



St Mary's

DIOCESAN SCHOOL FOR GIRLS

**CODE OF CONDUCT
HANDBOOK FOR SENIOR SCHOOL LEARNERS
2018**

Name:

Grade:

Updated December 2017

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1. INTRODUCTION

The Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function.

In general, when a learner is in their parents or guardians care this Code of Conduct falls away, but the School reserves the right to act should reputational damage be done to the name of the School at any time.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct (Annexure A). The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the School.

This policy is to be read in conjunction with all the other school policies e.g. academic, information technology, library, bullying etc.

Conduct within the school context can best be regulated by means of:

1. a code of values inherent to the school.
2. broad ethical/moral and policy issues embraced by a CODE OF BEHAVIOUR.
3. particular actions subject to either prohibition or compulsion, incorporated in a set of SCHOOL RULES.
4. general responses conducive to the orderly and efficient functioning of the school, embodied in a set of PROCEDURES.
5. everyday interactions which are governed by Christian values upheld by the school and by the dictates of common sense and good taste. These demand that learners, staff and parents act sensibly and decently, according to generally understood codes of behaviour. **No written set of regulations can cover all these situations, but that does not make them any the less a part of an overall code of preferred conduct.**

In order for every learner to have the opportunity to reach her full potential, each girl is expected to:

1. attend school faithfully and regularly.
2. complete her assignments on time and work to her full capacity.
3. behave in a manner that does not disrupt classroom learning or the operation of the school.
4. treat all those with whom she may have contact with the necessary respect, and the instructions of those in any position of authority, with the appropriate / relevant obedience.
6. refrain from aggressive or threatening behaviour toward fellow pupils, teachers or other school staff.
7. meet fully all curricular and extra-curricular commitments and expectations.

2. CODE OF PREFERRED CONDUCT

- St Mary's DSG aims to develop its learners into confident, responsible, self-disciplined young women.
- The school recognises the need and right of pupils, teachers, and other school personnel to live, work and play in an orderly, safe and stimulating educational environment.
- In pursuit of its aim, St Mary's DSG recognises the need to create a fair and just framework of procedural and behavioural guidelines that are accepted by pupils, staff and parents alike.
- These guidelines, in embracing strong Christian values, seek to enhance academic and extra-curricular commitment and define a code of dress, personal grooming and social conduct which, while in keeping with the values we cherish, will not be out of step with the society in which our learners live.
- The school rules apply to all school, school-sponsored and school-related activities, including sports activities, tours, trips, dances, meetings and transport to and from school or school activities. They apply also in public if the learner concerned can be identified as a member of the St Mary's DSG community.
- Any behaviour that constitutes a criminal action will automatically be deemed to be also a breaking of the school's Code of Preferred Conduct. The School reserves the right to take action against a perpetrator of such action and, in its sole discretion, to impose a sanction up to and including its most severe form of censure.

3. OVERALL GUIDELINES

As with any organisation, it is necessary for the school to have a set of rules and regulations in order that all are able to co-operate and interact beneficially.

We believe that a formal set of rules and regulations is at most times unnecessary for the majority of our pupils who generally conduct themselves sensibly and in a manner which is mutually advantageous. However, there are times at which, and learners for whom, there is a need for the guidance provided by rules, regulations, clear instructions and broad parameters of behaviour.

4. VALUES AT ST MARY'S DSG

A. RESPECT FOR GOD and the spiritual traditions of the school

- Means honouring God in our communal worship services and in our individual lives
- Means humbly seeking to be Christ-like in all our relationships
- Means encouraging spiritual growth and the development of a personal faith in God
- Means generously offering our lives in service to God and his people
- Means to make an effort to understand and respect other people's religions
- Means showing kindness and love to others
- Means to remain quiet and behave appropriately and reverently in a place of worship
- Means to participate actively in Chapel services and acts of worship e.g. singing enthusiastically

B. RESPECT FOR SELF

- Means we are uniquely created and therefore respect our bodies
- Means we must do the best we can in caring for our mind, body and soul

Self-Confidence

- Means acknowledging who we are and presenting ourselves in a valuable way
- Means to have pride in what we do but still be humble
- Means to resist peer pressure

Responsibility

- Means to take responsibility for our own actions rather than blaming others
- Means to acknowledge and accept the consequences of any misdemeanour we have committed
- Means to set a good example to our peers and to behave in a responsible and reliable manner

Honesty

- Means to ensure that our assignments are our own work
- Means being truthful whilst showing sensitivity to others

Commitment

- Means to keep working towards improvement in all areas of our lives
- Means to try our best to be positive
- Means to complete our homework and hand it in on time.
- Means to do the tasks assigned to the best of our ability
- Means once a commitment has been made it should be taken seriously
- Means being accountable for our own behaviour and decisions

C. RESPECT FOR OTHERS

- Means working for what is good for the school community
- Means to show sympathy for others and encourage our peers positively
- Means to greet and be courteous towards all of whom we come into contact with
- Means to respect the belongings of others
- Means to help each other when we can see someone who is in need of help
- Means to support each other in standing up for what is right
- Means to respect other people's privacy

Tolerance

- Means everyone has a right to their own viewpoint, although we do not support viewpoints which go against other St Mary's DSG values
- Means to be patient
- Means to allow everyone to express their views and opinions without discrimination
- Means to understand people instead of judging them

Co-operation

- Means working fairly together
- Means working in teams to achieve shared goals
- Means to share ideas and help find joint and creative solutions
- Means to work together as one community

Equality

- Means we support justice for all people
- Means people have equal opportunities
- Means to treat others as we would like to be treated
- Means not to discriminate for any reason against anyone

School Pride

- Means taking pride in our school and work
- Means honouring and upholding our school's values
- Means to wear our uniform with pride and carry ourselves in a manner respectful to ourselves and others
- Means to respect the privileges and traditions of the school e.g. standing aside for older people
- Means to respect and adhere to the school rules, which basically ensures that we will respect our environment, peers, religion, cultures, parents, teachers and school
- Means to have a positive outlook towards ourselves, our school and others
- Means to spread a positive image of our school to people outside St Mary's DSG
- Means to remember that everything we do outside of school bears consequences and stays with us forever

5. SCHOOL RULES

When a learner enters St Mary's DSG, she automatically becomes a member of our community. Rules and regulations exist to encourage the highest possible standards of behaviour and to enable the St Mary's DSG community to run as smoothly as possible. Underpinning any system of rules and regulations must be common sense, decency and concern for the well-being of others. St Mary's DSG pupils are expected to recognise the need to behave in a way which graces the School, wherever they are.

The general rules and regulations regarding behaviour, dress, attendance, good manners and other matters, are clearly laid down in this Code of Conduct booklet. The School has worked consistently towards ensuring that all its rules, regulations and instructions are based on sound ethical and educational principles, and as such we expect pupils to adhere to all of them at all times. The basic rule is that no-one may disrupt school life. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another pupil physical or emotional harm.

The school rules can be summarised into two simple rules, namely:

- **The girls of St Mary's DSG are responsible, polite and considerate of the feelings of others.**
- **Anything that is contrary to decency, good manners or common sense is contrary to the rules of the school.**

5.1 CODE OF BEHAVIOUR

This code of behaviour is applicable to all learners of the school regardless of time or place, whether in school uniform or not and whether under the direct supervision of the school or not.

5.1.1 No learner may be in possession of drugs (this includes chemical substances, tobacco, chewable tobacco, cigarettes, e-cigarettes, hubbly-bubbly, alcohol and alcoholic drinks) or objectionable reading matter or material, use them at any time, keep them for or give them to anyone else. **Disregard for this rule may lead to suspension and possibly expulsion.**

5.1.2 A learner may not harm or endanger the physical well-being of any person and may not be in possession of weapons, toys or materials which can threaten or cause physical injury.

5.1.3 School property, or anything which belongs to anyone else, may not be taken, damaged, defaced, soiled, and may not be used or borrowed without appropriate permission. **Theft, cheating, plagiarism and**

copying other learners' work are offences which may lead to suspension and/or expulsion.

- 5.1.4 Learners must keep the buildings and grounds free from litter. Litter must be placed in the receptacles provided. Recycling protocols should be observed?
- 5.1.5 Public displays of affection resulting in behaviour such as excessive kissing, embracing, holding hands or other indiscreet conduct violates the norms of good taste and, as such, are unacceptable.
- 5.1.6 No form of initiation is allowed. No form of bullying or emotional abuse of learners will be tolerated. **Such bullying or emotional abuse may lead to expulsion.** (See bullying policy on St Mary's DSG webpage)
- 5.1.7 No learner may use uncouth, foul or blasphemous language.
- 5.1.8 No learner may show disrespect to the national symbols of South Africa or to the various emblems of the school.
- 5.1.9 No learner shall in any manner bring the name of the School into disrepute.
- 5.1.10 No boarder may leave the school grounds without permission. **Such action may lead to suspension and/or expulsion.**
- 5.1.11 Girls must show courtesy and make way for adults or older girls in the corridors, on flights of steps, and when they pass through doors.
- 5.1.12 All girls must show consideration to and display common courtesies to all members of the school community i.e. all members of staff, learners, parents, friends of the school and members of the general public. All visitors to the school must be greeted and made welcome.
- 5.1.13 **Behaviour in the refectory:** All girls must show consideration and display common courtesy when eating in the refectory. No shouting, loud talking or singing will be allowed in the refectory area. Girls will show good table manners while eating.
- 5.1.14 **Foyer area in front of Rooms C and I:** No learner may shout or talk loudly when in the designated areas.
- 5.1.15 No learner may bring any animal onto the school grounds without express permission from a teacher or Head of School.

5.2 ATTENDANCE

- 5.2.1 All learners are to arrive at School before the official starting time.
- 5.2.2 Learners shall attend school for all the prescribed school hours. No learner (boarder or day girl) may leave the school grounds during the designated academic school day unless she has received the relevant permission of the Head or Vice-Principals.
- 5.2.3 Absence from a class, without the permission of the relevant teacher, is prohibited.
- 5.2.4 A learner shall participate in all the educational programmes as prescribed by the school, unless exemption from a programme or part thereof has been granted by the Head of School.
- 5.2.5 Learners who commit themselves to a sport or extra-curricular activity are expected to honour their commitments for the full period in which that activity takes place. This involves attending all practices, fixtures and meetings, including those held during the examination weeks. Once a learner has joined a co-curricular school activity, she shall fulfil her obligations and carry out her responsibilities in that regard, unless she is granted exemption by the teacher in charge.
- 5.2.6 All learners will attend Chapel unless permission has been obtained from the Principal.

5.3 UNIFORM AND APPEARANCE

Pupils are expected to wear the official School uniform and appear neat and tidy at all times. If girls draw attention to themselves in a negative way while in school uniform or while involved in a school activity, due to their appearance or disposition, it will be regarded as being dressed outside the dress rules of the school.

5.3.1 School uniform

- Uniforms must always be neat, tidy and worn with pride.
- **No learner may in any way, at any time, deface the school uniform.**
- Badges: Only school-related badges may be worn on the blazer. No other forms of badges /ribbons are allowed.
- Name badges must be worn at all times on the collar of the dress in summer / the blazer in winter.
- Coloured underwear may not be worn under a white blouse in the winter term or for Grade 12 pupils throughout the year.
- Blouses should always be tucked inside the skirt.

- Skirt / dress hems should be on the knee. The hem of the Grade 12 skirts should be on the knee.
- Eating or drinking in the street or in a shopping mall is not permitted when in school uniform, unless seated in a restaurant.
- The correct uniform when off-campus is **dress and blazer**. Matric learners must wear their blazers at all times when walking out of school. Jerseys are not permitted, unless worn under a blazer.
- No make-up is permitted. **No permanent make-up is allowed e.g. dying of eyelashes etc.** Matric learners are allowed clear nail varnish as a special privilege.
- White socks must be worn in summer at all times. No hidden socks may be worn by girls in Grades 8-11.
- Gloves may be worn in winter time, but may only be pink in colour.
- No headgear such as a beanie is allowed.
- Scarves may be worn in winter time: Grade 12 – white scarves; Grade 8 to 11 – light blue scarves.
- **No blankets are allowed on campus**, except where the Head or the Vice-Principals approve.
- When functions are attended by outsiders (including the parent body), learners must wear appropriate school uniform.

5.3.2 Dress Code during examinations:

- Summer and winter: Neat full school uniform.
- Winter: when weather conditions are very cold and with prior permission from the Head/Vice-principal a full school tracksuit may be worn. The tracksuit must have all the zips fastened. Only a white sports shirt may be visible under the tracksuits. Scarves may be worn around the neck only. No fashion takkies/sneakers with tracksuits.
- **No blankets are allowed on campus**, except where the Head or the Vice-Principals approve. If given approval to have a blanket on the school premises, the blanket must be packed away when the learner has finished her examination.
- When learners attend extra lessons or visit the school during examination time they have to be in school uniform or full school tracksuit.

5.3.3 Casual wear to school functions/Civvies days/camps

No feature that brings negative attention to itself is allowed.

- When functions are attended by outsiders (including the parent body), Learners must wear the appropriate school uniform despite being a “civvies day”.
- Openings must be aesthetic, appropriate and not revealing: Slits openings should be no more than four fingers above the knee.
- No tummy openings are allowed.

- Necklines may not be low enough to allow body parts to show at any time.
- No short shorts may be worn.
- No pyjamas or slippers may be worn to any function or civvies days.
- No clothes with political slogans or of any political nature whatsoever may be worn at any school event, including civvies days and school camps.

5.4 JEWELLERY

- Necklaces:
No jewellery may be worn around the neck, except a small cross (not bigger than 15 mm in length) or a St Christopher medallion or the CSMV Award. Girls who received a CSMV award in Grade 7 may only wear the award in Grade 8
- Earrings:
Learners who have pierced ears may wear a single pair of earrings, provided they are small (not bigger than 3mm) gold or silver studs and worn at the base of the ear lobe.
Grade 12 learners may wear a small (not bigger than 5 mm) white or beige pearl stud.
- Bracelets:
No bracelets are permitted unless they are medical bracelets.
- Watches:
Watches must be small and inconspicuous.

5.5 HAIR REGULATIONS

- Any hairstyle which draws attention to itself rather than the individual girl is unacceptable.
- All hair must be neat and presentable.
- Hair must be kept out of the face and clipped back neatly.
- Girls may not change the colour of their hair under any circumstances.
- No dyeing, bleaching, highlighting, colouring, colour washing, colour rinsing, or full or partial shaving of any hair (eyebrows, eyelashes) in any way is allowed. Failure to abide by this rule will result in the girl having to re-dye her hair immediately to the natural colour. She will be sent home or to a hairdresser of the school's choice until the hair has been restored to its natural colour.
- Singles/braids/dreads must be the same colour as the girl's natural hair.
- All hair must be brushed. Long hair must be tied back neatly in a ponytail, no lower than the nape of the neck, using only dark brown hair ornaments which are small and neat. No crocodile, banana or other fancy clips are allowed.
- Hair buns must be tied neatly with no loose hair.
- There should be no beads or decorations in the hair.
- Hair touching the top of the collar of the dress/blazer must be tied back.
- All dreadlocks that are not styled must be neat, and tied up (if possible).

- Long braids must be able to fit into a swimming cap.
- Cornrows may be patterned provided they are neat.
- Cornrows, natural dreadlocks and singles/braids (with or without extensions) should be of a reasonable thickness.

5.6 BODY PIERCING / TATTOOS

No visible body piercing or tattoos are allowed.
 No bristles of any sort are allowed in piercings.
 No tongue rings or nose rings are allowed.

5.7 CLASSROOM BEHAVIOUR

- All learners are expected to show respect by standing when a teacher or any other adult enters the classroom.
- Chewing gum is not permitted in classrooms or anywhere on the school campus.
- Girls may not remain in any classroom at break unless given special permission to do so by the teacher.
- No food or drink may be eaten in the classrooms, unless bad weather prevents break from taking place outside.
- Learners may not drink from water bottles during lessons. Drinks must be taken in break or between lessons.
- Valuable possessions must not be left in classrooms during Break or after school. Where requested, a girl is allocated a locker. Every girl must use the locker allocated to her for the safe-keeping of her possessions.

5.8 CELL PHONES/ IPODS/ ELECTRONIC DEVICES

- No girl may use any electronic device to record a lesson unless given express permission to do so by the person presenting the lesson.
- Girls are only permitted to receive or make calls from 07:00 – 07:25, during Break (10:55 to 11:20) or after the academic school day.
- Cell phones will be confiscated for one week if used in class, during examination time or between lessons, apart from Break.
- Girls may only use earphones in academic time if the staff member who is teaching them in that particular slot agrees to it. This will be determined by the departmental heads whether it is allowed or not.
- Girls may not walk around, at any time, with earphones in their ears.
- No cell phones are allowed in the examination venue during the examination period.
- ***It is every girl's responsibility to ensure that her cell phone or any other piece of valuable equipment is properly looked after. The school cannot take responsibility for loss or theft of such items.***

5.9 TRANSPORT

Learners wishing to park motor cycles/motor vehicles on the School grounds must first obtain permission from the School to do so and make use of the areas specifically demarcated for this purpose.

- All learners park their vehicles and bikes (pedal or motorised) on the School premises at their own risk.
- Learners may ride or drive a vehicle on the School grounds provided the learner has a license to drive such vehicle and provided extreme caution is exercised.
- Reckless behaviour is forbidden.
- The Code of Conduct is applicable when making use of public transport to and from School.
- Learners may not hitchhike while in School uniform, whether formal or sports dress.

5.10 EXTRA-CURRICULAR ACTIVITIES

Involvement in activities making up the School extra-curricular programme forms a valuable and integral part of the holistic education of every pupil. All learners are, therefore, expected to become actively involved in at least one (1) sport, cultural and/or service activity per term.

- The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
- Once a learner has committed herself to an activity, she will be bound to meet the rules and obligations related to that activity.
- Involvement in a particular activity will span the entire season/duration in which that activity takes place.
- Attendance at all practices is compulsory.
- Appropriate kit/uniform will be worn to practices.
- The correct match kit/uniform will be worn to inter-school league fixtures.
- Learners travelling to an away fixture will travel in full school uniform, unless other arrangements have been made.
- Sports and other kit must be carried in an appropriate bag.
- Learners playing in home league fixtures must arrive at the venue in their appropriate sports kit/uniform with their School blazer.

6. OFF-CAMPUS BEHAVIOUR

- Behaviour in public places must be such that no inconvenience is caused to others. The school has the right to take action whenever a learner, whether she is wearing the school uniform or not, indulges in behaviour that brings the school's name into disrepute, even if the activities take place off-campus.
- Appropriate action will be taken in the case of misconduct which discredits the school in the eyes of the community.
- The school reserves the right to take action against learners who attend private parties and by their behaviour bring the school's name into disrepute.

7. GUIDELINES FOR DISCIPLINE

The following document serves as a *framework* for good conduct and fair methods for maintaining discipline at St Mary's DSG.

It is a general guide rather than an exhaustive document as the school cannot anticipate and define all eventualities and resultant penalties. The staff of St Mary's DSG treat each girl as an individual and the school reserves the right to treat each case of misconduct or infringement of rules on its own merits.

7.1 Discipline and Consequences / Sanction

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of pupils whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence. All pupils will abide by the discipline system that has been developed to assist and guide pupil behaviour in the School.

Discipline embraces a way of life - a code of conduct which upholds the values of the school, fostering self-discipline, respect for oneself and others, responsibility, honesty and balance.

Discipline implies common sense, pride in our school, honour, tolerance for diversity and an awareness of the needs of others. Discipline within the school must be based on trust and positive expectations.

The result is self-confidence and a sense of self-worth, within a set of sensible and mutually agreed boundaries.

Sanction / consequences, on the other hand, is meted out to those who do not uphold the values and the Code of Conduct of the school. Those who transgress the boundaries of acceptable behaviour must be sanctioned in order to learn from their mistakes, and to go forward in a more disciplined manner. Often sanctions are important so that the School as a whole can see justice in action.

7.2 Responsibilities of Learners

Pupils at St Mary's DSG undertake to:

- comply with instructions and the general rules of the school;
- be punctual and observe the timekeeping practices of the school;
- demonstrate a positive attitude towards learning and be reasonably diligent in their learning efforts;
- behave responsibly and not endanger the safety and welfare of others;
- respect and care for the property of the school and others;
- maintain sound relations with others, be courteous and respect the dignity of other persons;
- behave honestly and conduct themselves with integrity;
- accept legitimate punishment and disciplinary action taken against them as being both necessary and corrective.

8 LEARNER MISCONDUCT

This may be grouped into four levels:

LEVEL 1

- Lack of punctuality or meeting deadlines
- Incorrect wearing of the uniform, jewellery, hairstyles, hair colour
- Littering
- Lack of responsibility with regard to textbooks, pupil aids, sports equipment
- Chewing gum
- Noisy, disruptive behaviour, bad language
- General lack of co-operation and poor application to studies, school work and assignments
- Persistent late-coming during the academic day
- Unhygienic habits and improper use of school facilities and ablutions
- Visible body piercing (other than earlobes) and tattoos
- Public displays of affection resulting in unacceptable behaviour
- Non-attendance at compulsory functions

LEVEL 2

- Wilful disregard of instructions
- Interfering with the educational process and damaging the morale of the class and/or teacher
- Swearing at others
- Unacceptable attitude - cheekiness, disrespect, etc
- Unexplained absences from school.
- Bunking lessons
- Tampering with equipment or the property of others
- Unauthorised use of school property or the property of others
- Copying homework
- Using cell phones etc during teaching/examination times

LEVEL 3

- Plagiarism as per the Academic Policy(Grade 8 and 9; new girl; first offence)
- Malicious teasing of others, verbal abuse or insulting abuse
- Dishonesty, lying
- Disruptive / disrespectful behaviour in public or at events which brings the school into disrepute
- Playing of obscene or demeaning games

LEVEL 4

- Plagiarism (Grade 10, 11 and 12) as per the Academic Policy
- Leaving the school property during the academic day without permission.
- Leaving the School grounds, without signing out correctly.
- Smoking or being in possession of tobacco products on the school premises or at school events/excursions

NB: (The following apply both on school premises and during school events/excursions elsewhere.)

- Fighting or the threatened assault of others, intentional bodily injury
- Being in possession of a weapon or threatening someone with a dangerous instrument
- Selling, providing, encouraging others to take alcohol or illegal substances
- Stealing
- Wilful damage of school property/equipment, vandalism
- Being in possession, accessing, distributing of pornographic material
- Bullying, racial comments or insults, harassing or victimising
- Any other criminal behaviour

- Being in possession of and/or consuming alcoholic, hallucinogenic or unauthorised substances
- Substance abuse at school or at events/excursions
- Forgery or the falsification of documents
- Bribery, fraud
- Tampering with marks, confidential reports and other staff documents
- Cheating, copying or tampering with tests, reports or assignments for which marks are allocated
- Initiation of any sort
- Cheating in examinations
- Any misuse of IT, e.g. cyber bullying, hacking, accessing of inappropriate material.

9. CONSEQUENCES OF MISCONDUCT

In every case of serious misconduct, the reasons must be thoroughly investigated and the particular circumstances pertaining to the individual learner must be taken into account.

It must also be noted that there is an accumulative effect for girls with a track record of offences. If, for example, a Level 4 offence is committed after one or more Level 3 offences, expulsion might be immediate.

The following table lays out the MAXIMUM penalty or consequence for particular levels of misconduct:

LEVEL	1 st OFFENCE	2 nd OFFENCE	3 rd OFFENCE
LEVEL 1	Informal Action + Demerit	Informal Action	Parental contact
LEVEL 2	Informal Action + Demerit	Parental contact, Warning	Parental contact, Suspension and/or Final Warning
LEVEL 3	Parental contact, Suspension, and/or Professional counselling	Parental contact, Final warning, Suspension or Expulsion	Parental contact, Expulsion
LEVEL 4	Parental contact, Suspension plus compulsory professional counselling, and/or Final Warning, or Expulsion	Parental contact, Expulsion	

This is an illustrative, rather than a definitive list. It remains at the discretion of the management of the School to consider any unlisted offence at an appropriate level and to discipline accordingly.

10. SCHOOL DAY PROCEDURES

10.1 In accordance with the Occupational Health and Safety Act each learner shall:

- take reasonable care for the health and safety of herself and of other persons who may be affected by her acts or omissions
- not obstruct any staff member in the carrying out of his/her duties
- carry out any lawful order given to her, and obey the health and safety rules and procedures laid down by the Head or by anyone authorised thereto by the Head in the interest of health or safety.
- if any situation which is unsafe or unhealthy comes to her attention, as soon as practicable report such situation to the Head or to a member of staff, who shall report it, if need be, to a further relevant authority inside or outside the school.
- if she is involved in any incident which may affect her health or the health of any other person, or which has caused injury to herself or any other person, report such incident to the Head or to a member of staff as soon as practicable, but not later than the end of the particular school day during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case she shall report the incident within twenty-four hours.
- not intentionally or recklessly interfere with or misuse anything which is provided in the interests of health or safety e.g. fire extinguishers.

10.2 Girls waiting to be collected must remain inside the school grounds at all times.

10.3 **Girls have to use the fingerprint system to register first thing when they arrive at school.** Girls must be in their grade group venues for roll call when the first bell rings at 07:25 and thereafter proceed in an orderly fashion to Assemblies at 07:35 or class.

10.4 Girls may not talk in the Hall or Chapel before, during or after Assemblies/services.

- 10.5 Any girls who are late for school must report to the Boarding office in the Senior School.
- 10.6 The following places are out of bounds:
- a) the terrace and the upper lawns;
 - b) the maintenance, garage and rear-kitchen areas;
 - c) any demarcated areas during the construction or upgrading of the school facilities;
 - d) the Boarding School to all pupils from 07:20 – 13:50 daily and to daygirls at all times;
 - e) The garden areas around the Technology Centre.
- 10.7 No girls except those in the Matriculation class may use the main corridor before 16:30 on weekdays, except when specific permission has been given. Girls using the Corridor and Senior and Junior Lobbies must always show consideration for those working in the building.
- 10.8 School buildings and precincts must be kept quiet until 16:30.
- 10.9 If any learner is absent, her parents should phone the Administration secretary to report that she is ill before 8:00 am. She is also required to hand in an absence note on her return. If she is away for more than three days, she must hand in a medical certificate to the Head's secretary. If she has missed a test during her absence from school she has to hand in a doctor's certificate.
- 10.10 Official San times are as follows:
- 07:00 – 07:20
 - 10:55 – 11:25
 - 14:00 – 14:30
 - 16:15 – 16:55
- Learners who need to see the Nursing Sister must get permission from the teacher concerned and can only be admitted and discharged by the Nursing Sister or her substitute.
- 10.11 Any learner who is absent must take the onus on herself to catch up on the work / tests that she has missed immediately she returns to school.

**ST MARY'S DSG
DISCIPLINARY COMMITTEE
OBJECTIVES & PROCEDURES**

1. The disciplinary Committee and procedures aim to uphold and support the Vision, Values, Mission, Code of Conduct, Rules and regulations of the School as published in the "Code of Conduct booklet". This is available from the Head's PA and is published on the School's Website viz. www.stmarys.pta.school.za
2. The Head convenes the Committee at the beginning of every year to assist him/her in adjudicating actions, which are contrary to these and the ethos of the school.
3. The Committee is made up as follows:
 - a) The Head – Chairperson
 - b) Vice-Principal (student affairs) – presenter (day girls)
 - c) Boarder Manager – presenter (boarder)
 - d) Vice-Principal (academics)
 - e) Grade head
 - f) Head girl of school – ex officio
 - g) Parent/s or Legal Guardian/s of the person whose action is being investigated
 - h) School Chaplain
 - i) PA to the Head
4. The Vice-Principal or Boarder Manager refers actions to the Disciplinary Committee.
5. A letter, stating the alleged infringement, goes out to the parents and to the girl who is being charged. This is done 48 hours (two working days) before the hearing.
6. A record of the investigation/ hearing is made in writing and placed on the file of those concerned.
7. The charge, accompanied by any preliminary investigations must be submitted in writing.
8. At the hearing witnesses may be called and evidence tested by cross-examination.
9. The members of the Disciplinary Committee will discuss appropriate action. The Committee *is not a court of law*, but a serious body acting in the interest of the persons concerned and all others in the St Mary's DSG community. The emphasis is on determining the truth and reaching consensus on the best course of action.
10. In terms of the school's constitution, The Head's Regulations and the Conditions of Enrolment to the School, the Head retains the right to decide on the appropriate sanction and will therefore use the deliberations of the Committee as a guide and recommendation.
11. Parents have the right to appeal to the Chair person of the disciplinary committee against any corrective and disciplinary action decided upon, within 5 days of receiving the written sanction.

12. The Head communicates her/his decision to those concerned and their parents. If the decision is that the girl concerned should leave the school, the parents may be given the option of withdrawing their child to avert expulsion.



I, _____ (full name), hereby state that I have read the Code of Conduct document and clearly understand what is expected of me in terms of general behaviour and co-operation as a member of St Mary's DSG. I am aware that any contravention of the rules or regulations could result in a warning, punishment or a disciplinary procedure.

Tutor group: _____

Signature: _____

Date: _____