ High School. (For further rules on social media and internet use, consult the ICT Policy).
- p) No learner may engage in any form of disruptive behaviour during break times. This includes, but is not limited to, the playing of loud music, drumming, screaming, singing loudly etc. Learners must respect each other’s rights to a peaceful and safe environment.
- q) No learner shall be in possession of any form of medications at school. All medications must be handed in to the front office – with the prescription – and the dosage may be collected when the learner requires it and at the end of the day. No learner or staff member may administer any medication to learners.
- r) No learner may engage in any form of selling of any items to other learners or staff while on the school’s property or in the school’s environment. Learners may not purchase items from other learners.
- s) Learners are not permitted to bring speakers to school, nor are they permitted any other devices or instruments that will cause disturbance while in school uniform.
- t) During National Disaster/ Pandemic conditions:
- All learners must immediately report any contact with confirmed or suspected cases of the virus AS WELL AS disclose their own positive result to the school principal.
  - NO learner will be permitted entry to the school grounds if she has tested positive for the virus OR if she has symptoms of the virus. Learners who test positive MUST self-isolate at home for a period of

10 days and may only return to school once they are clear of all symptoms.

- All learners are to wear their masks at ALL times during the school day and after school while waiting for transport.
- All learners will sanitise their hands before entry on to the school grounds, and will undergo screening for temperature and will answer safety questions. Learners who do not pass the safety criteria will be asked to move to the isolation room until their parents fetch them
- All learners are to keep social distancing of at least ONE METRE, but preferably TWO metres from their peers and staff members.

#### NOTE

The school will contact parents/legal guardians when a learner's behaviour becomes a cause for concern and will endeavour, in the spirit of constructive partnership, to resolve the problem.

## **2. RULES OF THE CLASSROOM**

### PREAMBLE

- a) Basic rules of conduct in the classroom are drawn up by the Principal (after consultation with all stakeholders) and are distributed at the beginning of each school year. Thereafter, the respective subject and register teachers, in consultation with the learners in the class, should add additional rules, applicable to the requirements of the classroom and subject.
- b) A copy of these rules must be given to the Governing Body of the school and displayed in a prominent position in the classroom for learners to see and read and must be made available to parents on the D6 Communicator.
- c) The Principal may, after consultation with the Governing Body and the class teacher, modify the rules, whenever reasonably necessary in the interests of sound professional management.
- d) Learners shall comply with the rules of the classroom and any reasonable verbal instructions given by the class teacher.

### **BASIC RULES OF CONDUCT IN THE CLASSROOM**

- a) During conditions of a national disaster/pandemic:
  - Learners are to sanitise their hands before entry into the classroom
  - Learners are to wear their masks AT ALL TIMES while in class
  - The classroom will be well-ventilated
  - Learners must sit only at the desk allocated to them and not move into an unallocated desk or area of the classroom.
- b) The learner must, at all times, respect the rights of other learners in the classroom to receive an education. She must at all times behave in a manner that supports an atmosphere of learning and teaching.
- c) The learner must refrain from disruptive behaviour that distracts the teacher and the other learners from the primary function of teaching and learning. Disruptive acts include, but are not limited to:

- Talking to other learners without permission from the teacher, talking out of turn, shouting out etc.
  - Arriving late to class without a valid reason (in the form of a note from another teacher)
  - Non-arrival to class without a valid reason (in the form of a note from another teacher)
  - Distracting other learners in any way
  - Performing any act that causes the teaching and learning in class to be brought to a halt because of the learner's or learners' behaviour.
- d) The learner may not use a cellular phone during class time (including substitution periods) – unless specifically permitted by the teacher, and then only to enhance and promote the educational aims and objectives of the lesson.
- e) The learner must respect the teacher, other learners and herself and should refrain from any discriminatory, offensive or aggressive words or acts that infringe on the safety, the ethos of the classroom and the well-being of other learners and the educator in the classroom.

### **3. PHYSICAL APPEARANCE AND DRESS CODE**

In all matters pertaining to the learners' appearance it must be borne in mind that learners' appearance must be suitable to a school environment, which is not necessarily the same as a social or work environment.

Learners are expected to wear the official school uniform and appear neat and tidy at all times.

Learners shall at all times during school hours, or while involved in school activities, be dressed in the complete appropriate school uniform. No learner may wear a combination of uniform items and non-uniform items. The correct uniforms are shown in the photographs below. No additions to the uniform that are not in accordance with the regulations will be allowed (e.g. beanies, caps, etc). Special uniforms are shown at the end of the document.

Because items of uniform are expensive, we would urge parents to consult the school if they are in any doubt about the correctness of any item. The school's suggested stockists are Mrs Jill Buissinne (083 702 2089 or 011 818 3278) or Tina Joschko (082 336 9450)

No deviation from these rules will be permitted except under direction of the Governing Body or the written authority of the Principal. Religious or cultural deviations from this code must be requested in writing by the relevant religious or cultural leaders and addressed to the Principal. All such rulings and authorities shall be kept on file by the Principal. All rulings of the Governing Body shall be published to learners and parents in writing.



### 3.1. SUMMER UNIFORM FOR GRADES 8 TO 10

**CORRECT:**

- ✓ Green cotton regulation school dress. The bottom of the hem of the dress may be a maximum of four fingers (5 to 7 cm) above the knee when the learner is standing up straight.
- ✓ Short white ankle socks (folded over once)
- ✓ Black or brown regulation shoes. Black or brown lace-up or black or brown shoes with **one** bar. **Laces or buckles must be tied or fastened at all times.**
- ✓ Blazers must be worn for formal occasions e.g. Honours Evening, photographs etc. We encourage learners to wear a blazer on a daily basis, but it is not compulsory
- ✓ Learners who are on the RCL (grades 8-12) are permitted to wear name badges to set them apart from the rest of the group. Name badges must be purchased from the school.
- ✓ The regulation dark green school dri-mac, available from the school, may be worn with the summer or winter uniform or during rain.
- ✓ Dark green or black cycling shorts may be worn under the dress, provided they are not visible.



**INCORRECT:**

- ✗ No torn clothing, unpolished or untied shoes, woollen caps, hats or caps (including the regulation sports caps) or other non-uniform items of clothing may be worn with the school uniform.
- ✗ The wearing of the school's regulation blanket or any other blanket or similar around the waist is **not** permitted. The regulation school blanket is to be used as a knee-blanket in class or when seated



No blanket worn with school uniform

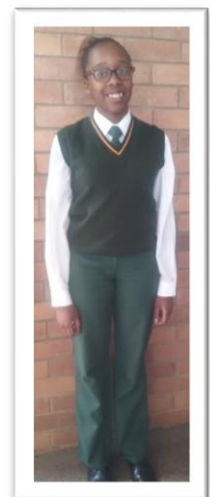
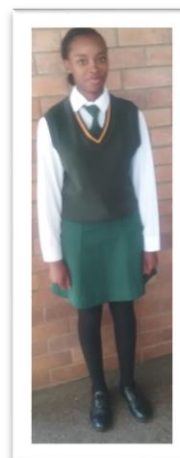


No cap worn with school uniform

### 3.2. WINTER UNIFORM FOR GRADES 8 TO 10

**CORRECT**

- ✓ Regulation tunic in dark green, obtainable from suppliers. Length as for summer dress.
- ✓ Regulation dark green trousers may be worn rather than the tunic. Only plain white or black socks may be worn with trousers.
- ✓ Plain white shirt **buttoned at the collar.**
- ✓ Plain dark green tie.
- ✓ 70 Denier school black tights (not knitted, ribbed, patterned or of the sheer or lycra pantyhose variety)
- ✓ School blazer/ dri-mac.



- ✓ Scarf and gloves, if worn, must be either dark green, brown or black. A plain white scarf may be worn by girls wearing a full colours blazer or by girls who are in the 1<sup>st</sup> team for sports or cultural activity.
- ✓ Dark green or black cycling shorts may be worn under the dress, provided they are not visible.
- ✓ Girls may wear a long-sleeve jersey or pullover without a blazer. The jersey must be neat and in good condition with no holes or tears in the fabric. **The sleeves of the long-sleeve jersey may not be pushed up.** Where a long-sleeve jersey and a pullover are worn together, the pullover must be worn under the long-sleeve jersey.



No torn sleeves

**INCORRECT:**

- ✗ **No** other trousers, pants, jacket, coat, blanket\* or towel may be worn with the uniform. Learners may not wear tunics and trousers together, unless required for religious purposes (and then only after consultation with the Principal)
- \* NOTE: The regulation school knee blanket (available from the office) may be worn while learners are seated in class or during examinations, and may not be worn around the waist.
- ✗ Jerseys, drimacs and blazers may not be tied around waists.
- ✗ Socks may not be worn with the tunic.
- ✗ The shirt collar is to be **buttoned at all times**. The tie is to be pulled up to the collar.

### 3.3. THE SENIOR UNIFORM

The Senior uniform may only be worn by learners in grades 11 and 12.

**CORRECT:**

- ✓ Dark green panelled skirt. Length as for summer and winter uniform
- ✓ **In summer:** White short-sleeved shirt with open neck, no tie.
- ✓ **In winter:** White long-sleeved shirt with tie. Dark green tie (with or without SGHS crest) may be worn. Shirt collars must be buttoned in winter.
- ✓ **Grade 12** - Only neutral shade pantyhose may be worn.
- ✓ **Grade 12** - Plain black smooth leather court shoes with medium or low (between 2.5 and 3.5 cm) heels.
- ✓ **Grade 12** – a regulation white pullover and white jersey which may be worn in place of the green pullover and jersey.
- ✓ **Grade 11** – Summer: short white socks may be worn with regulation black or brown school shoes
- ✓ **Grade 11:** Winter: black tights and regulation black or brown school shoes. Long-sleeved shirt. Shirt collar to be buttoned at all times. Tie to be pulled up to the collar.
- ✓ Members of the grade 12 RCLs may wear a white scarf with red trimming with their winter uniforms.



**INCORRECT:**

- ✘ No shiny, patterned, ribbed or Lycra pantyhose may be worn.
- ✘ Shoes may **not** have platform or wedge soles or fabric, patent leather or suede uppers.
- ✘ No stilettos or thin-heeled shoes are permitted.
- ✘ A combination of senior uniform and junior uniform may not be worn.



No platforms, stilettos or suede uppers



No wedges



No patent leather



No shiny/lycra pantyhose

**3.4.1. CASUAL/CIVVIES DAY ATTIRE**

During events that allow the wearing of casual wear, learners should wear neat, presentable clothing suitable to a school environment. A nominal fee is charged for allocated civvies days (to collect for a charity/charities, or similar) and learners who choose to wear casual clothes/ civvies must pay the fee to be eligible to wear civvies.

**CORRECT:**

- ✓ Clothing, hair, shoes and accessories should be suitable for the school environment.
- ✓ If a pre-set theme is stipulated, learners must dress according to the theme.
- ✓ Hair may be worn loose.



No spaghetti strap tops or torn jeans

**INCORRECT:**

- ✘ No beachwear, tight-fitting clothes, see-through clothes, torn/ripped jeans or clothing, clothes that are revealing.
- ✘ No make-up.

**3.4.2. DAY TOURS/ TRIPS OFF THE SCHOOL PROPERTY**

**CORRECT:**

- ✓ Full school uniform **OR**
- ✓ School t-shirt and jeans (not torn/ ripped)

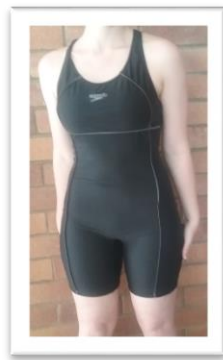
**INCORRECT:**

- ✘ No combinations of school uniform and civvies.

**3.5. UNIFORM FOR SPORTING ACTIVITIES**

**CORRECT:**

- ✓ Wear the correct prescribed sports uniform for each appropriate sporting code. No changes may be made to any sport uniform without permission from the Principal.
- ✓ Wear the regulation tracksuit for all sporting activities when representing the school.
- ✓ The first team of each sport may choose the embellishments and the colours of their team's attire. The design of the attire is pre-decided. Acceptable colours are as follows: dark or



Swimming



Regulation school tracksuit

bottle green, yellow, grey, black, and white.  
The team’s coach must obtain the approval of the Principal for the first team’s uniform.

- ✓ Cycling shorts, in black or in the same colour of the shorts, skirt or dress of the sports’ uniform, may be worn underneath the shorts, skirt or dress.

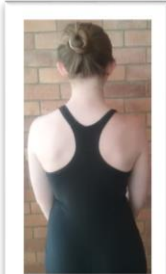
**INCORRECT:**

- ✗ No mixture of sports uniform and school uniform is permitted. After a sports activity, learners must either change back into full school uniform or wear a school track suit and the sports uniform.
- ✗ No visible tattoos, body piercings/body enhancing items (e.g. coloured contact lenses) are permitted.

Hockey



Softball



No visible tattoos



Netball

**3.6. MATRIC JACKETS**

The privilege of obtaining a matric jacket for grade 12 learners will be evaluated by the principal on an annual basis. At present the approved pattern for the matric jacket is as shown alongside.

Basic matric jacket pattern – colour and embellishments can vary.



NOTE: This item of clothing is not officially part of the school uniform and may be worn by the matric learners with the approval and consent of the principal.

If the matric jacket is to be purchased by learners, the following regulations must be followed:

- ✓ The design must be approved by the principal
- ✓ Any insignia or design embellishments must meet with the approval of the principal
- ✓ Colours that can be selected for the jackets are: black, white, grey – dark or light, dark green, bottle green, yellow.
- ✓ Any names appearing on the jackets must be birth names or acceptable shortenings of birth names: no surnames or nicknames are permitted.

**3.7. SPECIAL UNIFORMS**

For the policy on uniform pertaining to religious/ cultural practices, please refer to the school’s *Policy on Religion in Schools*.

**THE SENIOR RCL UNIFORM**

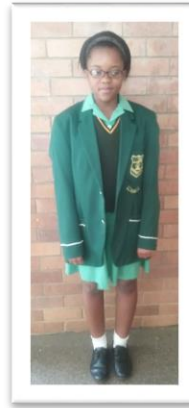
- ✓ White scarf with red trimming with winter uniform
- ✓ braiding on the blazer
- ✓ ribbon on the collar of the white shirt
- ✓ **RCL Executive Members:** a regulation straw basher with a red ribbon around the brim
- ✓ **The RCL Chairperson** (if she does not already have one) will wear a white blazer.



RCL Executive Member

### THE JUNIOR RCL UNIFORM

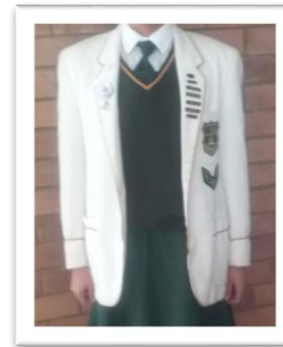
- ✓ The only difference between a normal winter or summer uniform for the juniors and a member of the RCL is a white braiding on the bottom pockets and around the sleeve cuff of the blazer. The RCL badge can be worn on the blazer or shirt/dress lapel.



RCL badge on blazer or dress lapel

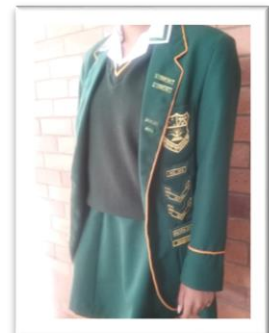
### THE FULL COLOURS' BLAZER

- ✓ Yellow braiding around the edges of the White blazer), colours' scroll (gold lurex embroidery on green "V" shape), metal badge
- ✓ Only the scrolls for the activity for which the learner achieved the full colours' blazer may be stitched on to the white blazer.
- ✓ **For school photographs** the learner may appear in her white blazer only for activities for which the white blazer was earned.



### THE HALF COLOURS' BLAZER

- ✓ Green and yellow braiding around the edges of the green school blazer
- ✓ Scroll (plain gold embroidery on green "V" shape)



### 3.8. SCHOOL BAGS/CASES AND SPORTS TOG BAGS **CORRECT:**

- ✓ **School cases** carrying school books must be the **conventional** briefcase type or a bag with firm divisions that will protect the learner's textbooks from damage and must be sufficiently strong to provide support and protection for the expensive books that are issued to learners.
- ✓ **School cases** should be plain black, dark brown, dark green or navy in colour.
- ✓ Learners are permitted to use bags with wheels if their bags are too heavy. These bags must meet all requirements for regulation school cases.
- ✓ School bags and tog bags must have their owner's name on them.
- ✓ During examinations, when the learner does not have to carry the same volume



Black, dark green, navy bags with firm dividers

of books and equipment as for the normal school day, learners are permitted to carry a smaller bag, as long as it is in the regulation colour and firmness of the normal regulation school bag OR

learners may use the regulation **book bag** obtainable from the school.

- ✓ **Official tog bags** may be purchased from the school. Learners are required to use these tog bags for conveying sports equipment or anything else (except books) that cannot be fitted into their school bags.
- ✓ **Official draw-string bags** (obtainable from the school) may be used for sports gear only.

**NOTE: No school books may be carried in the tog bag/draw-string bag. These bags are meant for sports gear.**

**INCORRECT:**

- ✗ The following types of bags are deemed **unacceptable**: college bags, canvas bags, nylon bags, baskets, hold-alls, hiking bags, coloured bags, plastic packets, handbags etc.
- ✗ There may be absolutely no writing, branding, logos, stickers etc on either the school bags or tog bags (except the learner's name which has been written in a small font in black ink on the bag, and the official, permissible school crest and school name which are pre-printed on the bag).



Regulation book bag for examinations only



Regulation tog bag (not for carrying books).



Regulation drawstring bag (**not** for carrying books).



**3.9 HAIR**



**CORRECT:**

- ✓ Clip back long hair or wig or hair extensions or braids or dreadlocks near the face.
- ✓ When the hair, wig/hair extensions, or braids or dreadlocks fall on the shoulders and below, it/they must be tied back with black, brown, dark green, yellow or white hair accessories.
- ✓ Short hair must be kept



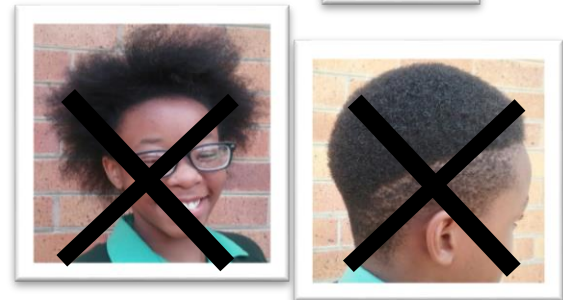
back from the face and clipped back if necessary.

- ✓ All fringes (or similar) are to be clipped back away from the face. Fringes may not obscure the learner's eyes and must be above the eyebrows.
- ✓ Afros (or similar) must be kept short and away from the face.
- ✓ Hair accessories may only be plain white, brown, black, dark green or black.
- ✓ Grade 12 learners are permitted to prepare their hair for the matric dance NO LONGER THAN ONE WEEK prior to the date of the Matric Dance. Hair should be back to regulation hairstyles ONE WEEK after the Matric Dance.



**INCORRECT:**

- ✗ Girls may not use **unnatural** colour rinses, streaks, dyes, multiple toned hair, bleaches on their hair or hair extensions/ braids. Examples of UNNATURAL colours/ colour rinses/ dyes/ bleaches: pink, blue, bleached blonde, bright red, orange, purple etc.



- ✗ Hair accessories such as mother-of-pearl, diamante, coloured (other than the regulation colours), beads or metallic are **not** permitted.
- ✗ Hair that must be tied up must be tied up with an elastic band or similar approved hair band. Learners may not use their hair/ hair extensions/ Braids etc. to tie back their hair.
- ✗ Mohawks (or similar half-shaved, half-long styles) are not appropriate for the school setting and are not permitted.
- ✗ No patterns or lines may be shaved into the hair.



No unnatural streaks.

**3.10. JEWELLERY, NAILS, MAKE-UP AND BODY ART/PIERCINGS, OTHER BODY ENHANCEMENTS**

**CORRECT:**

**Jewellery:**

- ✓ **Small** plain gold or silver studs or sleepers for pierced ears, and only one per ear is allowed, in the lower hole. Sleeper earrings must have a diameter of less than 15 mm and a cross-section of less than 2 mm.

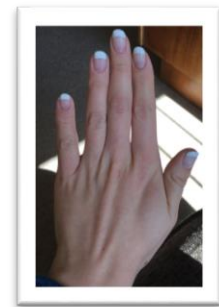
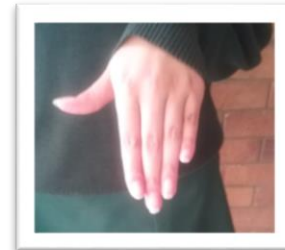


- ✓ A plain wrist watch may be worn on the wrist, as well as a medical bracelet. No other bracelets are permitted.
- ✓ Jewellery which has a religious/ cultural significance may be worn only if the religious/ cultural leader has submitted a letter to this effect to the Principal.



**Nails:**

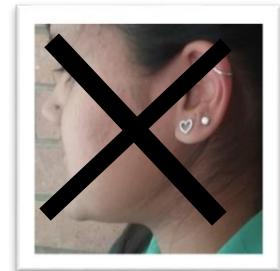
- ✓ Finger nails must be kept short (to a maximum of 3mm above the tip of the finger) and clean at all times.
- ✓ Nails on both hands must be of the same length.
- ✓ Only colourless transparent nail-hardener may be painted on the nails.
- ✓ Grade 12 learners may wear longer nails (maximum 6mm in length) with manicured and neat white tips. No “stiletto” or other fashion styles are permitted.
- ✓ Grade 12 learners may prepare their nails for the Matric Dance NO LONGER THAN ONE WEEK prior to the Matric Dance. Nails must be back to regulation nails ONE WEEK after the Matric Dance.



**INCORRECT:**

**Jewellery:**

- ✗ No body jewellery (e.g. that worn in the tongue or eyebrow or nose etc.) is permitted.
- ✗ The wearing of any earrings or studs, except standard loops or studs for those who have pierced ears is prohibited.
- ✗ Earrings and studs may not be patterned or have stones set in them.
- ✗ No Creole-type earrings are permitted.
- ✗ No gemstone-type earrings of any colour.
- ✗ No coloured earrings.
- ✗ No jewellery, other than a wrist watch and earrings, is permitted – except in the case of religious/ cultural practices (see above).
- ✗ No bracelets, bangles or necklaces are allowed.



**Nails:**

- ✗ Coloured nail varnish is strictly forbidden.
- ✗ No artificial or gel nails are allowed. No American/ French (or similar) manicures are permitted.



**Make-up and Body Enhancements:**

- ✗ Make-up of any kind is strictly forbidden (this includes, but is not limited to: foundation, eyeliner, mascara, rouge, lipstick, coloured lip gloss etc.)
- ✗ The wearing of any make-up, or any other decorative marks made on the skin (with the exception of those of religious/





cultural significance, and accounted for in a letter addressed to the Principal by a religious/ cultural leader) is prohibited.

- ✘ Tattoos must be concealed under clothes or in other acceptable ways of concealment (e.g. plasters) and should **not** be visible with the school uniform or with a sports uniform (including swimming costumes)
- ✘ No wearing of coloured contact lenses (including for sporting or other school-related activities – except dances organised by the school.)



### **General**

- ✓ All personal belongings, items of clothing, including shoes, must be clearly marked with the owner's name. The school is not responsible for any loss or theft of any personal property.

## **4. SPORT AND EXTRA-MURAL ACTIVITIES**

### **a) Participants in sport and extra-mural activities:**

- i) All learners selected to represent the school, or their house, in an extra-mural activity are required to be loyal to the school, or to their house, and to their fellow participants. Learners selected to participate in any extra-mural activity must be correctly dressed before, during and after participation in any such activity.
- ii) Learners reporting for participation in any extra-mural activity must be neat and tidy in appearance. In the case of sporting activities, the prescribed clothing must be clean and ironed, socks must be pulled up and gartered and some shirts / blouses must be tucked in and must remain tucked in. Vests must not be tucked in.
- iii) Participants must report punctually at venues selected for the activity concerned or the venue chosen as a departure point for travelling to the venue. Absence from an activity will be condoned only if a note from the parent/guardian is handed to the coach before or within 3 days after the activity concerned. Every effort must be made by the learner to inform the coach that she (the learner) will be absent so that alternative arrangements can be made.
- iv) Participants in any activity are required at all times to behave courteously towards the school coach, the referee, umpire, adjudicator or judge of the activity and the team captain and to comply with their decisions, directions and instructions.
- v) Learners are required to exercise self-restraint and discipline and shall not behave in an unsporting/ unacceptable manner or use foul, offensive or abusive language or engage in dirty or foul play of any description or show disrespect towards the umpire.

### **b) Learner spectators / supporters of sports and other extra-mural activities of the school or their house**

- i) Learners may, at the discretion of the Principal and the Governing Body, be required to attend certain of the competitions of certain

identified activities in full school uniform until their conclusion.

- ii) Learners who attend school activities other than these referred to in (i) above may attend these functions in non-uniform clothing.
- iii) All learners attending any school activity shall, apart from complying with this code, not behave in a disruptive, unseemly, riotous, needlessly uproarious or indecent manner. The decisions of adjudicators, referees, umpires and the like, are to be respected. No learner may make any negative comment or show any negative action to any decision made by such an official.
- iv) Learners attending any school activity shall comply with any reasonable instructions given to them before, during and after the activity by the Principal, any teacher, class representative or parent appointed by the Principal to assist with the transport, care or control of learners in transit to or from, or attending any such activity.

## 5. **SCHOOL PROPERTY AND ENVIRONMENT**

“School Property and Environment” includes the following:

- i) the land and buildings occupied by the school and any permanent or relatively permanent fixture or fitting on or in such land or buildings;
- ii) all property, including equipment, furniture, books, materials, motor vehicles, and the like, owned by the school, hired by the school, possessed by the school, stored by the school or for the loss of which or damage to which the school may be legally responsible.

### **RULES PERTAINING TO THE USE OF THE SCHOOL PROPERTY AND ENVIRONMENT**

- a) Every learner must do all she can to preserve school property for use for the benefit of all present and future learners of the school.
- b) Any school property which is lent or entrusted to a learner, must be returned to the school at the appointed time or upon instruction of the Governing Body, the Principal or any educator of the school in the same condition in which it was when handed to the learner, fair wear and tear excepted. Learners and their parents shall be liable to compensate the school for the loss of or damage to any such property.
- c) No learner may wilfully or negligently damage, destroy or lose any school property.
- c) No learner may remove any school property from the school premises without the prior consent of the Principal or any educator of the school.
- d) The attention of learners and their parents is drawn to the contents of the Code of Rights and Duties regarding school property.
- f) Learners may not litter the school grounds or buildings. Numerous dustbins are provided on the grounds and in the classrooms for the disposal of litter, fruit peels, unwanted food etc.
- g) Learners who spectate at any school activity must leave the place occupied by them neat and tidy and must ensure that all their litter is correctly thrown away.

- h) Learners must leave toilet facilities clean, tidy and undamaged at all times. Learners should not waste water or any other supplies provided by the school. Learners are expected immediately to report to their tutor any misconduct or disobedience of this rule or any damage of defacing or any other aspect that compromises the cleanliness and service of the toilet facilities.
- i) Any conduct or omission creating or having the potential of creating a health hazard for other learners must be avoided.
- j) Learners shall not block any drain or toilet pan with paper or any other material or substance and shall not open a tap and leave it running.
- l) Graffiti, stickers, placards and the like on any surface of the school property is forbidden without the authority of the Principal. No learner may distribute brochures/ pamphlets/ posters/ advertisements/ similar, without the express permission of the Principal.
- m) **The matric quadrangle** and the **matric toilet facilities** are for the use of the matriculant learners of this school only.  

No learner in grades 8-11 may make use of the matric quad during break times or during teaching time.

No learner in grades 8-11 may make use of the matric toilets during the school day.

Grade 12s are expected to keep their quad neat and free of litter.
- n) Learners shall comply with the reasonable instructions of the Principal, any educator and any representative regarding the maintenance of a clean, hygienic school environment.
- o) No benches may be removed from the quad or break area for which they were intended.

## 6. **THE PROPERTY OF MEMBERS OF STAFF, FELLOW LEARNERS, VISITORS TO THE SCHOOL AND OTHERS**

Learners shall not handle, damage, mark, deface, or in any way deal with the property of any member of staff, fellow learner, visitor to the school or member of the public without permission or justification. This rule applies to property on the school premises, in the vicinity of the school, at or in the vicinity of the venue of any school activity, as well as any mode of transport, conveying learners to or from school or any school activity, and any property in it.

## 7. **THE REPRESENTATIVE COUNCIL OF LEARNERS (RCL)**

### **PREAMBLE**

- a) The RCL, in consultation with the Principal and the Teacher Liaison Officer (TLO), must formulate a Constitution which guides the Council.
- b) The Principal may in consultation with the representatives formulate a Code of Conduct for them. A copy of the RCL Code of Conduct must be given to each representative.
- c) Once approved by the Governing Body, the RCL Code of Conduct becomes part of this Code of Conduct.
- d) Every learner must obey any reasonable request from a member of the

Representative Council of Learners and must support and co-operate with the representatives in the proper performance of their duties.

- e) The TLO and the RCL executive, in consultation with the Principal, must formulate a written duty roster for the representatives. A copy of the schedule must be given to each representative
- f) A booklet containing the general school rules and RCL Pledge and Code of Conduct is to be given to each RCL member and should be carried at all times during the school day and at school activities.
- g) Learners elected to the Senior (and Junior) RCL are expected to sign the “RCL Pledge” as the guiding principles of their term of office. Any infringement of these principles will lead to a disciplinary hearing or other suitable disciplinary action.

### **RCL CODE OF CONDUCT**

1. All RCLs will perform their duties at all times and serve the school with loyalty and pride.
2. They will work diligently towards the common goals of the RCL and will work in collaboration with fellow RCL members for the good of the school.
3. RCLs will uphold and implement the school rules.
4. They will reflect the ethos and proud traditions of the school in their behaviour and actions both at school and in public.
5. They will lead by example and will embody the essence of what it means to be a Girl in Green.
6. They will treat their fellow learners with dignity and respect.
7. RCLs will behave with integrity at all times and encourage other learners to do the same.
8. They must refrain from gossip or slander that will undermine the school of any fellow learner.
9. RCLs must participate in school events and encourage fellow learners to do so.
10. They should have a relationship of mutual respect and trust with their fellow learners and educators alike.
11. RCLs must maintain high moral values and exemplary behaviour.
12. They will represent the interests and views of the learners within the school. Matters brought to their attention by the classes they supervise or by junior RCL members must be raised with the RCL Executive Officers for possible discussion with the Principal.
13. RCLs must liaise with the learners, teachers and the governing body of the school.
14. They must attend all meetings and events hosted by the school.
15. They must inspect and ensure the neatness of the area of the school grounds with the class that they are responsible for.
16. They must sit with the class assigned to them during assembly and

maintain discipline during procedures.

17. Class hair and uniform inspections must be done on a regular basis and record must be kept of inspections. Follow ups must be done.
18. They must assist new learners in their orientation into the school. All RCLs will be involved in the introduction of the new grade 8 learners at the beginning of the new academic year. Guidance must be given to the new learners to make them familiar with their new surroundings. Assistance must be given to the grade tutors regarding the maintenance of order and discipline.

## Spirings Girls' High School

### RCL PLEDGE



I, \_\_\_\_\_ accept my appointment as a member of the RCL of Springs Girls' High School.

#### **I promise...**

1. to perform my duty at all times and to serve my school with loyalty and pride;
2. to work diligently towards the common goals of the RCL and to work in collaboration with my fellow RCL members for the good of the school;
3. to uphold and implement the school's rules and Code of Conduct;
4. to reflect the ethos and proud traditions of the school in my behaviour and actions both at school and in public;
5. to attend school on a regular basis, not absenting myself without a valid reason;
6. to treat my fellow learners with dignity and respect;
7. to behave with integrity at all times and to encourage others to do the same;
8. to refrain from gossip or slander that will undermine my school or my fellow learners;
9. to participate in school events and encourage others to do so;
10. to be respectful towards my educators and other authority figures;

11. to lead by example and to embody the essence of what it means to be a Girl in Green.

**I promise to fulfil this pledge during my term of office.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
TEACHER RCL OFFICER



8. **SCHOOL NOTICES**

- a) Every learner shall hand over to her parents any notice to parents/legal guardian issued to them for that purpose by the Governing Body, the Principal, the Administrative staff or any educator. Likewise, every learner shall promptly return to her register teacher any return slip or acknowledgement of receipt, required to be completed by her parent/legal guardian, duly completed by her parent.
- b) Every learner is to inform her parents that the D6 Communicator should be downloaded on to the parent's device (smartphone, tablet, laptop or PC) for communication between the school and parents.

9. **SCHOOL DOCUMENTS**

No learner may in any way alter any document belonging to and/or issued by the school. This includes, but is not restricted to, school reports, receipts for monies paid to the school, substitution lists, letters on the school's letterhead etc.

10. **SCHOOLWORK AND HOMEWORK**

- a) Every learner must keep and maintain a homework book/ diary as prescribed by the Principal. School diaries for grade 8 to 12 may be issued to the learners by the school at a reasonable cost.
- b) Every learner must complete and submit set homework to the teacher, who set it, punctually on the relevant prescribed date. Failure to comply with this rule may be condoned only if a note from the learner's parent/guardian (legal), containing a **satisfactory** explanation for the failure, is handed to the relevant teacher on the date when the homework is due.
- c) Every learner must undertake and complete set schoolwork diligently and conscientiously and develop and maintain a consistent work ethic. Failure to comply with this rule, without a satisfactory explanation, shall be regarded as a breach of this rule.

11. **TESTS AND EXAMINATIONS**

- a) Tests and examinations are aimed at assessing a learner's knowledge and understanding of a particular area of learning.
- b) All learners are required to write tests, cycle tests, examinations and participate in other forms of assessment. Absence from the forms of assessment which exclude tests, examinations and tasks under controlled conditions may be condoned only in exceptional circumstances fully explained in a note from a learner's parent/guardian (legal) handed to the

Principal at the earliest opportunity possible. Absence from cycle tests, examinations and SBA tasks under controlled conditions may be condoned only in exceptional circumstances fully explained in a note from a medical practitioner/traditional doctor/registered herbalist/medical clinic handed to the Principal or Tutor at the earliest opportunity possible. Absence without a valid reason will result in a zero for the activity.

- c) Learners, owing to circumstances beyond their control (e.g. funerals/traditional, religious or cultural practices), who know that they will be absent from an upcoming test, examination or SBA task must provide a letter from their parent or religious/cultural leader to their tutor before the task so that arrangements can be made to complete the task. Failure to do so will result in zero for the task.
- d) The following rules apply to examinations and tests:
- (i) Learners may not assist another candidate or try to assist another candidate or communicate with anybody during an examination. Any questions should be directed to the invigilator.
  - (ii) Learners may not create a disturbance in the examination room or behave in an improper or unseemly manner.
  - (iii) Learners may not disregard the instructions of the invigilator.
  - (iv) Learners may not have books, memoranda, notes, maps, photos or other documents or papers (including unused paper), or any other material, which may be of help in the examination, other than that which was provided to them by the invigilator in their possession, while they are in the examination venue.
  - (v) Only calculators, as approved and prescribed, may be used in the examination, except in subjects where these are indicated on the examination question paper as being prohibited.
  - (vi) If learners do not obey these instructions, they render themselves liable to suspension from current and future examinations, and the department may, in such an event, refuse to give credit for other examination question papers written
  - (vii) Cell phones/ electronic devices must be handed in during tests/exams/all tasks under controlled conditions. If a learner is found to be in possession of a cell phone/electronic device, it will be considered cheating and may result in a zero for the task.
  - (viii) Learners may not communicate with each other in any way, or cause any disruption, during any test or examination. Any requests or queries are to be directed towards the teacher/invigilator.

## 12. **SCHOOL REPORTS**

- a) Each learner/ parent will be issued with a report after each term. PARENTS WILL BE INFORMED VIA SMS OR D6 PRIOR TO THE ISSUE OF REPORTS.

### 13. **MOTOR VEHICLES AND MOTOR CYCLES**

- a) No learner may bring a motor vehicle/motorcycle on to the school property without a valid drivers' licence. The learner must obtain a permit from the Deputy Principal to park on school property. The permit is issued only when the following criteria are met and the permit must be clearly displayed on the car's dashboard or other suitably visible spot.
- b) No learner may bring a motor vehicle or motor cycle on to school property except under the written authority of the Principal or member of staff nominated by him / her and strictly in accordance with any conditions set out in such authority. Any learner not able to produce such an authority when called upon to do so will be required to remove the motor vehicle or motor cycle from the property immediately.
- c) No learner may drive a motor vehicle or motor cycle so as to create a danger to learners or members of the public on the school property or in the immediate vicinity of the school. Learners who drive their cars on school property must adhere to the 10 km/h speed limit.
- d) A learner who does not have a valid drivers' licence may NOT transport any learner from Springs Girls' High School – even if the learner parks the car off the property.

### 14. **PUNCTUALITY**

- a) All learners must attend school during the stipulated hours as follows: Learners should be inside the school grounds by 7:30 and at registration by 7:40. The school day ends at 14:00. A learner who arrives later than 9:00 is marked absent.
- b) Learners who are late for school must report to the front office to receive a late note. Thereafter the learner must report to registration (or the current period) and show her late note to the teacher.

NOTE: A learner who arrives late for registration and produces no late note from the office will be sent immediately to her Tutor who will deal with her appropriately.

- c) Late arrivals disrupt the teaching process and other school activities. Learners must arrive punctually for the start of school each day, for the start of each class and of each activity, including the school assembly, sports/cultural activities, intervention and school outings. A learner who is late for class with no valid, written explanation from a teacher, Principal, Deputy Principal, Tutor, or a late note from the front office, will be asked to wait outside while the teacher settles the class and will be allowed to enter only when the teacher asks her to enter the class. This is to minimise the disruption of those learners who did arrive on time. Repeat offenders will be subject to suitable sanctions.
- d) The learner must provide a note from her parents explaining late arrival for the start of school. Learners are marked absent if they arrive so late as not to attend registration period.
- e) **Procedure when learners arrive late for school**
  - The departmental head on duty, assisted by the RCLs on duty, will close the bottom gate when the bell rings for the start of the school day. They will then move to the top gate where they will record the names of the learners who arrive late as well as their reasons.
  - If a learner arrives late on foot (i.e. not in a taxi or with a parent) then her



- reason cannot be “transport”.
- Learners who are late will be given a late-slip to hand to their register teachers upon arrival at the classroom.
- All learners who are late, irrespective of reasons for late-coming on a given day (without a valid note from a parent/guardian) will attend Late-comers’ Detention at 1<sup>st</sup> break in Room 2. They will be called from class before the bell for break is rung and the detention will be conducted by the RCLs who were on duty that morning.
- Learners will copy out the section of this Code of Conduct pertaining to punctuality.
- The Late-comers Book will be handed to Ms Horne by the departmental head on duty, from whom assistant tutors can collect information for their report.
- Assistant tutors will contact parents telephonically after THREE transgressions and if the problem persists then the parents may be called in for a meeting with the tutor.
- Transport and over-sleeping will not be accepted as reasons for late-coming. If a learner is late for a valid reason, she is to produce a letter of explanation from her parent/guardian.
- The executive tutor/departmental head on gate duty is not to be given a register class on the morning of that duty.

### **PUNCTUALITY TO CLASS**

- All learners are expected to arrive on time for class at the beginning of the school day, after breaks and after change-of-period.
- **Learners on substitution** are to report to their substitution venue within FIVE minutes of the change-of-period.
- **If a learner is detained by a teacher** she will need to produce a written note for the teacher from the other teacher who kept her back after class. No letter from the teacher means that the teacher did not keep the learner back and the learner did not make an effort to get to class on time.
- The following sanctions will apply for learners who do not arrive on time for class or for substitution (without a note from a teacher);
  - The learner will have to wait outside the class until the teacher has settled the class and may be asked to write a one-page letter to the teacher explaining why she (the learner) arrived late.

### 15. **ATTENDANCE**

- a) All learners must attend school on the stipulated school dates set each year by the Department of Education.
- b) Absence from class without permission from the relevant register, subject teacher or teacher counsellor is prohibited.

**NOTE: A learner who needs to pay money to the front office** may do so only after she has been marked present by her register teacher.

- c) No learner shall leave school during school hours without a letter from her parent (legal guardian) requesting the release of his/her child and signed permission from the Principal, Deputy Principal, Grade Tutor. A learner who arrives later than 9:00 is marked absent.

NOTE: Only those persons whom the **parents/ legal guardians** have authorised in a **prior permission letter** as being permitted to collect the learner will be allowed to collect the learner. A valid form of identification is required from such person.

- d) Any learner who absents herself from school without a satisfactory excuse will be deemed to be truant (bunking), which is strictly forbidden.

Parents will be contacted by the **relevant assistant tutor/ tutor** when a learner is unaccountably absent and if a regular pattern of absenteeism is noticed.

Unaccounted for absence from school/ truant behaviour may result in the following sanctions:

- Parents will be contacted immediately by the tutor
  - The learner will receive detention (from the tutor), the duration of which will be determined by the extent of the absence.
  - Repeated defaulters will be dealt with accordingly.
- e) **If a learner is absent from school for one to two days**, she MUST bring a note from her parent/legal guardian on the day she returns to school. This letter must explain why she was absent and it must be given to her register teacher.
- If a learner is absent for three or more consecutive days**, she MUST bring a valid note from a doctor/ registered herbalist/ traditional doctor/a clinic (on the appropriate letterhead) explaining her absence. This note must be handed in to her register teacher as soon as the learner returns to school.
- f) If a learner has missed a test, examination or SBA task under controlled conditions (except in the case of bereavement or trauma within the learner's family or in connection with an activity sanctioned by the Principal) can be explained only in terms of a note from a registered medical practitioner/traditional doctor/registered herbalist/ a clinic.
- g) According to legislation a learner who is absent for TEN CONSECUTIVE DAYS *WITHOUT A SUITABLE EXPLANATION* will automatically de-register herself.

## 16. **LEARNING AND TEACHING SUPPORT MATERIAL (LTSM)**

LTSM (Learning and Teaching Support Material) is the provision of textbooks for learners, as stipulated by the Minister of Education. This is a requirement for effective curriculum coverage in the classroom.

- Every learner will receive the required textbooks in all subjects.
- Learners are expected to bring the relevant textbooks to class **every day**.
- ***This LTSM material (textbooks) remains the property of the Department of Education and must be returned in the same condition as it was received.***
- Retrieval of textbooks will take place at the end of every year.
- At the end of the year, textbooks are to be returned to the teacher who issued the textbook.
- If any textbook is not returned or is damaged, it MUST be paid for IN FULL by the learner. The cost of a replacement textbook is **R 250.00**.

- If a textbook, for a particular subject, is not returned nor paid for, the learner will NOT receive a textbook, for that subject, in the following year.

## 17. **BULLYING**

### **DEFINITION AND FORMS OF BULLYING**

Bullying is repeated aggressive/ needling behaviour arising from a deliberate intent to cause physical or psychological distress to others.

Bullying includes, but is not limited to:

- Social banter
- Any action (even “joking” if the victim does not find it funny) that is hurtful to another person
- “Ganging up” on another person
- Cyber-bullying – using social media platforms to needle others in any way
- Hurtful teasing
- Aggressive body language
- Pushing and shoving
- Malicious gossip
- Racist comments
- Exclusion
- Extortion
- Telephone, cell phone and internet abuse
- Damage to the personal or allocated property of an individual (e.g. his/her school desk)
- Physical violence.

### **THE SCHOOL’S STAND ON BULLYING**

- There is zero tolerance of bullying at Springs Girls’ High School.**
- Springs Girls’ High School is committed to taking all reasonable steps necessary for minimising all forms of harassment.
- It needs all in the school community to work together to ensure that everyone feels safe and ‘at home’ in the school.
- Teachers and senior learners are expected to be positive role-models.
- The school regards bullying as a serious offence in terms of its Codes of Conduct, and will respond to all proven incidents of bullying on the basis of ‘zero tolerance’.
- Because of the nature of bullying (its underhandedness and occurrence away from the view of authority figures) learners who are aware of cases of bullying or who are victims of bullying should report the matter to their grade tutor, a teacher, an HOD, the deputy principals or the principal immediately so that steps can be taken to address the matter. Confidentiality will be maintained.

### **SPECIFIC ACTIONS TO BE TAKEN**

- All girls at Springs Girls’ High School are required, upon enrolment, to read and sign and abide by the **KINDNESS, RESPECT AND FAIR TREATMENT PLEDGE**.
- The school has systems of pastoral care and reporting which will react immediately when bullying is reported. The learners at Springs Girls’ High School are expected to report any incidents of bullying that they witness or know

of or experience, as it is mostly through this manner of disclosing information that the school will be made aware of bullying that is taking place.

- c) Learners who have information about bullying which the management of the school does not know of and do not disclose this information cannot hold the school responsible for not taking action.
- d) Not only will the school support victims of bullying, but will also provide education and remedial support for the bully, in order to prevent recurrences of incidents of bullying.
- e) Such support will be additional to, and not instead of, punitive action where such action is warranted.
- f) The school will constantly review its values and responses in this regard, and also its attitude to what constitutes bullying.

18. **PART TWO: SCHEDULES B TO D OF THE CODE OF CONDUCT**

- Schedule B deals with the three levels of misconduct (LEVEL ONE, LEVEL TWO and LEVEL THREE – Serious Misconduct). All misdemeanours have been categorised for the purpose of sanctions into these three levels.
- Schedule C contains the procedures for dealing with misdemeanours and hearings
- Schedule D deals with the Sanctions applicable to each of the three levels of misconduct

THESE ABOVE-MENTIONED SCHEDULES ARE AVAILABLE, UPON WRITTEN REQUEST, FROM THE SGB.

A R JONES  
PRINCIPAL



**ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CODE OF CONDUCT**

*In enrolling your daughter at Springs Girls’ High School, you and your daughter are accepting the Code of Conduct. Parents are encouraged to support the Code of Conduct in the maintenance of the high standards of education, discipline and school facilities at Springs Girls’ High School.*

I, \_\_\_\_\_ (name) in \_\_\_\_\_ (class) understand the Code of Conduct. I agree that by obeying this code everyone will benefit. I understand that this document will be placed in my personal file and is valid for the period of my enrolment at Springs Girls’ High School.

\_\_\_\_\_  
Learner’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date



# Spiral Girls' High School

## REGULATIONS FOR CELLULAR PHONES AND OTHER ELECTRONIC DEVICES



### DISCLAIMER:

Spiral Girls' High School **discourages** parents/guardians from allowing their daughters to bring cellular phones and electronic devices to school.

However, if the parent allows his/ her daughter to bring a phone/ electronic device to school, Spiral Girls' High School will not be held responsible for any loss, theft or damage of the cellular phone or other electronic device.

If a cell phone/ electronic device is stolen, the staff will not search any learner. Learners must take responsibility for their own possessions.

1. At Spiral Girls' High School cellular phones and other electronic devices **are not permitted during class time (including registration, teaching time and substitution)** and in any other venue where learners and teachers are gathered for the purposes of education.
2. During examinations, tests and tasks under controlled conditions learners will be required to hand in their switched off cell phones/electronic devices - in a labelled wrapper - to an invigilator. The cell phone/ device will be returned to the learner by the invigilator at the end of the examination, test or task. See disclaimer above, in case of theft or loss of cellular device.

The reasons for this are as follows:

- disruptions caused by cell phone and other electronic device use during class;
  - the possibility of examination irregularities;
  - the indiscriminate use of the cell phone/ electronic device to record, film or photograph
3. Educators might, **but only to enhance the aims of the lesson**, permit the use of cell phones/ electronic devices in the classroom. Learners may then, under the strict guidance of the educator, make use of the devices for the purposes stated by the educator. As soon as this purpose is ended, devices must be put away.

PLEASE NOTE: It is NOT compulsory in such, or any other, circumstances during class usage for a learner to own or have a cellular device. Educators will make alternative arrangements for learners without cellular devices.

4. **NON-REGULATION USE OF CELL PHONES AND ELECTRONIC DEVICES WILL BE TREATED AS FOLLOWS:**
  - a) If a cell phone/other device rings or a notification or message is received or if the learner is using the device to film or record during class or in an examination/test venue or if a learner is using her cell phone/electronic device for any reason in class or during teaching time or in any venue in which teachers and learners are gathered for purposes of education (i.e. not during break or before or after school) AND if a learner uses her cellular device to film/ record any activity on the school premises, after school or while learners are identifiable in any way as being from Spiral Girls' High School:

- The learner must hand over the cell phone/electronic device for a period of **one week (seven days)** to be retained in the school safe (see above disclaimer).
- Second offenders must hand over their phone/electronic device for a period of **two weeks (fourteen days)** to be retained in the school safe (see above disclaimer).
- Third and subsequent offenders must hand over their phones/ electronic devices and the devices will be **returned only to their parents/ legal guardians**, in person, after a period of **two weeks (fourteen days)**.

Any learner found **in possession of** a cell phone/electronic device during a test or an examination or similar task under controlled conditions will be deemed to be guilty of an examination irregularity and given zero for the test or examination and her cell phone/ electronic device will be held as evidence and retained in the school safe (see above disclaimer) until the new term.

- b) Any learner found to be in possession of offensive or illegal material on her cell phone/ electronic device will be asked to hand over the cell phone/ electronic device pending an investigation or hearing into the matter. Should the device contain pornographic or offensive material, the device will immediately be handed over to the police for assessment.
- c) Any learner who films, records or posts on any social media platform any activity on the school property and/or learners in school uniform who are involved in any incident, action or event, thereby bringing the school into disrepute, or who posts on social media any material that will bring the school into disrepute, will be subject to disciplinary action as determined by the school's Code of Conduct.

\_\_\_\_\_  
A R JONES  
PRINCIPAL

\_\_\_\_\_  
T SHACKLETON  
CHAIRPERSON: SGB



We, the parent/ guardian and the learner, have read the cell phone/ electronic device regulations and agree to abide by them.

\_\_\_\_\_  
PARENT'S/ GUARDIAN'S SIGNATURE

\_\_\_\_\_  
LEARNER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE



# Spirings Girls' High School

## KINDNESS, RESPECT AND FAIR TREATMENT PLEDGE



We, the learners of Spirings Girls' High School, agree to join together and pledge to treat with kindness, respect, consideration and with fairness all those enrolled at and associated with this school, such as learners, members of staff, parents etc. and to reject bullying and violence at our school.

We acknowledge that bullying causes pain and stress to victims and is never justified or excusable as "kids being kids", "just teasing", "just joking" or any other rationalisation. The victim is never responsible for being a target of bullying. We understand that bullying is the first step in the process that leads to further violence.

We believe that everybody should enjoy our school equally and feel safe, secure and accepted irrespective of colour, race, popularity, physical appearance, athletic ability, intelligence, religion, culture and nationality. These values are enshrined in the Bill of Rights in our country's Constitution.

Bullying is a criminal act and victims can lay a legal charge against bullies. Bullying can include (among other acts) threatening (verbally or physically), pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone, whether in person or via social media or the internet.

By signing this pledge, we the learners agree:

- to value learners' differences and treat others with respect, kindness, consideration and fairness.
- not to become involved in bullying incidents or to be a bully.
- to be aware that the school condemns all acts of bullying and violence.
- to report all incidents of bullying honestly and immediately to a teacher-counsellor, a peer-counsellor, a tutor or the principal
- not to approach another learner or learners directly or indirectly in an attempt to resolve an issue, but rather to report the matter to a teacher-counsellor, a peer-counsellor, the tutor or the principal
- to be alert in places around the school where there is less supervision, for example toilets and the fields.
- to talk to teachers and parents about concerns and issues regarding bullying.
- to work with other learners and the school to help the school deal effectively with bullying.
- to support learners who have been or are subjected to bullying.
- to be a good role model for other and younger learners and support them if bullying occurs.

I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying I am just as guilty.

I understand that if I am found guilty of bullying or any violent behaviour against another learner that I may be disciplined by the school and/or a criminal charge may be laid against me by the victim.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Spirings Girls' High School

## SUBSTANCE ABUSE POLICY



### 1. INTRODUCTION

Key issues in this policy revolve around prevention, confidentiality, consequences, compassion and specialised support. The policy has the objective of incorporating Springs Girls High's values into the principles and procedures of the document, and aims to help the learners strive for excellence in all spheres.

Spirings Girls' High School hopes to prepare the learners for success, and to help protect and safeguard them.

This policy is proactive in encouraging healthy choices for adolescents, and ensuring that the school is a drug-free zone.

### 2. SUBSTANCE ABUSE

The word substance refers to any substance which has the potential of being abused. Ecstasy, heroin, cocaine and marijuana are examples of illegal and/or mind-altering drugs, but this list is not exhaustive. Alcohol and tobacco products are also "substances". Ordinary household substances such as glue, benzine and methylated spirits are also included.

Alcohol is considered a frequent entry point for further substance abuse. It is illegal for tobacco products to be sold to anyone under the age of 16 years, and it is illegal for alcohol to be sold or served to anyone under the age of 18.

### 3. PRINCIPLES TAKEN FROM THE CODE OF CONDUCT

Taking a cue from the Ministry of Education Guidelines issued under the South African Schools' Act of 1996, one can state that learners have the duty/responsibility to learn and to develop their full potential, to participate in the learning process and to apply themselves with diligence, sincere effort and commitment.

Mild-altering substances, including tobacco products and alcohol, may not be used by any Springs Girls' High girl, regardless of age. The policy regarding substance abuse applies to the context of Springs Girls' High School premises, tours, camps, any occasion where learners represent or who can be identified as a learner of Springs Girls' High School. The following principles have specific relevance to the requirements of education and discipline, in respect of the problems of abuse and dependency.

### 4. PROCEDURES FOR DEALING WITH PROBLEMS OF DRUG ABUSE AND DEPENDENCY

The following procedures will serve as primary guidelines for dealing with difficulties of drug abuse and dependency at Springs Girls' High School.

#### 4.1 Procedure for reporting and testing

- Any incident regarding substance abuse should be reported firstly to the Grade Tutor and then to the Principal immediately. Disciplinary action will be at the discretion of the Principal.
- The Principal has the right to order a drug test when a learner is suspected of using drugs. The Principal also has the right to order random drug testing of learners in the school. Parents do not have to be informed of these tests prior to them being administered.



- The Grade Tutor is responsible for the administration of these drug tests as well as the report back to the Principal after the testing. All test results should be treated confidentially.

#### 4.2 Procedures for disciplinary action, counselling and rehabilitation

*There are different possibilities which affect the way in which the issue of disciplinary action will be addressed:*

- *If a learner comes forward herself* the disciplinary procedure does not apply, as confidentiality will be maintained and the matter will not be made public. The matter remains between the learner and the adult confidante. Confidentiality will be broken if the learner threatens to harm herself or another person.
- Confidentiality may also be breached if no improvement is noted after a reasonable period of rehabilitation, and disciplinary action may then be taken. The matter will firstly be reported to the Tutor and secondly to the Principal. Action taken will be at the discretion of the Principal.
- *If there is reason to believe that a learner is abusing substances* the matter should be referred firstly to the Grade Tutor and then to the Principal. The Grade Tutor will investigate and report back to the principal on the issue. If found necessary, the parents will be informed and appropriate counselling, rehabilitative and disciplinary procedures will be followed. The Head of the School Based Support Team will be responsible for the counselling.

Disciplinary action will be determined according to the norms and procedures of discipline applicable at the school and may involve expulsion, suspension and detention or school service. Careful assessment will take place with regard to every case, taking into account that every learner and situation is unique.

- *Where a learner brings substances to school, or distributes or sells them at school* that learner is liable for immediate suspension which could lead to expulsion. The school will contact the parents and may refer the matter to the police for further action. The school will assist the police in their investigation at the school, and will also initiate disciplinary action of its own. Learners who are required to take medication while at school must notify the school and hand in the medication to the office to be collected when the dosage is required.

#### Sources:

- South African School's Act , 1996

This policy was accepted and signed by the School Governing Body on 1 November 2019.

Signed:

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T SHACKLETON  
CHAIRPERSON

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A JONES  
PRINCIPAL



**ACKNOWLEDGEMENT AND AGREEMENT**

I, \_\_\_\_\_, parent of \_\_\_\_\_

In grade \_\_\_\_\_, hereby acknowledge that I have understood the school's policy on illegal substances.

\_\_\_\_\_  
PARENT/ GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

I, \_\_\_\_\_ the learner in grade \_\_\_\_\_, hereby acknowledge that I understand the school's policy on substance abuse.

\_\_\_\_\_  
LEARNER'S SIGNATURE

\_\_\_\_\_  
DATE



# Springs Girls' High School

## CODE OF CONDUCT



### PART TWO

### SCHEDULE B: LEVELS OF MISCONDUCT

General misconduct is divided into **three levels**, ranging from minor misconduct to serious misconduct.

NOTE: Very Serious Misconduct (listed below) could result in immediate expulsion and/or reporting to the authorities, including the police.

	<b>LEVEL ONE MISCONDUCT</b> (normally handled at individual staff-member level)	<b>LEVEL TWO MISCONDUCT</b> (may lead to suspension)	<b>LEVEL THREE MISCONDUCT</b> (i.e. <b>SERIOUS MISCONDUCT</b> ) (may lead to expulsion)
1.	Minor infringements of any <b>Schedule A rules</b> and regulations.	All Level One misdemeanours not listed below but relating to rules referred to in <b>Schedule A</b> , and other misconduct of like seriousness; <b>any repeated (at least twice) Level One misdemeanour.</b>	Repeated, patterned transgressions of any other kind over a prolonged period will be deemed to be serious misconduct; <b>any repeated Level Two misconduct.</b>
2	<b>Lack of punctuality:</b> being late for school, class, meetings, assembly, extra-mural activity etc.; the taking of longer breaks than allowed.	<b>Unauthorised absence</b> (including the faking of illness or absence from a class, meeting, assembly or extra-mural activity that should be attended); leaving the school early without permission	<b>Repeated absence from</b> activities at which she should have been present, or truancy for a period of a full day or longer.
3.	<b>Neglect of duties or responsibilities</b> (i.e. neglect which does not hold serious academic or other implications for the learner or reputational implications for the school)	<b>Neglect of work, duties or responsibilities such as to hold negative implications for the learner or her classmates/ teammates/peers/etc.,</b> or result in reputational damage to the school, whether through wilful action or negligence: or in other ways bringing the name of the School into disrepute; seriously threatens, disrupts or frustrates teaching or learning in a classroom.	<b>Gross neglect of duties or responsibilities</b> such as may be regarded as a serious undermining of the school's reputation, activities, business, position or authority; repeatedly threatens or disrupts or frustrates teaching and learning in a classroom.
4.	<b>Careless actions or negligence and lack of respect towards the property of the school</b> (e.g. writing on desks, breaking windows, graffiti) or individuals in it.; littering; misuse of equipment/ facilities provided by the school (wasting water, sanitation supplies, toilet facilities etc.)	Loss of, or damage to, the property of the School (e.g. writing on desks, breaking windows, graffiti) or any of its staff, office bearers, learners or parents, through either wilful action or negligence: a first or isolated case of unauthorised use of property belonging to the School or any of its staff, office bearers, learners or parents; repeated littering.	<b>Committing an act of theft, arson or malicious damage to property.</b> (See Very Serious Misconduct below).
5.	<b>Displaying an inappropriate lack of respect towards others;</b> insubordination, cheek or failure to carry out a reasonable and legitimate instruction; talking in class, line, assemblies or during announcements etc; use of a cell phone/ electronic device (see regulations applicable); flouting of classroom rules.	Repetition of Level One misconduct (displaying continued <b>lack of respect towards others</b> ) ; serious disruption of teaching and learning; refusal to submit to corrective measures; inciting others to disrupt; initiating disruptive behaviour; ignoring or flouting in any way evacuation drill procedures or other safety procedures	<b>Committing an act of gross insubordination</b> (for example, but not limited to, swearing at a teacher, hitting/kicking/ assaulting a teacher or a fellow learner, parent, staff member, recognised visitor.- (See Very Serious Misconduct below). ; severe or repeated cases of Level 2 misdemeanours)

6.	<b>Failure to follow the instruction of the invigilator or teacher</b> during a test or examination or in a classroom or teaching situation.	<b>Breaking of test or examination</b> regulations of behaviour and co-operation.	Cheats, distributes, trades, is in possession of or uses any unauthorised copy of a test or examination question paper or other confidential document or is in possession of any electronic device; or bribes or attempts to bribe any person in respect of any test or examination
7.	<b>Inciting, bullying, fighting or (needling behaviour)</b>	<b>Isolated and repeated and acts of bullying</b> , such as (but not limited to) teasing, inappropriate banter, pushing, name-calling, over-robust unruliness, cyber-bullying, “baking” etc.	<b>Seriously unruly behaviour: any act of bullying or assault or violence towards learners or staff: perpetration of an act that may endanger the safety of others or threatens (or acts in a threatening manner towards) fellow learners or educators or other staff members or members of the school community or the general public.</b> (See Very Serious Misconduct below) Repeated incidents of Level Two bullying.
8.	<b>Isolated swearing or use of suggestive language or signs.</b>	<b>Use of foul, blasphemous, discriminatory, offensive, sexist or racist language or behaviour or hate speech;</b> use of humiliating and suggestive language and signs.	Makes herself guilty of racism, sexism, sexual harassment or sexual abuse or sexual misconduct or the use of hate speech or expression of opinions or facts which are likely to cause the spread of hate or violence. (See Very Serious Misconduct below).
9.		<b>Engages in immoral conduct; views or downloads immoral/offensive material; films or causes to be filmed any activity/ event/ occurrence on the school property or of learners in the school’s uniform; engages in any form of arousing or sexual behaviour on the school’s property or while in school uniform.</b>	<b>Use or possession or manufacture or sharing/distribution/ posting of pornographic /offensive/ video material or engagement in any act of public indecency or gross immorality;</b> engages in <b>sexual intercourse</b> while in school uniform or while on the school’s property. (See Very Serious Misconduct below).
10.		<b>Any action which is carried out with the intention of enabling herself, or any other person, to gain an unfair advantage,</b> including, but not limited to the <b>possession, distribution of any test/examination/task material</b> that may enable another person or herself to gain an unfair advantage in the test/ examination/ task.	<b>Major disruption of the school programme or violation of the rights of others, including the taking or gaining of a significant unfair advantage;</b> <del>engages in a conspiracy to disrupt the proper functioning of the school or in a classroom through collective action.</del> including, but not limited to the <b>possession, distribution and trading in or bribing anyone for any test/examination/task material</b> that may enable another person or herself to gain an unfair advantage in the test/ examination/ task.

11.	<b>Commits petty fraud,</b> for example signing a letter/ document on behalf of a parent/ guardian.	Commits serious fraud, for example signing an important letter/ document/report in which it is of behavioural and/or academic significance that the parent is informed on behalf of a parent/ guardian. <b>Falsely identifies herself: engages in other minor instances of petty dishonesty.</b>	<b>Dishonesty</b> or the making of misrepresentations: <b>knowingly or wilfully supplies false information or falsifies documentation to gain an unfair advantage or may lead to the potential or actual prejudice of the school.</b>
12.			<b>Misuse of information unique to the school or any of its staff,</b> office bearers, learners or parents and/or which is regarded as confidential by the school, for personal gain; engages in <b>serious, criminal</b> fraud. (See Very Serious Misconduct below).
13.		In possession of / in use of/ awareness of the possession by other learner/s of cigarettes, e-cigarettes, (or similar) “hubbly bubbly” (or similar), medications (even prescription medication) or other illegal or mind-altering/ addictive substances during school-related activities or when identifiable as a learner of the school.	<b>Drunkenness or being under the influence of an illegal or legalised mind-altering and addictive substance; use/misuse, sale of, distribution or having in her possession/ use of a dangerous object, alcoholic liquor, illegal drugs or other unauthorised or addictive/ mind-altering substances.</b> (See Very Serious Misconduct below.)
14.	<b>Contravenes any uniform, hair or physical appearance rule.</b>	<b>Repetitively flouts the rules of physical appearance, hair and uniform.</b>	
15.	<b>Disrespects the school uniform.</b>	Conducts herself, in the opinion of the governing body, in a <b>disgraceful, improper or unbecoming</b> manner, including, but not limited to any act that brings disrepute to the school in any way, or which can negatively affect the safety and security of any learner or member of staff of Springs Girls’ High School. Engages in any act of public indecency.	Repeatedly conducts herself, in the opinion of the governing body, in a disgraceful, improper or unbecoming manner, including, but not limited to any act that brings disrepute to the school in any way. Engages in any act of public indecency.
16.	<b>Poor work performance</b> (this includes, but is not limited to, neglect of school books/files, non-compliance with deadlines, and incomplete or copied work (or plagiarism), failure to work in class etc.	A third case of poor performance such as neglect of school books/files, non-compliance with deadlines, incomplete work or plagiarism (especially with an SBA/Formal Assessment task); removing work meant for controlled conditions from the classroom	<b>In the event of repeated, patterned neglect of work over a prolonged period,</b> the School will be entitled to subject the learner to a disciplinary hearing in which the learner will be charged with poor work performance and gross neglect of work as serious misconduct.
17.	<b>Wilfully refuses to participate, as an individual,</b> in teaching and learning activities, thereby causing the temporary cessation of teaching and/or learning.	<b>Threatens – verbally, in writing or in gestures or physically - another learner, member of staff, parent or visitor</b> to the school. <b>Engages in conspiracy</b> to disrupt the proper functioning of the school and/or teaching through collective action.	<b>Physically assaults another learner,</b> member of staff or parent; murders or rapes any person; holds any person hostage; involved in gang-related activities; engages in any activity which amounts to an offence in law. (See Very Serious Misconduct below).

			<b>Incites other learner/s to disrupt</b> the proper functioning of the school and/or teaching through collective action.
18.	<b>Misconduct on transport to and from school or to and from extra-mural activities;</b> misconduct during before or after extra-mural activities; misconduct in public/social media when in school uniform or when identifiable as a learner of the school.	Misconduct in the form of shouting out the windows, throwing litter out of transport, damaging property etc that puts the school's reputation in a negative light.	<b>Vandalism/ damage to transport;</b> serious misconduct during, before or after extra-mural activities; serious; misconduct in public/social media when in school uniform or when identifiable as a learner of the school.
19.	<b>Unauthorised parking of a vehicle on school property; not displaying parking permit</b>	Driving and/or parking a vehicle on the school property without a valid drivers' licence; endangering the lives of any learner, parent or member of staff by the way the learner drives (recklessness, negligence or speeding); transporting other learners from the school when the driver does not have a valid driver's licence.	Physically or fatally injures a learner, parent or staff member, owing to negligence, recklessness or speeding. (See Very Serious Misconduct below).
20.	Not attending arranged <b>detention</b> and/or ignoring other sanctions imposed in a written warning.	<b>Repeated lack of attendance at imposed detention.</b> Ignoring sanctions imposed and terms of written warning.	Repeatedly ignoring the imposed detention AND the make-up detention sessions. Trespassing on school ground while suspension is still in effect; ignoring sanctions imposed and terms of a final written warning.
21.		<b>The sale and/ or distribution of any unauthorised</b> item on the school's property or while in school uniform.	<b>The sale of any illegal item or substance</b> (including legalised addictive, mind-altering substances) on the school's property or while in school uniform (See Very Serious Misconduct below)

### SPECIAL-CATEGORY MISDEMEANOURS:

*A school, involved in the education and development of young people, has a particular nature and operates under a unique set of circumstances. This engenders expectation of a special trust relationship and developmental responsibility, and, as a consequence, actions that in other environments may not in themselves constitute misconduct, will in a school fall into the category of serious misdemeanours.*

*In recognition of the above, the following categories of **special misdemeanours** are regarded by the school in the same light as **very serious misconduct**.*

<b>SPECIAL CATEGORY VERY SERIOUS MISCONDUCT</b>	<b>DISCIPLINARY ACTION</b>
<ul style="list-style-type: none"> <li><b>Theft of any items</b> belonging to learners, staff members, the School, visitors, guests or any other person involved in any way with the School, regardless of the value of the item(s) stolen.</li> </ul>	<b>Expulsion and/or reporting to other authorities, including the police, without the expectation of, or subject to, previous warnings, whether formal or informal.</b>

<ul style="list-style-type: none"> <li>• <b>Any act which may endanger and/or threaten the safety or life</b> of the staff, other learners, guests, any other person or any part of the property or the contents thereof. <b>Assault or rape.</b></li> </ul>	<p><b>Expulsion and/or reporting to other authorities, including the police, without the expectation of, or subject to, previous warnings, whether formal or informal:</b></p>
<ul style="list-style-type: none"> <li>• <b>Any act or words directed at</b> management, learners, guests or learners which, in the opinion of the Principal or the Governing Body, are <b>insulting, derogatory, racist or demeaning.</b></li> </ul>	<p><b>Expulsion and/or reporting to other authorities, including the police, without the expectation of, or subject to, previous warnings, whether formal or informal:</b></p>
<ul style="list-style-type: none"> <li>• <b>Assisting, aiding or abetting</b> any learner to break the law, or school rules or regulations.</li> </ul>	<p><b>Expulsion and/or reporting to other authorities, including the police, without the expectation of, or subject to, previous warnings, whether formal or informal:</b></p>
<ul style="list-style-type: none"> <li>• <b>Use or possession of, dealing in, making</b> available to anyone, handling or in any way procuring or being involved in the circulation or provision of any banned substance or material (including, but not limited to, drugs, alcohol or tobacco products or pornography.)</li> </ul>	<p><b>Expulsion and/or reporting to other authorities, including the police, without the expectation of, or subject to, previous warnings, whether formal or informal:</b></p>
<ul style="list-style-type: none"> <li>• <b>Involvement in any way whatsoever in any illegal activities.</b></li> </ul>	<p><b>Expulsion and/or reporting to other authorities, including the police, without the expectation of, or subject to, previous warnings, whether formal or informal:</b></p>



# Springss Girls' High School

## CODE OF CONDUCT



### PART TWO

#### SCHEDULE C: DISCIPLINARY PROCEDURES TO BE FOLLOWED IN THE ADJUDICATION OF THE VARIOUS LEVELS OF ALLEGED MISCONDUCT

##### 1. LEGISLATIVE FRAMEWORK

- The South African Schools' Act (no. 84 of 1996) as amended by the Education Laws Amendment Act, 2005
- The regulations for Misconduct of Learners at Public School and Disciplinary Proceedings, 2001 (General Notice 2591 of 2001).

##### 2. GUIDING PRINCIPLES AND ESSENTIAL PRACTICES OF THE DISCIPLINARY PROCEDURE

The following must be upheld by adjudicators:

- a) The Audi Alteram Partem Rule, which states that the learner:
  - Must be given the opportunity to be heard on the matter
  - Must be informed of the evidence against her
  - Must be given reasons for any decisions taken
- b) All decisions made must be impartial.
- c) Every opportunity must be afforded to a learner to put her version of relevant events and circumstances on record.
- d) The rights of the learner to representation by a parent/ legal guardian, to be supported by witnesses, and to present her defence.
- e) The assurance to the learner's parents/legal guardians that their children will be dealt with fairly, even-handedly and firmly.
- f) An appreciation that they are dealing with children, who might be overawed, and even swayed by adult pressure.
- g) An appreciation of the fact that the learner could be on an unequal footing when it comes to defending herself against aggressive accusations by those in authority over her.
- h) An understanding that they must listen to the learner and inquire to ensure that proper justice is meted out, even if that means uncovering a problem which may embarrass colleagues.
- i) Openness with the learner by disclosing to her what information will be relied on or what matters will be considered in arriving at a decision, and then allowing the learner to submit comment or refute evidence or submit contrary argument.
- j) Written decisions and reasons for them must be furnished to the learner and her parents.
- k) The consideration must be made of mitigating factors and/or aggravating circumstances.



### **3. ADJUDICATORS**

- 4.1. **IN LEVEL ONE MISCONDUCT CASES** the executive tutor of the grade, and after consultation with the Executive Manager and the Principal of a particular grade in which the learner is a part will serve as adjudicator and investigator. Class/ Subject educators must provide evidence in the form of Green Slips, Special Reports, Classroom Discipline sheets, class lists, parental contact– all documentation in the teacher’s Discipline Book/File.
- 4.2. **IN LEVEL TWO MISCONDUCT CASES** the Deputy Principal (assisted by the tutor of the grade, and after consultation with the Principal) will serve as adjudicator, while the grade tutor will serve as the investigator. Class/ Subject educators must provide evidence in the form of Green Slips, Special Reports, Classroom Discipline sheets, class lists, parental contact– all documentation in the teacher’s Discipline Book/File. The Tutor will provide evidence from the list above, but also from written statements of learners, staff members, and the alleged miscreant.
- 4.3. **IN LEVEL THREE MISCONDUCT CASES** the School Governing Body Disciplinary Committee (consisting of three representative members of the SGB, chosen on an *ad hoc* basis for each case, as well as a scribe – another member of staff/person). The Principal, Executive Manager and Tutor may serve as witnesses but have no decision-making powers on this committee. The committee will elect a chairperson. The Executive Tutor is required to collect all paper/ audio-visual evidence and present a summarised “charge” at the hearing.

### **5. GENERAL PROCEDURES WHEN MISCONDUCT HAS BEEN IDENTIFIED**

- 5.1. The educator (if applicable) must supply all evidence (from his his/her Discipline Book or other resources of measures taken to address the issue. This can include evidence of poor work performance, a written statement from the educator etc.)
- 5.2. The learner must immediately (on the same day or – at most – a day after the incident) be asked to make a statement in writing (without prompting or suggestions by the tutor) about what happened. The statement must be signed and dated by the learner.
- 5.3. Any learner who witnessed the incident must be asked to make a statement in writing (without prompting or suggestions by the tutor or any other learner) about what happened (on the same day or – at most – a day after the incident). The statement must be signed and dated by the learner.
- 5.4. The exec tutor must (on the same day or – at most – a day after the incident) contact the parents/legal guardians to inform them of the alleged misconduct a **MAXIMUM OF THREE DAYS AFTER THE INCIDENT/ THE RECEIPT OF A REPORT OF THE INCIDENT.**

In addition:

FOR LEVEL ONE, TWO and THREE ALLEGED MISCONDUCT the executive tutor must then conduct a thorough investigation (at least THREE school days after the incident).

Once the investigation has been conducted the tutor compiles a written report for the principal based on her findings and the outcome of the investigation.

FOR LEVEL ONE MISCONDUCT – the tutor must impose sanctions appropriate to the action/ misconduct. The same could be applied for LEVEL TWO MISCONDUCT, depending on the severity of the misconduct. If the LEVEL TWO misconduct is of a severe nature, the tutor, after investigation, reports the matter to the principal, who will treat the misconduct the same as for LEVEL THREE below:

FOR LEVEL THREE ALLEGED MISCONDUCT the Principal issues a notice of a hearing by the School Governing Body Disciplinary Committee into the alleged serious misconduct (at least FIVE days prior to the date of the hearing).

- 5.5. The learner must be informed of the date and must sign both the notice and a copy of the notice given to the parent in acknowledgement of the receipt of the notice. The school will keep the original while the learner takes the copy home to be signed. The learner must return the copy signed by the parents/ legal guardians and will then be given the original to keep. The copy will be kept on the learner's personal file.

## **6. PROCEDURE FOR THE INVESTIGATION INTO ALLEGED LEVEL ONE MISCONDUCT**

- 6.1. The Executive Tutor for the grade, of which the learner is a member, must adjudicate. If the Executive Tutor is unavailable to act, then the Executive Manager will adjudicate.
- 6.2. The particulars of the alleged misconduct must be put to the learner concerned and she must be given a proper opportunity to respond. The educator must avoid any body language or outward expression of aggression which may serve to intimidate the learner or inhibit her from making any counter submissions.
- 6.3. If two opposing parties are involved, equal opportunity must be given to both sides to present their account and to make counter submissions.
- 6.4. The adjudicator must consider mitigating and aggravating circumstances before reaching a decision. The educator must make a finding of guilty or not guilty and must then communicate to the learner the punishment he/she intends to impose, if any. The learner must be given proper opportunity to respond and, in this regard, 6.2. above applies.

## **7. PROCEDURE FOR ALLEGED LEVEL TWO MISCONDUCT**

- 7.1. The Executive Manager must adjudicate in the presence of the Tutor and/ the Executive Tutor of the relevant grade/s.
- 7.2. Follow procedures as for 6.2., 6.3. and 6.4.

## **8. PROCEDURE FOR ALLEGED LEVEL THREE MISCONDUCT**

- 8.1. After the Executive Tutor investigation and report, the Principal contacts the SGB to inform them that they must meet to select a three-member *ad hoc* Disciplinary Committee for an upcoming hearing.
- 8.2. The Principal should ascertain the need of the learner/parents/legal guardian to an interpreter and appoint an appropriate person for the task.
- 8.3. Upon selection of the Committee and the allocation of their roles, the Committee meets to review the allegations. No decisions should be made at this point.

8.4. The following procedures must be followed during the hearing:

8.4.1. The chairperson leads the hearing, supported by the other two active members of the Committee. The scribe must take detailed minutes of the hearing.

**NOTE: If a learner fails to appear before a disciplinary hearing after due notice and without just cause, the hearing may continue in the absence of the learner.**

8.4.2. The Chairperson/ Principal/ Tutor must introduce all present;

8.4.3. The chairperson must, upon commencement of the disciplinary hearing, explain the reasons for the disciplinary hearing, request the charges/ allegations to be read, and ask the learner to plead to the charge;

8.4.4. **If the learner pleads guilty of the charges/ accepts that the allegations are correct and true**

- The chairperson must ensure that the learner knows and understands what she is pleading guilty to;
- The chairperson must ask the learner, or learner's parents/guardians if anyone present wishes to make representations, including mitigating or aggravating circumstances, before a suitable sanction is imposed.
- The chairperson and members of the committee may ask the learner/ her witnesses/ parents/ legal guardians questions to obtain clarity and for the purpose of assisting with the decisions on the sanctions to be imposed.
- The chairperson may ask that all parties leave the hearing venue while the chairperson and the committee deliberate on the sanctions to be imposed.
- The chairperson must recall all parties and inform the learner, parents/legal guardians of the chosen sanction. This will be set in writing and will be issued to the learner within FIVE school days of the hearing.

8.4.5. **If the learner pleads not guilty/ does not accept the truth of the allegations**

- The chairperson must request evidence in support of the charge to be read out to the committee and must call the complainant, including witnesses to support the allegation.
- The chairperson must give the learner/ parents/ legal guardians an opportunity to put questions to the complainant and witnesses with the purpose of, among others, contesting the allegations.
- The chairperson must give the learner/ learner's parents/ legal guardians an opportunity to state reasons why she is not guilty and then ask the learner to call witnesses to that effect.
- The chairperson and the members of the committee will be permitted to ask any questions to obtain clarity.
- The chairperson may ask that all parties leave the hearing venue while the chairperson and the committee deliberate on the outcome and/or on sanctions (if a guilty verdict has been decided upon) to be imposed.
- The chairperson must recall all parties and inform the learner, parents/legal guardians of the chosen sanction (if the learner is found guilty). This will be

set in writing and will be issued to the learner within FIVE school days of the hearing. If the chairman rules the learner not guilty, he informs all parties of that decision.



# Springs Girls' High School

## CODE OF CONDUCT



### PART TWO

#### SCHEDULE D: SANCTIONS FOR THE VARIOUS LEVELS OF MISCONDUCT

As an educational institution, Springs Girls' High School supports the concept of *restorative justice*, which takes into consideration the fact that it is the foremost duty of a school to participate in the social and emotional development of its learners, including those who commit misdemeanours. It is also within the sphere of *restorative justice* that the victims involved must be acknowledged and actions must be taken by the wrongdoer to address the possible damage or harm caused to her victim/s.

#### SANCTIONS FOR LEVEL ONE MISCONDUCT

- i. **A verbal warning** (valid for six months) to be set down in writing and signed by the learner and the principal.
- ii. **A written warning** (valid for six months) in the form of Form F to this Schedule (a copy of which must be included on the learner's personal file);
- iii. **A final written warning** (valid for twelve months) (a copy of which is to be included in the learner's personal file) in the form of Form F to this Schedule;

**NOTE: VERBAL/WRITTEN WARNINGS NEED NOT BE PROGRESSIVE, AND ARE DEPENDENT ON THE EXTENT OR SERIOUSNESS OF THE MISCONDUCT.**

- iv. **Additional homework** as prescribed;
- v. **Detention during an afternoon** and for a period to be determined by the seriousness of the misconduct;
- vi. **Detention during break** (set and conducted by the educator) and for a period to be determined by the seriousness of the misconduct;
- vii. **Community service** set by the Principal or Executive Manager or Executive Tutor for not more than 2 (two) hours.
  - (a) Community service must take place in conditions which will not endanger the safety or security of the learner, and the learner's parents must receive at least 24 hours' notice regarding the performance of community service. The appropriate clothing-protection will be issued to the learner by the tutor. Gloves may also be provided.
  - (b) Community service may include, but is not limited to: picking up litter, cleaning desks to remove graffiti and chewing gum, sweeping, gardening, various cleaning tasks, performing simple administrative tasks etc.

#### NOTE:

- i), ii) or iii) may, in appropriate circumstances, be combined with one or more of iv), v) vi) and vii)
- In the case of a breach of the **DRESS AND APPEARANCE RULES** the learner may by written notice under the hand of the Principal be **excluded from attending the school or classes or activities of the school until the breach is rectified.**

## SANCTIONS FOR LEVEL TWO MISCONDUCT

- i. **Community service** as determined by the Principal for up to 6 (six) hours. (In this regard, the note to vii a. applies).
- ii. **A written apology** to the members of staff and learners of the School. Where it is more appropriate in the circumstances, such apology is to be given orally to the class teacher or educator or the individual or group affected by the misconduct concerned. There should also be some form of recognition in the wrongdoer of the effects of her behaviour on others/ the victims.
- iii. **Deprivation of such privileges**, including the right to represent the School in any sport, extra-mural activity or on any occasion, as determined by the Principal, for a period up to 6 (six) weeks.
- iv. **A probationary final written warning** to desist from the behaviour, valid for one year (twelve months).
- v. **Punishment that involves rehabilitation** of the behaviour that led to the sanction.

### NOTE:

- In appropriate circumstances a combination of one or more of the foregoing can be imposed.
- **School RCL Representatives:**  
The TLO and the principal will conduct an investigation into the conduct by the RCL member and will deliberate on the sanction, which might be one of the following: Together with, or in the alternative to the above,
  - Suspension from office for up to 6 (six) weeks;
  - or**
  - Dismissal from office and removal of all outward vestiges of office.
 The RCL member will be subject to a disciplinary hearing, if the Principal deems it necessary OR depending on the stipulations in the Code of Conduct.
- The Principal may suspend the whole or any part of the sanctions / punishment imposed on conditions approved by the Governing Body for up to 6 (six) months.

## SANCTIONS FOR LEVEL THREE MISCONDUCT

- i. Punishment as provided for in LEVEL ONE MISCONDUCT combined with suspension from School for up to 1 (one) week, the latter punishment suspended for up to 9 (nine) months on conditions as determined by the Governing Body in consultation with the Principal, including a condition that the learner undergoes a programme of treatment and / or counselling reasonably necessary or desirable to assist the learner to reform.
- ii. Punishment as provided for in LEVEL TWO MISCONDUCT and in addition thereto, or in the alternative thereto, suspension from School for a period of up to 1 (one) week.
- iii. **Suspension from School for a period of NO longer than SEVEN SCHOOL DAYS** pending a decision from the Head of Department of Education of the Province as to whether or not to expel the learner from the School OR suspension of the learner from class for a period of SEVEN SCHOOL DAYS pending the hearing with the learner and/or discipline meeting with the parents.