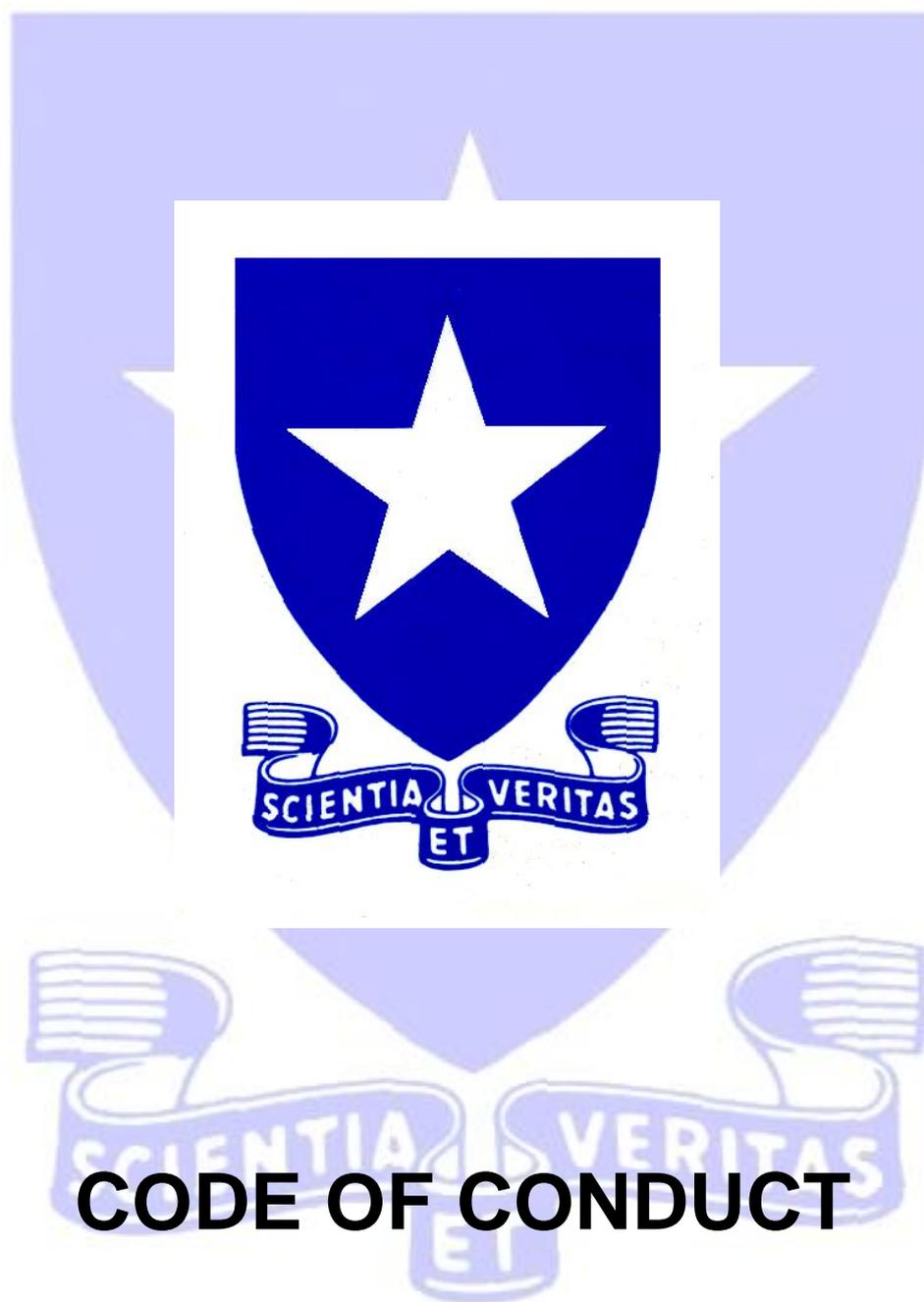


PARKTOWN HIGH SCHOOL FOR GIRLS



CODE OF CONDUCT

2017

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1. AIMS

This Code of Conduct lays down principles which are designed to establish a happy and harmonious school community in which every learner can derive maximum benefit from the learning opportunities offered by the school. We aim for a considerate and co-operative atmosphere for learning and working.

2. GENERAL PRINCIPLES

The overarching concepts which inform conduct at Parktown High School for Girls are **respect** and **consequences for actions**. A restorative approach to discipline is embraced. All breaches of the Code of Conduct will be evaluated in the light of these two basic concepts and appropriate disciplinary action will be taken.

Respect includes, but is not limited to, respect for: the school and its institutions and traditions; the staff, fellow learners, parents, the community, and all visitors to the school; the property and possessions of the school and others; the environment and oneself.

Consequences for disrespecting any of the above are laid out in the Code of Conduct. Positive behaviour and negative behaviour both have consequences. Our aim is to prepare our learners for life, where it is not possible to escape the consequences of one's actions, by fostering the ability to think of the consequences for oneself and how actions will affect others, positively or negatively, before taking any such action.

Parktown High School for Girls' Code of Conduct is based on the following principles:

- 2.1 Disciplined behaviour is essential for the well-being of the school and the successful achievement of the school's objectives.
- 2.2 The Code of Conduct is based on educational principles that aim to allow the school to function as a harmonious community.
- 2.3 The Code of Conduct aims to establish a safe and secure environment.
- 2.4 The Code of Conduct endorses the basic rights of educators to teach and maintain disciplined learning environments and the rights of the learners to learn in a secure and safe environment.
- 2.5 The Code of Conduct is aimed at promoting a climate of mutual self-respect, self-discipline and responsible behaviour.
- 2.6 Disciplinary action will be fair, restorative, appropriate and consistently applied. It will be aimed, as far as possible, at corrective measures and not punitive action.
- 2.7 There is an expectation that learners will: respect the rights and dignity of others and therefore refrain from intolerant and prejudicial conduct; show integrity in all their conduct by being just and fair, promoting inclusiveness and allowing fellow learners equal opportunities for participation and success; and develop social and political awareness that prompts concern and action for the welfare of others.

3. GENERAL SCHOOL RULES

All learners must:

- 3.1 Adhere to the Code of Conduct, including the School Rules and Dress Code.
- 3.2 Act in accordance with the Code of Rights and Responsibilities (see Annexure A).
- 3.3 Adhere to the internal, organisational and safety procedures of the school as described in the school's General Information Brochure (see Annexure B).
- 3.4 Comply with the school attendance and punctuality requirements, which are in accordance with the law.
- 3.5 Treat others with respect and dignity.

4. SCHOOL RULES, INCLUDING DRESS CODE

4.1 ATTENDANCE

Attendance is compulsory for all learners on each school day for the full duration, until the last day of each term. Infringement of this rule is construed as truancy and will be punished. The time missed will have to be made up.

Unsatisfactory attendance may, by law, result in deregistration from the school.

Learners may not be absent, even with parents/guardians permission, in order to study for tests or to complete tasks or projects.

Learners may not miss school to go on holiday unless permission is obtained from the school. This may only happen once in a learner's school career and any tests or examinations missed will result in a '0'.

An absentee letter in the format specified in the General Information Brochure is required on the day of the learner's return to school.

A recognised medical practitioner's certificate is required if the learner has missed a cycle test, formal assessment task or examination. The doctor's certificate must state that the doctor was aware the learner missed an examination/assessment task (a legal requirement for the National Senior Certificate examinations which we apply from Grade 8 -12).

4.2 DISCIPLINARY ACTION

The school's internal disciplinary procedures are based on a restorative approach to discipline and are aimed at learners understanding how their actions affect and impact on others. In most cases the consequences for infringements should be applied soon after the infringement.

Section 6 of this Code provides details of disciplinary offences and procedures that are followed.

4.3 DRESS CODE

All learners must adhere to the provisions given below.

4.3.1 Uniform

4.3.1.1 Summer:

Navy blue blazer, royal blue tunic (not more than 10cm above the knee, zipped up at all times), regulation white short-sleeved open-necked blouse, white ankle socks, regulation polished black leather lace-up or bar shoes and name badge.

The blazer is the first outer garment at all times. A regulation plain navy blue V-neck jersey may only be worn under the blazer if the weather is cold. Jerseys worn without a blazer will be confiscated and redeemed by providing a healthy sandwich or non-perishable food item for the feeding scheme/s that the school supports.

In addition to the above, Muslim learners may wear long trousers and a head scarf in the colour of the tunic. Grade 12 learners may wear a white head scarf. If learners choose this uniform, both the scarf and trousers must be worn. Clips used to attach the head scarf must be plain.

4.3.1.2 Winter:

Navy blue blazer, royal blue tunic, white long-sleeved shirt, school tie, black tights (not sheer or patterned or with socks visible under the stockings), regulation polished black leather lace-up or bar shoes, and name badge.

Navy blue regulation (woollen/ knitted) school scarves or white scarves (only for Grade 12 learners) may be worn with the winter uniform. The blazer rule as described above applies.

Muslim learners may wear the summer uniform as described above but with a long sleeve shirt and a tie. If preferred, a navy blue head scarf may be worn with the winter uniform.

The regulation tracksuit, with the jacket worn zipped up at all times, white school shirt and tie, polished black school shoes and preferably dark socks, may be worn if the temperature for the day is predicted to be a maximum of 14°C or lower. The name badge is to be worn on the right side opposite the school badge.

The tracksuit may not be worn on outings, unless specific instructions are given, or for formal functions or on special school days. Failure to observe these rules will result in an individual or the school being refused the right to wear the tracksuit.

Navy blue blankets may be used when seated in classrooms or school grounds or on a vehicle but not worn around the legs while walking. Other colour blankets, ear-muffs and beanies are not permitted.

4.3.1.3 **Sports Uniform**

The correct uniform for the particular sport code is to be worn. Coaches inform participants of the requirements. Hoodies may only be worn when participating in the activity for which the hoodie was purchased. The hoodies may not be worn as part of the school uniform.

Learners must wear t-shirts in the colour of their house for house events.

4.3.1.4 **Raincoats**

Navy or royal blue Dri-macs may be worn as the outer garment only when it is actually raining. At all other times it must be carried in the school bag. The Dri-mac may not be worn in the place of a blazer.

4.3.2 **Hair**

- Hair should be kept neatly away from the face.
- Hair which is obviously dyed is not allowed (this includes dip-dyed hair). Hair colour must be in the learner's natural colour, with no obvious highlights. This includes learners who wear head scarves.
Braids/dreads must be in the learner's natural hair colour.
- Shoulder length hair, including braids/dreads must be tied up, away from the face, in an appropriate manner.
- Hair accessories should be brown, black, navy or royal blue. Grade 12 learners may wear white accessories. No 'bling'/decorative accessories may be worn.
- Hair cannot be partly shaved.
- Hair should be considered to be appropriate for school and is to look neat at all times. No extreme hairstyles are allowed. Where necessary, a committee comprising the RCL Discipline Portfolio and the Deputy Headmistress in charge of discipline will make decisions as to what is considered extreme or inappropriate. If they cannot come to an agreement, the Headmistress will make the final decision.

4.3.3 **Nails**

Nails may not be classified as "long". Nails should not be visible if you look at the hand from the palm. No nail polish whatsoever is allowed.

4.3.4 **Jewellery**

- One small gold or silver sleeper or plain stud **earring** may be worn in the centre of the lower part of each earlobe.
- No **rings, chains or bracelets**, other than Medic-Alert bracelets may be worn. If learners wear religious or cultural symbols they must be concealed at all times unless permission has been given to deviate from this rule. See 4.3.10.
- **Watches** may be worn but they may not be ornate or elaborate. They must be functional and not fashion items.
- No **jewellery items** may be worn in any body piercings other than the earlobe, i.e. no tongue rings, nose studs, eyebrow rings, lip rings, chin rings etc.
- If a learner has a **tattoo**, it must be concealed at all times.
- Incorrect jewellery will be confiscated and may be retrieved at the end of term.

4.3.5 **Badges**

- The learner's own name badge must be worn at all times while within the school grounds, in the centre of the tunic or jersey, i.e. in the centre of the chest area. It may not be defaced in any way. Replacements for lost or broken badges must be ordered from the Finance Office. A receipt will be issued on order and this must be produced when asked. While waiting for a new badge the learner must wear a neat substitute label.
- Any other badges, other than official school badges, may only be worn with the authorisation of the Headmistress. Certain awareness ribbons (e.g. AIDS awareness) may be worn at appropriate times during the year.

4.3.6 **Make-up**

No make-up whatsoever is allowed.

4.3.7 **Additional Items**

Additional items such as tracksuits, hoodies, house t-shirts, star shirts and shorts may only be worn for the activities that necessitate their wear.

4.3.8 **Shorts**

Shorts or any undergarments must not be visible under the school uniform or sport uniform. The length of the dress/skirt must be such that shorts are not visible.

4.3.9 **Provision for extreme weather**

Special concessions may be made during extreme cold spells and the examination periods. These will be announced.

4.3.10 **Religious and Cultural Requirements**

The parent of any learner who is required by her religion to wear items not sanctioned in this policy must prior to entry to the school or as soon as the requirement is known inform the headmistress, in writing, of the need for particular item/s to be worn and reasons therefore. If the request is covered by a Constitutional right she will respond immediately. If it is not, the matter will be referred to the School Governing Body for a decision.

4.3.11 **Disciplinary Action**

- Failure to adhere to the Dress Code will result in disciplinary action being taken by members of staff or Representative Council of Learners.
- Confiscation:
A receipt will be issued for items confiscated (provided the item is of some value). At the end of the term you need to hand your receipt in to the Receptionist to redeem your confiscated item.
Essential items (e.g. school jerseys) may be redeemed sooner by providing a healthy sandwich or non-perishable food item for the feeding scheme/s that the school supports, together with your receipt.
See 4.8 for confiscation procedures of cellphones and other electronic equipment.
- Immediate correction of the infringement, for example: nails to be cut, varnish to be removed, hem to be lengthened etc.
- Use of restorative discipline processes.

4.4 **GENERAL BEHAVIOUR**

It is expected that all learners conduct themselves according to the principles and general rules outlined in sections 2 and 3 above.

4.4.1 **Courtesy, language and etiquette**

Courteous behaviour towards all members of staff and peers must be adhered to both within and outside the classroom. This type of expected behaviour involves the use of proper and appropriate language inside and outside school. Respectful conduct must be displayed at all functions, whenever and wherever necessary. Girls are expected to greet everyone who comes onto the school property.

4.4.2 **In Assembly/Hall**

Learners must enter and leave the hall in silence. Talking is not permitted during assembly unless the speaker instructs learners to do so.
No food or drink is allowed in assembly and in the hall at any time except when specifically allowed for functions.

4.4.3 **On the stairs and in the corridors and classrooms**

The rule of single file and keeping to the left when ascending or descending the stairs as well as walking in the corridors applies at all times. Learners may not sit on the stairs, corridor balustrades or classroom window sills for safety reasons.

4.4.4 **On the driveway, entrance hall, front steps, pavements and in the grounds**

- Learners may not sit or stand on the driveway except in the designated waiting area near the front gate. The amphitheatre (Grade 12s only), upper grass terrace (Grade 12s only), other grass terraces, the upper hockey field and benches alongside the drive should be used.
- Movement to classes, using the driveway route, must occur quickly and in a quiet and dignified manner.
- Learners should respect their environment and assume accountability for the appearance and state of the driveway and grounds by removing all litter and placing it in the bins provided.
- Learners may not sit outside on the pavements around the school. This rule is applied for the safety of the girls.
- At no times may girls sit on or near the front entrance steps.
- The use of the front entrance is restricted to visitors, staff and Grade 12s.

4.4.5 **Before school and during breaks**

- Learners may not be in the classrooms before school or during breaks. Under unusual circumstances, classrooms may be used with the authorisation of a member of staff.
- Learners must ensure they arrive at their classrooms at the correct time after breaks. Learners must know the times of breaks and lesson changeovers as the bells are only rung when the order of the day changes, and at the commencement and closure of the school day.
- The upstairs corridors and the Star and Library Quads are out of bounds during both breaks except for meetings.

4.4.6 **On public transport**

All learners using public transport to and from school are expected to act in accordance with all rules contained in the Code of Conduct.

In addition, learners are expected to be good ambassadors for our school by being courteous, showing good manners and respect for all others on the vehicle. Bad behaviour damages our reputation and will be seriously dealt with.

4.4.7 **Support for Causes**

Campaigning for any cause may not be conducted without prior consent from the Headmistress. Should there be a dispute on the matter the SGB will be the final arbiter. The school may choose to support certain causes which are pertinent to the whole school body. In these cases we will decide how and what we want to do to show our support.

Hate speech will not be tolerated under any circumstances.

4.4.8 **Raising funds at school**

No learner is permitted to raise money in the name of the school for personal causes within and outside the school. Only school sanctioned fundraisers can be used to raise money at school.

4.5 **ADHERENCE TO INTERNAL ORGANISATIONAL AND SAFETY PROCEDURES**

These procedures are laid down in the General Information Brochure (see Annexure 2). Strict compliance is necessary in order for us to make the school as safe as possible.

4.6 **PUNCTUALITY**

The school day starts with registration and it is essential for girls to be present. Failure to attend registration will result in learners being marked absent and an absentee letter will be required. This absence will be reflected on their reports.

If a learner is late, the correct procedure must be followed. This should be in exceptional circumstances only as late coming will not be tolerated. Refer to the school information booklets for details.

All learners must fingerprint in every day before 07:40. This system will be used in conjunction with the registration period.

Learners must move between lessons using the fastest route.

4.7 USE OF SCHOOL EQUIPMENT

Learners may not abuse any part of the school buildings, grounds or any items of school property. Learners may only use the school equipment with the permission of the staff member concerned. Permission to practise on the grand piano in the hall must be obtained from the Headmistress.

The swimming pool area, including the trampoline, diving boards and jacuzzi are out of bounds at all times, without the presence of a teacher or other authorised adult who has given consent for their use.

4.8 CELL PHONES AND OTHER ELECTRONIC EQUIPMENT, INCLUDING SMART PHONES.

- The school cannot take responsibility for these. If a learner has an electronic device it must be kept switched off and concealed except before and after school hours. Devices will be confiscated if they ring or are used in a lesson or during assembly without authorisation from a teacher.
- The device will be returned after five school days only to the parent or guardian of the learner. A fine of R20,00 will be charged for repeat offences.
- Cell phones and smart watches have to be handed to the teacher-in-charge prior to writing any formal assessments or examinations.
- Learners may not walk around in the corridors or sit in lessons with earphones in their ears without the permission of the responsible teacher.
- The school will not be held responsible for the safety of cell phones or other electronic equipment. If learners choose to bring valuable electronic items to school, they do so at their own risk.

5. MISCONDUCT AND DISCIPLINARY PROCEDURE

The Disciplinary Procedure involves three levels of disciplinary action, combined with the various forms of sanctions (punishments).

5.1 Internal School procedures

- Level 1
- Level 2
- Level 3

5.2 Schedule 1 Offence (Notice 6903 of Gauteng Province in terms of South African Schools Act No. 84 of 1996)

5.3 Schedule 2 Offence (Notice 6903 of Gauteng Province in terms of South African Schools Act No. 84 of 1996)

5.4 Classification of Offences and Consequent Disciplinary Action.

Misconduct is classified below. The disciplinary action, the agent who will effect it and the sanctions that may be imposed depend on the level of the offence.

No corporal punishment may be administered to any learner. Parents/guardians may not give educators permission to use corporal punishment.

5.4.1 Internal School Procedures

5.4.1.1 Level 1 (Green Card Offences)

The following offences can be dealt with by class teachers, register teachers, administrative staff and the RCL.

The consequences should be almost immediate and relevant to the infringement.

Uniform

Incomplete/Incorrect/Untidy uniform on/off grounds
Wearing non-uniform item (confiscate item)
Wearing jersey as outer garment (confiscate jersey)
Chewing gum in uniform
Wearing nail polish / long nails
Hairstyle infringement
Incorrect jewellery (confiscate item)
No / Incorrect name badge
No sports clothes for LO

Punctuality

Late for class

Return Slips

Failure to return reply slip
Failure to return report

Homework

Books left at home
Inadequate / incomplete
Tasks not handed in
Doing other work in class

Extra-murals

Late for activity
Not attending practice (without being excused)
Improper dress

Announcements

Ignoring announced instructions
Disturbance during announcements

Disregard for the intention and spirit of the School Code of Conduct (any infringement)

This may fall under Level 1, Level 2 or Level 3 depending on the offence and the frequency of the offence.

Classroom behaviour and littering

Eating without permission in classroom
Sitting amongst litter (class or field)
Caught in the act of littering

Overdue Library Books

Absenteeism

No absentee letter

Language

Minor insults (written or spoken)
Graffiti / vandalism
Own property - obscene (offensive to others)

Bunking

Bunking an arranged extra lesson

Dishonesty

Lying
Copying and Sharing homework
Withholding information

Disruptive / Inappropriate Behaviour

Inside or outside the classroom
In assembly
Wrongful entrance gate
Unauthorised use of the internet
Use of cellphone during lessons / assembly / meetings without permission
Playing loud music that disturbs others' work
Sitting on the pavements outside the school

Possible Disciplinary Action:

Agent:

Any member of Staff or Representative Council of Learners

Sanctions:

- Verbal warning
- A reprimanding look
- Withdrawal of classroom privileges
- Extra work
- Small menial tasks
- Repeated offences will be dealt with by contacting parents/ guardians and/or may require community service. Learners may be detained during break or after school.
- Restorative discipline process

If a learner is given school community service:

- The parents/guardians must be given fair warning
- Learners must be supervised

5.4.1.2 **Level 2 (Yellow Card Offences)**

The following offences can be dealt with by the House or Academic Heads (as appropriate) or the Subject / Activity Head of Department. A deputy can also be involved if necessary.

The consequences must be almost immediate and relevant to the infringement.

Repeated Level 1 Offence

Uniform

Dyed hair

Punctuality

Late for school

Community Service

Incomplete

Language

Written / spoken obscenities (including swearing)

Serious insults (written / spoken including racist language)

Threatening Behaviour

Verbal or written abuse

Bullying / threatening violence (including cyber-bullying)

Hate Speech (could be level 3 depending on severity)

Aggressive or intimidating body language

Graffiti/Vandalism

Abuse / damage of school property

Unauthorised use of school property

Insolence / Rudeness

To a staff member / visitor

To a councillor

Bad bus behaviour (participant and/or onlooker)

Bunking

Bunking assembly

One/two/three lessons or part of a lesson

Dishonesty

Dishonesty in a written or verbal statement

Extra-murals

Disrespectful conduct

Unexcused absence from fixture / event

Disruptive / Inappropriate Behaviour

Being out of bounds

Non-participation in compulsory events

Disrespectful social behaviour

Conduct of a sexual nature

Possible Disciplinary Action:

Agent:

Higher School Authority: House Head; Academic Head; Head of Department; Disciplinary Committee; Deputy Headmistress, Headmistress

Sanctions:

- Any disciplinary measure proposed for Level 1 offences
- Conferences with learner
- Conferences with parents/guardians of learner
- Written warnings
- Withdrawal of privileges
- Behavioural contracts
- Daily report
- Saturday Community Service
- Duties that contribute to the school environment (e.g. cleaning, gardening, administrative tasks)
- Restorative disciplinary process

5.4.1.3 **Level 3 (Red Card Offences)**

The following are serious offences and need to be dealt with by the deputy in charge of discipline or academics (as applicable) or another deputy or the headmistress if he/she is not available.

Parents may be contacted for these offences and the consequences could be a disciplinary hearing and / or Saturday 'School Community Service' Detention. Where the offence is also a criminal offence, the school reserves the right to report the incident to the SAPS.

Repeated Level 2 Offence

Fraud

Providing fraudulent information/signature

Threatening Behaviour

Assault / Physical Violence

Hate Speech or actions, incitement to violence

Possession of an item intended to be used as a weapon

Graffiti / Vandalism

Damage to other person's property / possessions

Writing / graffiti on school property

Bunking

More than three lessons

Dishonesty

Cheating in a test / Exam

Forging a parent's signature

Language

Serious insults (written/spoken including racist language); derogatory comments

Sexual conduct

Possession, viewing, distribution of pornographic material

Any action that is deemed sexual in nature

Smoking

In the company of smokers

Possession of cigarettes

Smoking on school premises/in uniform/school event

Drinking (Schedule 2 offence)

In the company of drinkers in the grounds

Possession of alcohol in the grounds

Drinking in public (in or out of uniform)

Drinking on the school grounds

Drugs (Schedule 2 offence)*

In the company of others who possess and / or use

Sniffing volatile liquids

In possession of drugs

Use of drugs

Sale of drugs

Theft (Schedule 2 offence)^

Interfering with other's property

Theft

Shoplifting (in or out of school uniform)

*** Drug-related offence will automatically result in a disciplinary hearing (which could lead to expulsion) and will be reported to the SAPS.**

^ Theft-related offences will automatically result in a disciplinary hearing and the victim can lay a charge with the SAPS.

Possible Disciplinary Action**Agent:**

School Authority: Headmistress; Deputy Headmistress; School Governing Body (SGB)

Sanctions:

- Any disciplinary measure proposed for Level 2 offences
- Suspension from school related activities e.g. sports, extra-curricular activities
- Written final warning that out-of-school suspension may be implemented
- Referral to psychologist / counsellor / clinic / community or social worker
- Community service (school and/or external)
- Restorative disciplinary process

5.4.2 Schedule 1 Offences (as taken from the South African Schools Act, 1996)**Offence:**

Serious misconduct that may lead to suspension

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

5.4.2.1 Seriously threatens, disrupts or frustrates teaching or learning in class

5.4.2.2 Engages in a conspiracy to disrupt the proper functioning of the school through collective action.

5.4.2.3 Insults the dignity of or defames any learner or any other person, which includes racist remarks.

5.4.2.4 Distributes, or is in the possession of, any test or examination material that may enable another person to gain an unfair advantage in a test or examination.

5.4.2.5 Cheats in a test or examination or any other form of assessment such as assignments. (See Academic Integrity policy.)

5.4.2.6 Engages in any act of indecency.

5.4.2.7 Sexually harasses another person.

5.4.2.8 Is found in possession of or distributes pornographic material.

5.4.2.9 Is under the influence or in the possession of alcohol.

Disciplinary Action:**Agent:**

School authority: Headmistress; Deputy Headmistress; School Governing Body

Sanctions:

- Any of the sanctions referred to in 5.4.1.3
- Suspension from School

5.4.3 Schedule 2 Offence (as taken from the South African Schools Act, 1996)

Offence:

Serious misconduct that may lead to suspension or expulsion

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

- 5.4.3.1 Is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions.
- 5.4.3.2 Fails to comply with a punishment of suspension as a correctional measure; or
- 5.4.3.3 Intentionally and without just excuse -
- a) Forges any document or signature to the potential or actual prejudice of the school;
 - b) Trades in any test or examination question paper or in any test or examination material;
 - c) Attempts to bribe or bribes any person in respect of any test or examination to enable herself or any person to gain an unfair advantage therein;
 - d) Engages in fraud;
 - e) Engages in theft, or otherwise acts dishonestly to the prejudice of another person;
 - f) Is in the possession of, consumes or deals in, any illegal substance or other harmful substance;
 - g) Is in the possession of, uses or transmits narcotic or unauthorised drugs or in visible evidence of such possession, use or transmission;
 - h) Is in possession of a dangerous weapon;
 - i) Holds any person hostage;
 - j) Assaults or threatens to assault another person;
 - k) Murders any person;
 - l) Rapes any person; or engages in any sexual activity which amounts to an offence in law; or
 - m) Maliciously damages property.

Disciplinary Action:

Agent:

School Authority: Headmistress; Deputy Headmistress; School Governing Body

Sanction:

- Any sanction referred to in 5.4.1.3
- Suspension from School
- Expulsion from the School

6. DUE PROCESS AND THE DISCIPLINARY HEARING

A learner alleged to have committed a Schedule 1 or Schedule 2 offence with circumstances possibly warranting suspension or expulsion shall be entitled to a formal disciplinary hearing (due process) prior to any decision to suspend or expel such a learner.

6.1 The preliminary procedures

- The hearing must be conducted according to procedure laid down in the South African Schools Act, 1996.
- Such a hearing must be convened and presided over by the Chairperson of the Governing Body, or in his/her absence, by the Deputy Chairperson, or by his/her designee, provided such is a parent member of the Governing Body.
- The hearing must be held within 10 days after the event unless circumstances prevent this. The hearing must be held no earlier than five school days and no later than ten days after the learner has been accused and her parents/guardians have been notified to attend such a hearing.
- The learner's parents/guardians must be notified in writing of the offence which the learner has allegedly committed.
- The learner and her parents/guardians must be notified in writing of the date, time and venue of the hearing, within 72 hours of the occurrence of the alleged offence.

6.2 Formal hearing procedure

- During the hearing the learner has the right to
 - be represented or assisted by an adult
 - be furnished with information relating to the charge
 - present her case (i.e. to be heard)
 - question any witness
 - use an interpreter
- The prosecutor will read out any allegations against the learner
- The learner will admit or deny allegations
- The prosecutor shall present school's evidence to support allegations
- The learner and her representatives have the right to cross-question the school's evidence
- The learner and her representatives have the right to present evidence in support of defence
- The prosecutor has the right to cross-question the evidence
- The learner or representatives have the right to summarise and submit a closing argument
- The presiding official shall summarise and adjourn the hearing
- The disciplinary committee shall keep a record of the proceedings and of the evidence
- The presiding official shall consider the facts of the case and draw up written findings, providing reasons for such findings. The presiding official shall make the final decision
- When the hearing is reconvened, the presiding official shall read out the findings and the reasons therefore

6.3 **Procedures following the hearing**

- The learner and her parents/guardians will be informed in writing of the decision
- The results of the hearing should be communicated within 24 hours after the conclusion of the hearing
- Should the penalty be suspension or expulsion the presiding official shall advise the learner and her representatives that the learner has the right to appeal against the penalty in writing to the Gauteng Department of Education
- If the learner is acquitted, all the existing correspondence relating to the alleged offence on file must be destroyed

7. **APPEAL PROCEDURE**

- 7.1 If a learner or parent/guardian is dissatisfied with the disciplinary decision, excluding expulsion, she may appeal in writing to the Headmistress or Chairperson of the School Governing Body.
- 7.2 The Headmistress or Governing Body shall appoint a board of appeal and arrange for the appeal to be heard within fourteen (14) days, unless otherwise agreed to by the parties.
- 7.3 The learner will have the right to be represented or assisted by an adult.
- 7.4 No person who served on the disciplinary hearing which found the learner guilty may serve on the board of appeal.
- 7.5 A learner, or a parent/guardian of a learner, who has been expelled from the school may appeal to the Member of the Gauteng Executive Council against the decision of the Head of the Gauteng Education Department.
- 7.6 The hearing of an appeal shall be conducted according to fair administrative practice.

8. **AMENDMENT PROCEDURE**

- 8.1 This Code of Conduct may be amended after consultation with the Governing Body, Representative Council of Learners and staff.
- 8.2 Notification of amendments will be given in writing in the school newsletter or a special notice.

