



Durban Girls' High School

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CODE OF CONDUCT FOR LEARNERS

1. Preamble

This Code of Conduct clarifies what is expected of a Durban Girls' High School learner. It is intended to foster an environment of teaching and learning that is positive, progressive and ordered, that nurtures self-discipline, and provides every learner with opportunities to realise her potential in preparation for life in a democratic and inclusive society.

The Durban Girls' High School Code of Conduct is in keeping with the South African Constitution's 'Bill of Rights' and the South African Schools' Act.

2. School Motto

Fortiter, Fideliter, Feliciter – Strongly, Faithfully, Happily

3. General Principles

Durban Girls' High School learners are expected, in abiding by the Code of Conduct, to conduct themselves in a conscientious, responsible manner and with integrity at all times. Such conduct entails:

- respect for others and self;
- respect for authority;
- consideration of the needs of others;
- self-discipline and responsible behaviour;
- the use of common sense;
- contribution to a safe and secure environment;
- respect for school property and resources;
- diligent attendance;
- punctuality;
- support of the ethos of the school.

The implementation and upholding of the Code of Conduct are the joint responsibility of the Governing Body, the principal and staff, the parents/guardians and the learners of Durban Girls' High School, all of whom together make up a school community that aspires to excellence in all matters related to meeting the aspirations of the school's mission statement.

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4. **Mission Statement**

“In our pursuit of excellence, we adopt a holistic approach to the individual, which optimizes full potential for life in an inclusive society.”

5. **Scope of the Code of Conduct**

This Code of Conduct is applicable:

- on and off the school property of Durban Girls’ High School;
- at all official school events, including school tours;
- at all times when the learner is recognised as a learner of Durban Girls’ High School.

Acceptable norms of behaviour are expected from all learners at all times under the scope of this Code of Conduct. Failure to comply with the Code of Conduct and school rules will result in disciplinary action.

If a learner brings the good name of the school into disrepute, this will be regarded as a serious misdemeanor.

6. **Attendance**

- 6.1. School attendance is compulsory for all learners on all official school days for the full duration of the school day, including extra-curricular activities.
- 6.2. The school may, under special circumstances and from time to time, grant permission for girls not to attend school on specific days. Parents/guardians will be informed of this in writing.
- 6.3. Non-attendance at school on religious and cultural days is recognised by the school as an acknowledged absence.
- 6.4. Learners may not be absent, even with parental permission, unless there is a valid reason.
- 6.5. If a learner cannot attend school for a valid reason, it is necessary for a parent/guardian to telephone the front office. The day the learner returns to school she must bring a letter from her parent/guardian and hand this in to her register teacher. The absentee letter must be addressed to the principal and:
 - be dated and signed by a parent/guardian;
 - explain the absence;
 - give the date/s of the absence;
 - clearly indicate the learner’s name and register class.
 It is the learner’s responsibility to get the letter from her parent/guardian; and to catch up on the work missed during the absence.
- 6.6. A learner who needs to leave school for a period during the official school day must:
 - bring a letter, written by her parent/guardian, to school and give this letter in at the deputy principal’s office by 07h30;
 - this letter must contain the contact number of the parent/guardian and state the reason for the request for a period of absence;
 - the learner must report to the front office to be collected;

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- if a parent/guardian is not fetching his/her daughter, the parent/guardian must include the name and ID number of the person who is collecting her; this will be checked when she is fetched;
- all exeat slips must be signed by the parent/guardian before the learner leaves the school premises;
- if a parent/guardian/identified representative cannot fetch the learner, the parent/guardian must grant permission in writing for the learner to leave school on her own;
- exeat permission can only be granted for reasons the school deems to be valid.

6.7. If a learner takes ill during official school hours:

- she must report to her teacher to get a “Permission to Leave the Room/Sickroom Permission” form which the learner must then give to the secretary in charge of the sickroom;
- the learner should not be accompanied to the sickroom, unless unable to go by herself;
- if the secretary in charge of the sickroom assesses that the learner should go home, the school will contact a parent/guardian and issue the necessary exeat form;
- learners should not contact their parents/guardians and ask to be fetched during the school day, all contact must be done through the school management.

7. Punctuality

- 7.1. Timeous arrival for lessons, meetings and all school activities is required.
- 7.2. The school day starts with a registration period and girls must be seated in their registration classes by the stipulated time. Classrooms can be entered earlier if the registration teacher is present.
- 7.3. Girls arriving late to school must either report to the prefect on duty at the gate of entrance or, failing this, to the front office.
- 7.4. Coming late to school is disruptive and learners will be required to perform community service at school.

8. General Behaviour

A learner at Durban Girls' High School:

- 8.1. takes responsibility for her actions, choices and decisions;
- 8.2. does not unfairly discriminate, directly or indirectly, against any person;
- 8.3. is worthy of the confidence that others place in her;
- 8.4. is honest and sincere;
- 8.5. behaves in a manner conducive to a constructive, positive learning environment;
- 8.6. respects the authority, privileges and rights of fellow learners, learner leaders, members of staff, parents/guardians and the wider community;
- 8.7. does not:
- speak so as to exclude or isolate another person;
 - bully anyone, either emotionally, verbally or physically;
 - involve herself in derogatory scandal, including via any social communication networks;

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- call people names;
 - use vulgar language or derogatory terminology;
 - use physical aggression;
 - threaten anyone;
 - vandalize any property or deface any property e.g. graffiti;
 - involve herself in any unacceptable antisocial behaviour;
- 8.8. shows good manners and is courteous and considerate;
 - 8.9. keeps to the left when ascending or descending stairs;
 - 8.10. is appropriately attentive when being addressed e.g. during a speech, presentation or assembly
 - 8.11. is hospitable and greets staff members, fellow learners and visitors politely;
 - 8.12. asks politely for assistance when required;
 - 8.13. takes part in class and extra-curricular activities with enthusiasm and interest;
 - 8.14. does her homework promptly, meets given deadlines, obeys instructions and is prepared for lessons with the necessary resources;
 - 8.15. observes all the regulations pertaining to assessment policies of the school, the Department of Education or any other designated body;
 - 8.16. does her own original work, does not copy, plagiarise or get any other person to do the work on her behalf;
 - 8.17. is supportive in her attendance of school events;
 - 8.18. displays good sportsmanship at all times;
 - 8.19. only questions the decision of a referee, umpire, adjudicator or moderator through the appropriate channels;
 - 8.20. works towards an economically sustainable environment;
 - 8.21. does not litter or walk past litter without picking it up;
 - 8.22. takes care of her personal hygiene and cleanliness;
 - 8.23. takes pride in her appearance within the framework of the prescribed dress code;
 - 8.24. looks after all property, that of the school, others and her own;
 - 8.25. does not bring chewing gum onto the school premises or chew gum in school uniform;
 - 8.26. ensures that all her possessions are clearly labelled with her name;
 - 8.27. never takes anything which does not belong to her;
 - 8.28. does not expect teachers to take responsibility for her possessions and does not leave them unattended;
 - 8.29. does not speak or sing unnecessarily loudly;
 - 8.30. does not stand or sit in a designated restricted area;
 - 8.31. adheres to the school's policies for special venues;
 - 8.32. obeys traffic regulations inside and outside the school, whether as a pedestrian or otherwise;
 - 8.33. may not be in possession of or use cigarettes, any smoking materials, lighters, matches, alcoholic beverages, illegal drugs, pornography or any other offensive material;
 - 8.34. does not come to school or school functions having consumed alcohol or having used any other illegal substance/s;
 - 8.35. does not bring a weapon of any description to school.

9. All electronic devices including cellular phones

- 9.1. Electronic devices may be used constructively and considerately on the school premises before the start of the school day and after the end of the school day.
- 9.2. Electronic devices must be silenced throughout the school day.
- 9.3. Electronic devices may be used during lessons for the purposes of teaching and learning with the teacher's permission.
- 9.4. The safety of electronic devices brought to school is entirely the learner's responsibility and the Governing Body and the members of Durban Girls' High School will not be held responsible.
- 9.5. The learner understands that the use of an electronic device without permission will lead to the confiscation of the device, for one calendar month. The device will be returned on the first Friday after the calendar month has elapsed.
- 9.6. The learner and her parents/guardians understand that the Governing Body and employees of Durban Girls' High School do not accept any responsibility for any confiscated electronic devices should due diligence have been performed.
- 9.7. The learner and her parents/guardians understand that the use and/or activation of an electronic device in any way during any form of assessment process i.e. examinations, class tests, etc. will not only lead to the confiscation of the device but will also result in the learner being given zero for the work being assessed and further disciplinary action may be taken.
- 9.8. All the regulations of any external assessment, laid down either by the Department of Education or any designated body will be observed and the learner will accept the consequences of any breach of these rules. Learners must not be in possession of an electronic device during an official examination.
- 9.9. A learner and her parents/guardians should note the following:
 - 9.9.1. Individual safety is not guaranteed by the carrying of a cell phone/electronic device. Learners are vulnerable if they are known to be carrying cell phones/electronic devices, particularly in any public place. A learner should not use a cell phone/electronic device in the public eye. This is a safety risk.
 - 9.9.2. Urgent messages can be relayed through the front office from 07h30-14h00.

10. Dress Code

- 10.1. **Summer uniform:** Navy blue blazer, navy skirt/navy trousers, white short-sleeved open neck blouse with the school badge, white ankle socks, regulation black shoes with a bar and buckle, name badge. Nylon black stockings may be worn under the regulation navy trousers.
- 10.2. **Winter uniform:** Navy blue blazer, navy skirt/navy trousers, long-sleeved white shirt buttoned at the neck, school tie, nylon black stockings only or white ankle socks, regulation black shoes with a bar and a buckle, name badge.
- 10.3. Regulations for the summer and winter uniform:
 - 10.3.1. The blazer is an outer garment and may be worn with/without a regulation plain V-neck navy jersey underneath.
 - 10.3.2. With the winter uniform, it is compulsory to wear a blazer to and from school.
 - 10.3.3. It is compulsory to wear a blazer to assembly with the winter uniform.

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- 10.3.4. Outside the school grounds, jerseys may only be worn under the blazer. This includes the matric jersey.
- 10.3.5. Long shirt sleeves may be neatly folded up in hot weather.
- 10.3.6. Skirts may be no shorter than 8cm above the knee.
- 10.3.7. Skirts may not be rolled up at the waist and must be worn on the waist.
- 10.3.8. Black stockings must be presentable, i.e. ladders and holes are unacceptable.
- 10.3.9. A pair of socks must be brought to school when wearing stockings, should it be necessary to replace laddered stockings.
- 10.3.10. Socks must be folded over neatly at the ankle.
- 10.3.11. Shoes must be polished and presentable.
- 10.3.12. A regulation scarf may only be worn neatly around the neck with the winter uniform.
- 10.3.13. The matric sleeveless pullover may not be worn over the jersey.
- 10.3.14. All items of school uniform must be clearly marked with the learner's name.
- 10.3.15. No make-up whatsoever is allowed; this includes any shiny lip gloss.
- 10.3.16. The school tie must be knotted neatly at the neck.
- 10.3.17. Underwear must be appropriate: no undergarments or shorts may be visible. Bras & vests should be unadorned, flesh-toned and appropriate for school.

NOTE: After extra-curricular activities, practices etc. learners must either leave school in full school uniform or the official school tracksuit, with takkies or official team or practice kit, with takkies.

Under no condition may a learner leave school in leggings/shorts/lycra shorts and t-shirts only.

11. Official School Functions

Full winter uniform must be worn with stockings.

12. Physical Education – Dress Code

- 12.1. Regulation school shorts and shirt.
- 12.2. Black/navy leggings may be worn under school shorts during Physical Education.
Swimming: Regulation school costume, cap and towel. Black/navy lycra shorts may be worn.
- 12.3. Shoes: Must be lace-up trainers/takkies, worn with white socks.

13. Cultural Activities – Dress Code

Black/navy leggings with a school T-shirt can only be worn during an activity as required by the school.

A learner must leave a cultural activity in full school uniform, or the official school tracksuit may be worn, with takkies. School shoes may not be worn with the tracksuit.

14. Sport Activities – Dress Code

- 14.1. A learner must leave a sporting activity in full sports uniform.
- The official tracksuit may be worn.
 - School shoes may not be worn with sports kit.
 - Alternatively, the learner may leave school in her full school uniform.
 - A regulation school hoody may be worn over the track suit or in place of the tracksuit top.
- 14.2. Extra-curricular sports practices and wellness classes: regulation school shorts or sports skirt, black/navy leggings, T-shirt or regulation sports shirt with lace-up trainers/takkies and white socks, as determined by each sport code.
- 14.3. Swimming: Regulation school costume, cap and towel.
- 14.4. First Team players wear regulation First Team kit as per the Sports Code with lace-up trainers/takkies, white socks and regulation tracksuit.
- 14.5. All teams, other than the First Team, wear the regulation sports team shirt, regulation shorts/skirt and lace-up trainers/takkies with white socks.
- 14.6. Navy/black cycling shorts (short leggings) or suitable underwear must be worn under skirts or shorts.
- 14.7. Official KZN or South African kit bags or sport kit may be used/worn.

15. Hats

An official school hat to protect the learner from the sun may be worn outdoors.

16. Bags

- 16.1. Regulation school bags, sports bags or exam bags may be used.
- 16.2. Official provincial or national tog bags are allowed if a learner has represented the team.
- 16.3. Bags must be clearly labelled with the learner's name and grade.
- 16.4. A single key ring may be used to identify each bag.

17. Badges

- 17.1. A learner must wear her own name badge on the left side of the collar or, in winter, on the left side of the blazer or on her tie.
- 17.2. Name badges must be visible at all times whilst on the school premises and at all official school events.
- 17.3. Name badges may not be decorated or defaced in any way.
- 17.4. If a name badge is lost or broken a replacement badge must be ordered immediately. A suitable temporary badge must be worn until the new badge arrives.
- 17.5. Only official school badges may be worn.

18. Hair

- 18.1. Hair must be clean and kept neatly away from the face at all times.
- 18.2. Hair that touches the collar must be tied up.
- 18.3. Hair must be the learner's own natural colour.
- 18.4. No extreme hair styles are allowed.
- 18.5. Hair accessories, bands and clips must be navy blue or black.

19. Nails

- 19.1 Nails must be clean and not extend beyond the tips of the fingers.
- 19.2 No nail polish or varnish whatsoever is allowed.

20. Jewellery and Accessories

- 20.1. No jewellery may be worn in any body piercing other than the earlobe.
- 20.2. One pair of small plain sleepers or stud earrings in silver or gold may be worn, one in each ear in the centre of the lobe. No bristles are allowed.
- 20.3. Sleepers must be standard size, approx. 1cm in diameter, not more than 2mm in thickness and with no patterns.
- 20.4. No other jewellery/accessories/adornments may be worn unless they serve a medic-alert function or are stipulated as a religious/cultural practice.
- 20.5. Only appropriate watches suitable as part of the school uniform may be worn.
- 20.6. No tattoos or body graffiti are allowed.
- 20.7. Non-regulation jewellery worn with the school uniform will be confiscated until at least the end of the term.

21. Contact Lenses

- Only clear contact lenses may be used.

Disciplinary Procedures

Disciplinary procedures must fit the misdemeanour and should be implemented appropriately and fairly. The purpose of discipline is to correct future behaviour on the part of the offending learner and to act as a deterrent. Disciplinary procedures should be put in place in cases of the infringement of the Code of Conduct after responsibility has been established. A learner must be given an opportunity to be heard in a mutually respectful manner. Corrective measures should include counselling when necessary.

Any breach of the law of the Republic of South Africa could lead to the South African Police Services being called in or the matter being reported to the South African Police Services.

Disciplinary Procedures are categorized in terms of misconduct as follows:

Internal School Procedures

- Level 1
- Level 2
- Level 3

Procedures for misconduct in terms of South African Schools Act 84 of 1996

- Schedule 1
- Schedule 2

Classification of Offences and Consequent Disciplinary Action

No corporal punishment may be administered to any learner, even if parents/guardians request this and give their permission.

Level 1

Offence:

- failing to be punctual;
- leaving class without permission;
- failing to complete assigned work;
- failing to comply with reasonable instructions of a member of staff;
- failing to comply with school policies and rules;
- uniform violations;
- littering;
- insolence, both verbal and with the use of body language;
- minor infringement of the Code of Conduct.

Disciplinary Action:

Agent: Any member of staff or appointed representative

Sanctions:

- verbal reprimand;
- reprimanding look;
- withdrawal of privileges;
- work activities;
- small menial tasks;
- repeated offences will be dealt with by placing learners in reflection or requiring community service. Learners may be kept in during break or after school.

If a learner is given school reflection/community service outside of official school hours:

- the parents/guardians must be given fair warning in writing;
- learners must be supervised during reflection/community service.

Level 2**Offence:**

- repetition of Level 1 offences, where disciplinary action is deemed ineffective;
- truancy from any class, the school day or extra-curricular activity;
- using abusive or profane language;
- threatening the safety of another person;
- disrespect towards another person;
- dishonesty;
- leaving school without permission;
- being found in an area designated “out of bounds”;
- writing graffiti on school or other learners’ property;
- unacceptable behaviour at a school function or activity.

Disciplinary Action:

Agent: Principal, Deputy Principal, Head of Grade, Member of School Management Team

Sanctions:

- any disciplinary measure proposed for Level 1 offence;
- conference with the learner;
- conference with the parents/guardians of the learner;
- written warnings;
- withdrawal of privileges and/or school related activities;
- behavioural contracts;
- daily report;
- reflection;
- community service duties that contribute to the school environment (e.g. cleaning, gardening, administrative tasks);
- one to three Principal’s Reflections.

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Level 3

Offence:

- repetition of Level 2 offences, where disciplinary action by the school authority is deemed ineffective;
- distribution of offensive material e.g. racist or sexist propaganda publications;
- bullying.

Disciplinary Action:

Agent: Principal, Deputy Principal, School Governing Body, Head of Grade

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/social worker etc.;
- approved community service;
- two or more Principal's Detentions.

Schedule 1 – as taken from the South African Schools' Act of 1996

Offence:

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

- seriously threatens, disrupts or frustrates teaching or learning in class;
- engages in a conspiracy to disrupt the proper functioning of the school through collective action;
- insults the dignity of or defames any learner or any other person;
- engages in any act of physical violence, be it as the aggressor or in defence;
- distributes, or is in the possession of any test or examination material that may enable her or another person to gain an unfair advantage in a test or examination;
- cheats in a test or examination or any other form of assessment such as assignments;
- plagiarises any given assessment;
- engages in any act of indecency;
- sexually harasses another person;
- Uploads or distributes material containing anti-social matter or vulgar or profane language on any digital platform.
- is found in possession of or distributes pornographic or offensive material;
- is under the influence of or in the possession of alcohol.

Disciplinary Action:

Agent: Principal, Deputy Principal, School Governing Body

Sanctions:

- any of the sanctions referred to in Level 3;
- may lead to suspension from school.

Schedule 2 – as taken from the South African Schools' Act of 1996**Offence:**

- serious misconduct that may lead to expulsion

A learner will be guilty of serious misconduct if she:

- is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on previous occasion;
- fails to comply with a punishment or suspension as a correctional measure;
- intentionally and without just excuse:
 - forges any document or signature to the potential or actual prejudice of the school;
 - trades in any test or examination question paper or in any test or examination material;
 - attempts to bribe or bribes any person in respect of any test or examination to enable her or any person to gain an unfair advantage therein;
 - engages in fraud;
 - maliciously damages property;
 - engages in theft, or otherwise acts dishonestly to the prejudice of another person;
 - Possession or use of tobacco or smoking apparatus or electronic devices
 - is in the possession of, consumes or deals in any illegal substance or other harmful substance;
 - is in the possession of, uses or transmits narcotic or unauthorised drugs or has visible evidence of such possession, use or transmission;
 - is in possession of a dangerous weapon;
 - holds any person hostage;
 - engages in any sexual activity which amounts to an offence in law;
 - has been convicted in a court of law of a serious offence.

Agent: Principal, Deputy Principal, School Governing Body

Sanction:

- any sanction referred to in Level 3;
- suspension from school;
- expulsion from the school.

ADDENDUM TO CODE OF CONDUCT**APPLICATIONS FOR EXEMPTION FROM THE CODE OF CONDUCT**

In the event that a learner wishes to apply for an exemption from the Code of Conduct on religious or cultural grounds, the following procedure shall be followed:

1. The parent/guardian shall apply in writing to the Governing Body or its duly authorised representative, setting out:
 - 1.1. how the learner wishes to deviate from the Code;
 - 1.2. the basis for the application.
2. The learner may be required by the Governing Body or its duly authorised representative to submit a written submission herself, setting out the personal significance of the religious or cultural practice.
3. The Governing Body or its duly authorised representative may discuss the application with the learner.
4. The Governing Body or its duly authorised representative may decide on the application summarily.
5. The Governing Body may convene a meeting of a sub-committee, in which case:
 - 5.1. the sub-committee may request the learner and/or her parent/guardian to attend the meeting and to answer questions;
 - 5.2. the sub-committee shall report its findings to the Governing Body, and make recommendations;
 - 5.3. the Governing Body shall decide on the application and shall then notify the learner's parent/guardian in writing of its decision.
6. The learner shall not deviate from the Code of Conduct unless the Governing Body or its duly authorised representative has granted her an exemption.

DISCIPLINARY HEARING - TRIBUNAL

1. The Governing Body must appoint a tribunal consisting of two persons to conduct an enquiry into allegations of misconduct against a learner.
2. The tribunal must –
 - 2.1. give the learner and her parent/s at least 5 days written notification of the time, day and place of the hearing and the charges brought against the learner;
 - 2.2. warn the learner and her parent/s that the hearing could result in the expulsion of the learner from the school, and
 - 2.3. inform the learner and her parent/s of their right to place evidence before it and to make representations why the learner should not be expelled from the school.
3. A learner who is suspended may accelerate the day of the hearing.
4. The tribunal may proceed with the enquiry in the manner it sees fit but always in such a manner that the accused learner is informed of the allegations made against her and is given an opportunity to refute the allegations.
5. The tribunal must keep an accurate record of the proceedings and submit same together with its report and recommendations to the Governing Body.
6. The Governing Body may make one of the following decisions on receipt of the report and recommendations referred to in the previous sub-regulation:
 - 6.1. the learner is not guilty of misconduct and may resume her position in the school;
 - 6.2. the learner is guilty of misconduct.
7. If a learner is found guilty by the governing body, it may impose one or more of the following penalties –
 - 7.1. warn the learner;
 - 7.2. impose a penalty provided for in the Code of Conduct;
 - 7.3. require a written undertaking of good conduct from the learner;
 - 7.4. suspend the learner from school for a period not exceeding five days;
 - 7.5. recommend the expulsion of the learner from the school to the Head of the Education Department.

1. Appeal

A person who is aggrieved by a decision taken by the Governing Body, may appeal to the Governing Body Chairperson in writing.

2. Suspension

- 2.1 The Governing Body may, after consultation with the Head of Department, order the suspension of a learner pending expulsion, if
 - 2.1.1 in the opinion of the Governing Body, the language and conduct of such a learner is of such a nature as to endanger the maintenance of a proper standard of moral conduct, discipline or social well-being in the school;
 - 2.1.2 in the opinion of the Governing Body, such a learner has committed a reprehensible act.
- 2.2 Whenever a Governing Body considers the suspension of a learner, all the material facts which are relevant, shall be put to such a learner and her parents during an interview in order to enable them to make representations why the learner should not be suspended, provided that in urgent cases the Governing Body may summarily suspend the learner without interviewing the learner and her parent beforehand.
- 2.3 If the Governing Body, after consideration of the representations referred to, decides to order the suspension, the Governing Body shall include those representations in its report to the Head of Department.
- 2.4 Whenever the Governing Body decides to order the suspension of a learner, it shall:
 - 2.4.1 inform the learner and notify the parent in writing of its decision and
 - 2.4.2 submit a full report on the matter to the Head of Department.
- 2.5 All action taken must be subject to South African Schools' Act.

3. Expulsion

A learner may be expelled from a school if she:

- 3.1. intentionally violates any regulation in terms of the Act or any provision of the Code of Conduct framed in terms of regulation 2 and which may be grounds for expulsion;

- 3.2. in or outside of the buildings or on or off the premises of the school and whilst under the control of school authorities, intentionally conducts herself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the school;
- 3.3. intentionally damages, destroys, uses or appropriates property of the school or any other person or body;
- 3.4. intentionally contravenes any regulation or instruction pertaining to examinations;
- 3.5. wilfully disobeys a legitimate instruction given by the principal or by an educator authorized to do so by the principal;
- 3.6. intentionally gives false information to the principal or any educator;
- 3.7. has been convicted in a court of law of a serious offence;
- 3.8. incites or instigates or procures a fellow learner to contravene or to fail to comply with any regulation or instruction made in terms of this Act, or any rule of such school;
- 3.9. violates the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing educators from providing classes or in any other manner;
- 3.10. refuses, without good reason, to attend classes or to receive tuition, or without sound reason deliberately absents herself from school or classes;
- 3.11. commits an act of insubordination towards an educator or other person who occupies a position of authority over her at such school;
- 3.12. prevents or attempts to prevent any educator or member of staff from carrying out her normal duties;
- 3.13. conducts herself in a disgraceful, improper or unbecoming manner; and
- 3.14. possesses or uses a habit-forming drug or sports enhancing drug without a prescription from a registered medical practitioner.

4. **Legislation**

4.1. Attendance Policy and De-registration

If a learner persists in being absent without a valid reason despite the principal's intervention the learner must be charged with breach of the school's Code of Conduct.

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All communication with a parent about absence must be kept in the learner's file.

According to National Education Policy Act 27/1996 Notice 361 of 2010 Policy on Learner Attendance: a learner will be deregistered if she misses 10 consecutive days.

4.2. Random Search and Seizure and Drug Testing at Schools

According to the Education Laws Amendment Act 31 of 2007: Section 8a, a school is now legally empowered to conduct random drug and substance abuse searches. The school may administer a urine or other non-invasive test.

The school's disciplinary procedure focuses on rehabilitation and not punishment. Should a learner be found to be guilty of substance abuse the matter will be treated with confidentiality. The counsellors will assist with a rehabilitative programme.

- 4.3. Serious infringements of the Code of Conduct will be dealt with by the principal and/or the members of the school's management team and/or the Governing Body, who will decide each issue on its merits. Serious breaches of the Code of Conduct may give rise to temporary or permanent suspension, as may cases of dishonesty and cheating, or promiscuity, prolonged misconduct, etc. In each of these cases a full investigation of the incident(s) will be undertaken, and all recognized procedures will be followed before a final decision is made. Such procedures include taking verbal and written statements from all concerned, arranging interviews with the parents of the learners involved, during which attorneys may be present, and the presentation of all relevant statements and other evidence.
- 4.4. Suspension and expulsion shall be carried out in terms of the SA Schools' Act 84/1996.
- 4.5. A person who is aggrieved by a decision taken to expel a learner by the Governing Body, may appeal to the Head of Department.