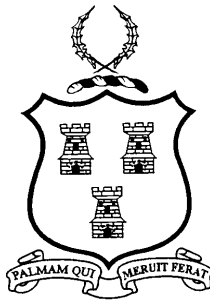


RUSTENBURG HIGH SCHOOL FOR GIRLS



CODE OF CONDUCT and RULES AND REGULATIONS FOR LEARNERS

REVISED APRIL 2010

PREAMBLE

The South African Schools Act (No. 84 of 1996) requires that the governing body of a public school “adopt a Code of Conduct for the learners.....aimed at establishing a purposeful and disciplined school environment, dedicated to the improvement and maintenance of the quality of the learning process”.

It further states that “nothing contained in this Act exempts a learner from the obligation to comply with the Code of Conduct of the school attended by such a learner”.

The Code of Conduct of Rustenburg High School for Girls obligates learners, staff and parents to accept responsibility in the fostering of an environment of mutual respect and adherence to a prescribed set of norms and standards.

When a learner contravenes the Code, the school will adopt a flexible approach, within the boundaries of the Code of Conduct, and act within the best interests of the school and learner in the application of disciplinary measures. Possible sanctions are stipulated in this Code and will be applied at the discretion of the Principal and /or Governing Body.

Notwithstanding the fact that a certain act or omission is not specifically covered by this Code of Conduct, any act or omission which, in the opinion of the Principal and/or Governing Body, constitutes behaviour unbecoming or not benefiting a learner of Rustenburg High School for Girls shall be deemed to be a contravention of this Code.

CODE OF CONDUCT

The Rustenburg Girls' High School community commits itself to the advancement of learning, personal development and responsible citizenship.

This commitment is characterised by:

- being courteous and demonstrating mutual respect for the beliefs, customs, language, individuality and property of others;
- demonstrating social awareness and personal and social responsibility;
- service to others;
- using resources carefully and wisely;
- participating fully in a wide range of school activities;
- discovering and developing personal potential;
- supporting and encouraging others positively;
- embracing a lifestyle which promotes good health and well-being;
- adopting practices which will help to secure a safe and healthy environment for all;
- honest accountability and personal integrity

This Code of Conduct is amplified by a set of school rules and procedures framed in terms of existing national and provincial legislation.

It is also augmented by separate, specific policies,

as required by the South African Schools Act and the National and Western Cape Education Departments.

SCHOOL RULES & PROCEDURES

GIRLS MUST MAKE THEMSELVES FAMILIAR WITH THESE RULES AND PROCEDURES. IGNORANCE CANNOT BE ACCEPTED AS AN EXCUSE. PARENTS ARE EARNESTLY REQUESTED TO SUPPORT THE SCHOOL IN THE IMPLEMENTATION OF THESE RULES AND ALL OTHER MEASURES TO ENSURE THE GIRLS' SAFETY.

ABSENCE *The South African Schools Act (No. 84 of 1996) clarifies expectations regarding compulsory attendance.*

A note from the parent must be brought and handed to the form teacher on the first day a learner returns to school after being absent. A **MEDICAL CERTIFICATE** must be brought after absence from examinations or other scheduled tests or assessments. Failure to do this will result in a zero mark.

ALCOHOL, TOBACCO & DRUGS

No learner may bring these substances onto the school grounds, consume them on school property or be on the school grounds when under the influence of these substances. Contravention of this rule may lead to immediate suspension, pending expulsion. Criminal charges may also be laid in such cases. In addition, no learner identifiable as a learner of the school, whether in or out of uniform, should use these substances off the premises.

Learners who need to take medication during the school day, and therefore have such substances in their possession while on school property, should inform the Principal or Deputy Principal of this.

APPOINT- MENTS DURING SCHOOL HOURS

Parents are requested to avoid making appointments which will necessitate their daughter's missing school. Very few learners can afford to miss lessons. Learners who miss continuous assessments activities or tests will be given nought.

If such an absence is **ABSOLUTELY UNAVOIDABLE**

please send a note of excuse to the Deputy Principal at least 24 hours **IN ADVANCE**.

**ASSIGN-
MENTS**

Assignments are due on the set date. Marks may be forfeited if deadlines are not met. **NO MARKS WILL BE GIVEN FOR WORK NOT SUBMITTED.**
(See Assessment Policy)

BAGS

Phased in from Grade 8 in 2008, only the RGHS tog bags and book bags (briefcase or backpack style) will be allowed. No logo, drawing or writing is allowed, except for the learner's name in small letters in one place on the outside of the bag. Only navy blue or black bags may be used for carrying Art, Home Economics or other equipment.

Please note that the Rustenburg tog bag is not strong enough to be used as a book bag.

**BEGINNING/
END OF
TERM**

Continuous assessment takes place throughout the year, including the beginning and end of term, and the Education Department expects learners to attend school at all times. RGHS is not allowed to give permission for a learner to miss school. Parents are requested **NOT** to arrange to leave early for holidays or to return late at the beginning of a new term. This practice may seriously disadvantage their daughter's studies. Learners will be given nought for any continuous assessment activities that they have missed.

BLAZERS

Blazers must be worn to and from school and may not be carried. During summer, girls do not have to wear their blazer. If not specifically required during the school day, blazers must be locked securely in the girls' lockers. The school will not take responsibility for missing blazers. **Jerseys** may be worn under blazers for extra warmth but **may not be worn on their own.**

**BULLYING/
OTHER
THREATS**

No girl may be party to threats or intimidation of any kind against the school or any other parties. Involvement in such activities may result in immediate suspension,

pending expulsion. Criminal charges may also be laid.

**CELLULAR
TELE-
PHONES**

Cellular phones may only be used at breaks and then away from the school building. This includes the sending and receiving of SMS/text messages.

Cell phones must be switched off at all other times. If this rule is broken, the cell phone will be confiscated. The learner's parent/guardian will have to come to the school to collect the confiscated phone and will have to present an identity document, passport or driver's licence as a means of identification.

Parents are requested not to try to contact their daughters during class time.

In compliance with WCED rules, learners may not have a cell phone on their person when writing a test or an examination. They may not be used as a calculator.

All cell phones must be handed in to the invigilator before the start of the test or examination. Any attempt to use a cell phone during a test or examination will be construed as dishonesty and will be treated as such. (See *CHEATING* below)

CHEATING

Any learner found cheating in a test or examination will have her paper removed forthwith by the invigilator. She will receive nought for that examination and could face further disciplinary action.

**CHEWING
GUM/EATING**

Chewing gum is **NOT** allowed inside the school grounds, nor may it be chewed by any girl wearing a Rustenburg uniform. In addition, girls must refrain from drinking and eating in the school corridors.

**DEFACING/
DAMAGING
PROPERTY**

The wilful defacing or damaging of property belonging to the school or to any other person will not be tolerated.

**EVACUATION
PROCEDURE** Girls are expected to participate in drills and familiarize themselves with the emergency evacuation

procedures.

HAIR

- * Hair touching the lower edge of the collar must be tied up, irrespective of whether it is loose, plaited or braided. Hair must be neat, combed/brushed and not hang in front of the eyes.
- * Hair accessories must be plain black, dark brown or navy.
- * Girls may not alter the colour of their hair in any way.
- * No streaks/highlights are allowed.
- * Hair must be clean and free of products which obviously alter the appearance of their hair e.g. gel.
- * No unusual, attention-attracting, exotic or fashion hair-styles (e.g. spikes, dreadlocks) or shaving of the head is permissible.

The school will not ratify the Personal Reports of girls who disobey these rules and may also implement other disciplinary measures.

JEWELLERY

- * No jewellery, only a plain, traditional-type watch.
- * For pierced ears, **ONLY** small plain metal sleepers or studs are allowed.
- * Only one pair may be worn - one earring in the lower part of the lobe (and lowest pierced hole) of each ear.
NB: No other visible piercing is allowed (e.g. labret, tongue, nose). Covering a piercing with a plaster, or using a bristle to keep the hole open, is also not allowed.

LANGUAGE

Swearing, derogatory and abusive language of any sort will not be tolerated within the school, the grounds, on educational outings, at sports functions or at any other time or place where girls can be recognized as learners of Rustenburg.

LATE-COMING

Learners who arrive late in the morning must report to the secretaries' office. Girls who are late three times without good reason will be requested to make up this time in detention.

LOCKERS Each girl is allocated a locker for storing her belongings, for the duration of her time at the school. Each girl must supply her own lock. Clearly marked spare keys may be handed in for safekeeping. Lockers not cleared at the end of the school's academic year will be emptied and the contents disposed of.

NAILS No false nails, coloured nail polish, French manicure or henna is permitted. Nails must not be so long as to interfere with sport, the playing of a musical instrument or other practicals.

**NOTICES/
NOTICE
BOARDS** No circular, notice, pamphlet, banner, poster or any other object may be distributed on the school premises or placed on any of the school's notice boards or on any other place on, within or in proximity to the school premises without the permission of the Principal or other person to whom such authority has been delegated. Such approved notices, signed by the Principal or Deputy Principal, may be displayed on notice boards only, and may not be placed on brickwork or plaster. Girls should read notices during breaks or after school and **NOT** between periods.

**OUT OF
BOUNDS** During breaks girls may not be beyond the line of buildings at the front of the school. Below the hockey fields and between the tennis wall and Acton Road are strictly out of bounds at all times.

**PERSONAL *
SAFETY/
SECURITY** No girl may enter a classroom unless accompanied by an educator or with the permission of the educator concerned.

* Special permission must be obtained to return to the form room after classes have been dismissed.

* Learners may not leave the school premises once they have arrived at school in the morning - not even to go to

the garage shop on the corner.

- * **NO LEARNER** may sit on the roads, driveways or parking areas on the grounds during breaks or at any other time.
- * Pedestrians must give way to cars proceeding along the school roads.
- * At **NO TIME** may any girl sit on a window sill or on the balcony parapet.
- * The swimming pool area is out of bounds to all learners when there is no supervision (i.e. a staff member or coach must be present).
- * Girls waiting for lifts must wait **inside** the school grounds. After 17:00 girls should wait on the verandah of Erinville Hostel.
- * **No Rustenburg girl may walk across the Common or use the subway network. These are strictly out of bounds.**
- * No learner shall hold or organise any function or social gathering at the school, or elsewhere in the name of the school, without the permission of the Principal or his/her delegate.
- * Learners are not allowed to sell/trade goods on school premises for personal gain and/or without the permission of the Principal.

POSSESS- IONS

Girls are expected to take full responsibility for the safety of their possessions. Use must be made of the lockers provided, so that they carry the minimum of books and equipment with them. Parents are encouraged to ensure that their daughter's school equipment is covered by their short-term insurance policies. Learners should not bring valuable items or large sums of money to school. (See *VALUABLES*)

NB: Possessions must never be left unattended.

QUAD-

Girls may **NOT** cross the Main Quadrangle, nor sit in the

RANGLE	Main Quadrangle during break. No eating is permitted there or in the school corridors.
QUIET	Girls are expected to be quiet in the cloakrooms, cloisters and on the stairs, also ESPECIALLY in front of the offices and staff room. Movement between classes must be quiet and orderly, in single file and on the left of the corridor.
RESPECT	Girls are expected to show respect for the staff, members of the public and one another.
SAFETY HELMETS	Cyclists must wear safety helmets.
SICKNESS	Any girl who is taken ill at school must report to Mrs Schnetler (C - E) or Miss Fourie (A & B). In the event of serious illness, parents will be notified by the office of the need to collect their daughter. To MINIMIZE ALARM FOR PARENTS AND IN THE INTERESTS OF THE GIRLS' OWN WELLBEING, DIRECT CALLS BY GIRLS TO THEIR PARENTS ARE NOT PERMITTED. NB: NO TABLETS OR MEDICATION OF ANY KIND WILL BE PROVIDED BY THE SCHOOL.
SPORT	<ul style="list-style-type: none"> * All girls are encouraged to participate in some form of sport. * Girls are expected to honour their sporting commitments: They are expected to attend all practices and all matches for which they are selected, and must check the sports' notice board regularly. If, for good reason, a learner is unable to attend a practice or match, she must excuse herself in good time. The correct sport uniform must be worn at all times. * After sport, all girls are to go home when dismissed by the coach. * No girl may remain to practise or be in the pool area without supervision.
TELEPHONE	The public telephone may be used during breaks, and before and after school ONLY , unless a telephone

pass is obtained from Mrs Schnetler or Miss Fourie.
(See *CELLULAR TELEPHONES and SICKNESS.*)

THEFT

No learner may move or remove any item belonging to the school or to another learner, or to any other body or institution in or out of school.

Theft is a criminal offence and may lead to immediate suspension pending expulsion. Criminal charges may also be laid in such cases.

TRUANCY

Learners may not absent themselves from school without a valid excuse. A note from the parent must be brought and handed to the form teacher on the first day a learner returns to school after being absent. Unlawful absence will result in detention to make up for lost time.

Learners may not absent themselves from lessons without a valid excuse, such as illness, which must be reported to the office. Truancy will result in detention of 2 hours for every hour missed.

NB: No girl may leave the grounds without special permission, obtainable from the office, in an emergency. Breaking of this rule is considered truancy and will be dealt with as such.

UNIFORM

Uniforms, as prescribed in the dress regulations, are to be worn by all learners. Girls are expected to be neat and tidy at all times. Laddered stockings, missing buttons, unravelled hems, frayed jersey cuffs and the like will not be tolerated. Pride in uniform and appearance reflects an overall respect for oneself and the school. Inappropriate or indiscreet behaviour will be viewed as a lack thereof. Where the wearing of the incorrect uniform items is unavoidable, girls must obtain the permission of the Deputy Principal until the problem has been rectified. This permission will only be granted at the written request of a parent unless, due to unforeseen circumstances, this is not possible.

School uniform is required for all school outings, unless permission to the contrary has been granted by the

Principal or Deputy Principal.

VALUABLES Girls are discouraged from bringing large sums of money or anything valuable to school. Where this is unavoidable, such items **must** be handed in to the office for safekeeping. The school will not take responsibility for the loss of valuable articles or money. (See *POSSESSIONS*)

VISITORS Visitors are to be greeted politely and assisted where necessary. Girls may not receive any visitors (male or female) on the school grounds, unless such a visit has been authorised by the Principal or Deputy Principal.

WALKMANS/MP3s/PSPs/iPODS etc. Walkmans, MP3 players, iPods, PSPs or similar items are not allowed at school under any circumstances. They will be confiscated for up to three months.

WET WEATHER In wet weather, girls are advised to bring a change of stockings with them.

WHERE TO SIT E - Centenary Quadrangle
D - Hostel lawn (this excludes paved areas)
C - Tuck shop lawn
A and B - Hockey field.
No girl may sit in the Main Quadrangle.

ABBREVIATIONS USED IN THIS POLICY:

RGHS	Rustenburg High School for Girls
HoD	Head of Department (Western Cape Education)
MEC	Minister of Education (Western Cape)
WCED	Western Cape Education Department

SUMMER REGULATIONS

All items must be regulation wear as prescribed by the school. Please ensure that all items of clothing and other possessions are **clearly** marked.

SUMMER UNIFORM	
SHOES	Clean, black, school lace-up Polished and in good condition
SOCKS	White school ankle socks Turned over and not rolled
DRESS	Regulation blue dress with belt Correct length – approximately 10cm above the knee when kneeling Belt to be worn at waist, above hips No T-shirt or other top visible under dress Hem stitched Collar to be worn over the collar of the blazer
JERSEY	Optional; navy blue V-necked jersey or cardigan To be of the correct size; should fit properly (not too large) Cuffs not frayed No holes at elbows or cuffs May not be worn without blazer
BLAZERS	Optional; clean, navy blue Must be worn on all formal occasions School-related badges only
HAIR	No streaks or colour/dye Conservative style; no fashionable, unusual, attention-seeking or exotic styles are allowed Neat; brushed or combed at all times Fringe to be clipped back; no hair hanging in face and no long, loose bits on sides Black, brown or navy blue accessories
NAILS	No false nails, coloured nail polish or henna Not so long as to interfere with sport, playing of a musical instrument or other practicals
MAKE-UP	Not allowed

JEWELLERY	One plain gold or silver stud or sleeper; in bottom part of earlobe Only plain conventional wristwatch; no bangles or similar wrist adornments
BAG	Navy blue RGHS book bag No writing or drawing, except name in small letters in one place only Only one adornment allowed, such as a key ring or tag
TOG BAG	Navy blue RGHS tog bag No writing or drawing, except name in small letters in one place only
NO OTHER BAGS, BASKETS, CARRIER BAGS OR PACKETS ALLOWED for Art, Home Economics or other school equipment (or any other use) except the plain navy type sold by the school	
RAIN JACKET	Clean, navy blue or orange road-safety raincoat or navy anorak
WINTER UNIFORM	
SHOES	Clean, black, school lace-up Polished and in good condition
STOCKINGS	Plain black; of various weights Fine stockings only for official school functions. If part of a group which is performing in public, thin black stockings are expected No ladders or holes
SKIRT	Regulation navy Correct length – approximately 10cm above the knee when kneeling May not be rolled over at waist
SHIRT	Regulation blue shirt Must be buttoned at neck Sleeves down (not rolled) and cuffs buttoned
TIE	Regulation; pulled up properly at collar
JERSEY	Navy blue V-necked jersey or cardigan To fit properly; not too large Cuffs not frayed No holes at elbows or cuffs May not be worn without blazer

BLAZER	Clean, navy blue Must be worn to and from school and for Assembly, as well as on all formal occasions School-related badges only
HAIR	No streaks or colour/dye Conservative style; no fashionable, unusual, attention-seeking or exotic styles are allowed Neat; brushed or combed at all times Fringe to be clipped back; no hair hanging in face and no long loose bits on sides Black, brown or navy blue accessories
NAILS	No false nails, coloured nail polish or henna Not so long as to interfere with sport, playing of a musical instrument or other practicals
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NO OTHER BAGS, BASKETS, CARRIER BAGS OR PACKETS ALLOWED for Art, Home Economics or other school equipment (or any other use) except the plain navy type sold by the school	
SCARF	Optional; navy blue regulation school scarf with stripes or plain navy blue
GLOVES	Optional; plain navy blue or black
RAIN JACKET	Clean, navy blue or orange road-safety raincoat or navy anorak
COAT	Optional; navy blue regulation Rustenburg coat only

ART

Girls who take Art must protect their uniforms with suitable over-garments e.g. a smock or large shirt.

LIFE ORIENTATION: PHYSICAL MOVEMENT

(These items are available from the school shop only)

- Regulation navy blue cotton shorts with regulation white sports shirt
- Rustenburg track suit

All girls are expected to wear the regulation navy blue cotton shorts **OR** navy tracksuit pants with the regulation white sports shirt for Physical Movement (LO) classes.

SPORTSWEAR

Girls may wear a PLAIN white or regulation golf shirt with the regulation navy shorts instead of full match uniform, in order to keep the latter clean for matches.

No girl may leave the school premises after sports unless properly dressed in either full school uniform or regulation school tracksuit.

Training shoes are to be worn with full sports outfit **ONLY**, otherwise girls must change back into school shoes.

Official school track suits may be worn **OVER** sports outfits but **NOT UNDER** skirts. Girls may not change into sports outfits until **AFTER SCHOOL**, unless special permission has been given.

ONLY A NAVY BLUE RUSTENBURG TOG BAG IS ACCEPTABLE!

SWIMMING

Regulation black school bathing costume and blue swimming cap.

No girl may leave the school premises after swimming unless properly dressed in either full school uniform or the regulation school tracksuit.

CONTRAVENTIONS and DISCIPLINARY MEASURES

At the discretion of the Principal or a person acting on the Principal's authority, the school may respond with assertive disciplinary measures in one or more of the ways indicated below, or in any other way deemed appropriate, when a learner is in contravention of the Code of Conduct. The nature of the offence and/or a learner's prior record shall determine the severity of the disciplinary measures. Disciplinary action will not infringe upon a learner's rights or be in contravention of any national or provincial regulation, and will be in line with departmental procedures and recommendations. Furthermore, learners facing disciplinary action will have access to counselling facilities offered and/or arranged by the school.

Disciplinary measures may include one or more of the following:

- A warning or reprimand
- Work or tasks of a remedial or corrective nature (according to the discretion of the school)
- Replacement of damaged property or agreed compensation
- Prefects' detention
- Educators' detention
- Saturday detention
- Parental contact
- Referral to Disciplinary Committee
- Special/daily report, where a learner's conduct is monitored continuously for a specified period
- Community service
- Counselling
- Removal of privileges and/or rewards and/or positions of leadership or authority
- Declaring results null and void where dishonesty in a test, examination or other assessment has been established
- Exclusion from peers, at breaks and/or other times during the school day
- Suspension from specified school activities
- Suspension from the school

- Expulsion from the school

SERIOUS MISCONDUCT

If the Principal suspects, on reasonable grounds, that a learner has committed misconduct that is of such a grave nature that it warrants a sanction of suspension or expulsion from the school, she may refer the matter to the School Governing Body (“SGB”) to hold a disciplinary hearing.

The SGB may, as a precautionary measure, and in terms of the provisions of the South African Schools Act, suspend the learner from attending school prior to the hearing. If the learner is found guilty of the serious misconduct, the SGB may impose a sanction of suspension from school for a period of time, or recommend to the Western Cape Education Department that the learner be expelled from the school.

Serious Misconduct includes:

- A criminal conviction by a court of law,
- The criminal acts of assault, vandalism, theft, or the use, possession, distribution or sale of any of the following: illegal drugs, chemical substances, alcohol, tobacco, alcoholic drinks, weapons, or objects which could cause harm or injury. The Principal may in terms of the provisions of the South African Schools Act, conduct random searches, seizures and drug testing in this regard.
- The repeated breaking of School Rules and/or Regulations listed in this Code of Conduct,
- Conduct that is immoral, improper or unbecoming.

DISCIPLINARY PROCEDURES

Where any person in authority becomes aware of any act or omission by a learner of Rustenburg High School for Girls which constitutes a contravention of this Code of Conduct, he or she shall:

- if a learner to whom authority has been delegated, refer the matter to a prefect or educator
- if a prefect, apply reasonable, relevant sanctions at her discretion, provided the matter is not of a serious or repeated nature, in which case she will refer the matter to the Deputy Principal or Principal
- if an educator, apply reasonable, relevant sanctions at his/her discretion, provided the matter is not of a serious or repeated nature, in which case he/she will refer the matter to the Deputy Principal or Principal
- if the Principal or Deputy Principal, for any offence, decide on appropriate action (in consultation with the Governing Body if necessary)

The persons in positions of authority referred to above shall afford a learner the right to make a representation and apply reasonable, relevant sanctions at her discretion, provided the matter is not of a serious or repeated nature, in which case she will refer the matter to the Deputy Principal or Principal.

A learner has the right to appeal to a higher level of authority if she feels that she has been unfairly treated.

The school reserves the right, where any disciplinary measure is applied to a learner, to record this in her personal file.

DUE PROCESS and APPEAL

Any learner accused of violating any rule that may lead to suspension and/or expulsion shall be brought to the Principal or Deputy Principal. He/she will hear the evidence and then decide on the action to be taken.

Before a learner may be suspended or before a recommendation for expulsion is made to the Head of Department (Education: Western Cape), the school must inform the learner and her parents in writing and arrange for a fair hearing by the members of the Governing Body's Disciplinary Committee.

To this end, the learner shall

- Be informed of and understand the charge/s, of which written notice is given at least 5 days before the hearing. Such notice shall also indicate the time and place of the hearing.
- Be required to plead to the charge/s
- Receive an explanation of the evidence if the charges are denied
- Have the opportunity to be heard; to relate her side of the story and to present the relevant facts
- Have the right to request the presence of witnesses
- Not be prohibited from being represented by any person of her choice, including her parent/s or guardian/s and/or legal counsel
- Be heard by impartial person(s)
- Be informed in writing of the decision of the Disciplinary Committee and the Governing Body and the sanction/s imposed
- Have the right to appeal to the MEC against her expulsion
- Have the right to support and counselling offered and/or

arranged by the school during the disciplinary process

The Governing Body must inform the Provincial Head of Department, or his/her representative, in writing of the decision to suspend a learner pending a decision on her expulsion.

EXEMPTIONS FROM THIS CODE

A learner and her parent must make written application to the School Governing Body for permission to be exempted from the Code of Conduct, or any part thereof.

Such a written request must set out the following:

- The manner in which the learner wishes to deviate from the Code
- The substantiated basis for this request (supported by documentary evidence)
- Whether or not the learner is part of an identifiable religion or culture
- Whether the cultural or religious practice is mandatory or voluntary
- Whether the practice has religious or cultural significance for the individual
- How central the practice/belief is to the learner

Once this request and information has been submitted, the learner and parent will be called to a meeting/an interview with a sub-committee of the Governing Body to support their request. The decision will be provided in writing. Reasons will be provided should exemption be refused.

Until such time as an application has been made and granted, a

learner should comply with the Code of Conduct.