

**CODE OF CONDUCT**  
FEB 2017  
**SANS SOUCI GIRLS' HIGH SCHOOL**



## **INTRODUCTION**

This Code of Conduct has been redrafted following a popular uprising at the school itself, but also in a country which is engaging with its colonial past and its transformation. Twenty-two years after the first inclusive elections South Africans, and the youth in particular, are challenging issues of race and gender and the lack of transformation. Many are asking why we cannot be proud to be Africans in Africa.

It has been compiled after exhaustive consultations in September, October and November 2016 in which pupil, teacher and parent input has been given both in meetings and through written submissions. The first draft was presented to a working committee of the Governing Body, attended by four parents, three staff and two pupils. We wish to thank all stakeholders for their lively engagements and positive contributions.

The engagements have all looked at the need for transformation, the need to change specifics, the need to be more positive in approach and to focus on promoting a dignified and value-driven environment, which promotes a place of learning.

The Code of Conduct recognizes that Sans Souci is unique. The school is situated in an affluent environment but draws pupils from diverse areas, cultures and experiences, irrespective of social class.

It has been drafted to be aligned with the school's Vision and Mission statement and the South African School's Act of 1996 and introduces a Code of Conduct of which we can all be proud and uphold.

## **PREAMBLE**

This Code of Conduct spells out the rules regarding pupils' behaviour at Sans Souci and describes the disciplinary system concerning transgression by pupils. In addition, it spells out the grievance procedures pupils may follow when they have a grievance. It applies to all pupils while they are on the school premises or when they are away from the school, representing it or attending a school function.

Section 8 (4) of the SA schools Act provides that all pupils attending a school are bound by the school's Code of Conduct and all pupils are expected to sign a statement of commitment to the Code of conduct. (Annexure G). The administration of the Code of Conduct is the responsibility of the Disciplinary Committee of the school.

This Code of Conduct is seen as a process which will be reviewed annually and updated as needed.

It is divided into four sections namely

- A General Principles
- B Specific Codes
- C Merits, infringements and disciplinary processes
- D Annexures

- ANNEXURE A Grievance Procedure
- ANNEXURE B Bullying Policy
- ANNEXURE C School uniform
- ANNEXURE D Substance Abuse Policy
- ANNEXURE E Disciplinary Procedure
- ANNEXURE F Statement of Commitment

## **SANS SOUCI SCHOOL VISION**

Sans Souci aspires to create a vibrant, nurturing and contented environment that promotes academic excellence and empowers its pupils to develop into confident, multi-skilled young women who are comfortable with whom they are, committed to life-long learning and capable of making a valuable contribution to society by fostering compassion, respect, pride and social responsibility.

## **SECTION A: GENERAL PRINCIPLES**

Sans Souci Girls' High School Pupils commit themselves to the advancement of learning, personal development and responsible citizenship. This commitment is characterized by:

1. service to others;
2. upholding the values of democracy and transparency;
3. being courteous and demonstrating mutual respect for the beliefs, customs, culture language, sexual orientation, individuality and property of others;
4. demonstrating social awareness and personal and social responsibility;
5. supporting and encouraging others positively and enhancing self-esteem;
6. respecting personal space and refraining from public displays of intimacy
7. using resources carefully and wisely;
8. participating fully in a wide range of school activities;
9. discovering and developing personal potential;
10. embracing a lifestyle which promotes good health and well-being;
11. adopting practices which will help to secure a safe and healthy environment for all;
12. honest accountability and personal integrity;

## **SECTION B: SPECIFIC CODES**

### **1. AMBASSADORSHIP**

Pupils from Sans Souci Girls' High School are expected to be considerate, and respectful to other people and to property, to be helpful, neatly dressed and to behave themselves in a dignified manner as loyal ambassadors of their school. It must be remembered that a Pupil's behaviour affects the reputation of the school and that the pupils are judged according to this reputation. Therefore, it is in the pupil's own best interest to ensure that Sans Souci's reputation is always beyond reproach. We need to remember that neighbours and businesses all of whom have a right to live and operate peacefully surround us. As ambassadors Pupils should:

- 1.1 Smile and greet visitors to the school, stand aside for them in corridors and offer them help wherever possible.
- 1.2 Address staff and visitors in a respectful manner e.g. as "Ma'am" or "Sir" or by title and surname.
- 1.3 Show consideration and respect to people within the school community and the public.
- 1.4 Behave well whilst representing the school in any context
- 1.5 Ensure that they are correctly dressed and neat in appearance
- 1.6 Treat neighbouring homes and businesses respectfully
- 1.7 Lead by example

## **2. ABSENCE, ATTENDANCE AND PUNCTUALITY**

- 2.1 In the case of absenteeism, Parents must notify the school by 09:00 on the day of absence (to ensure that the pupil is not bunking). On the pupil's return to school, a letter must be submitted giving a reason for the absenteeism. A telephone call to the school is *not* sufficient. If prolonged absence is anticipated, this must be communicated with specific reasons, in writing, to the school. The absentee note should be handed to the Register Teacher on the *day that the Pupil returns to school* and should include a telephone number at which the Parent/Guardian may be contacted. Falsification of absentee notes will be severely dealt with.
- 2.2 Absence must not cause the pupil to miss an assessment and must be on the understanding that it is the pupil's responsibility to catch up work, find out what she has missed and to excuse herself from her extramural activity *herself* (not send a message with someone else).
- 2.3 If Pupils, without sufficient cause, do not attend school regularly, the school will take action in terms of the SA Schools' Act of 1996.
- 2.4 Medical certificates must be submitted when pupils are absent from examinations, cycle tests and all planned assessments. This is in accordance with the Department of Basic Education's requirements and will ensure that a pupil does not score zero for that assessment.
- 2.5 Pupils must arrive at school well before the start of the school day and line up outside the classroom in time for the first Register.
- 2.6 Late Pupils must report to the Receptionist/Front Desk on arrival and explain why they are late; a late slip will be issued.
- 2.7 Very late or frequent late arrival will result in serious action being taken as this has an impact on academic progress. Parents will be informed in such cases, and disciplinary measures will be taken.
- 2.8 Pupils must attend all their lessons during the prescribed school hours. A teacher will send a pupil who is taken ill at school to the office. In severe cases, Pupils may be allowed to go home at the Principal's discretion and only if collected and signed out by her Parent /Guardian after the Parent/Guardian has been contacted by the office.
- 2.9 **Pupils may not phone their Parents directly, but must go through the office.**
- 2.10 Pupils may not leave the school grounds without permission. A request for early departure must only be in *exceptional circumstances* and with the permission of parents/guardians who will provide up to date contact details. Pupils will only be allowed to leave if collected and signed for by their own Parent/Guardian.
- 2.11 Bunking and truancy are regarded as serious offences and infringements will be managed according to the processes laid out in Section C.
- 2.12 Pupils must arrive timeously for extramural activities such as sports matches, cultural activities, play rehearsals, etc.
- 2.13 Pupils must be collected timeously from an activity whether this is on a week day/night or a weekend. Staff members cannot be expected to wait with girls who are collected late and will not be held responsible for their safety. **N.B.** Pupils will be taken to the Rondebosch Police Station, if necessary, to wait for their Parents.

## **3. CLOAKROOMS**

Pupils are encouraged to visit the cloakrooms **before school and during breaks** to avoid missing lesson-time. Should emergencies arise pupils will be allowed to leave the class with the permission of the teacher. The cloakrooms must be used responsibly and kept neat and hygienic at all times. They are not social spaces.

#### **4. ACADEMIC RESPONSIBILITY**

**Pupils** are expected to:

- 4.1 Take responsibility for their academic work
- 4.2 Contribute to creating a positive learning environment for everyone.
- 4.3 Do their homework, assignments and projects
- 4.4 Study for Cycle Tests/examinations/assessments/class tests.
- 4.5 Hand in work/assignments and projects on time. Should work not be submitted teachers may require pupils to complete work after school.
- 4.6 Take pride in their work.
- 4.7 Use the system whereby they can get assistance from their teachers between 15:00 and 15:30pm
- 4.8 Use the Library and Computer room for research purposes
- 4.9 Bring the necessary textbooks, as this affects not only the Pupil without the book negatively, but the whole class.
- 4.10 Maintain a homework diary.
- 4.11 Bring the necessary stationery for all subjects. (Blue or black ink pens, pencil, coloured pencils, pencil sharpener, eraser, ruler, stapler and paper, calculators and Maths sets.)  
The use of tippex is not permitted in formal assessments  
Borrowing of equipment is not permitted in formal assessments
- 4.12 Participate in school activities, including extra-mural activities, to ensure that their education is holistic.
- 4.13 Focus on the work necessary in each subject lesson; no other subject work to be done in formal class time.

#### **5. BULLYING**

The school's Bullying policy is attached, as Annexure B. Bullying and intimidation do not promote a learning environment. Therefore, verbal, physical and social humiliation and abuse is not permitted either at school or on social media and infringements are regarded as serious offences. If a pupil is bullied, she must report it to her register teacher or follow the Grievance Procedure as laid out in Annexure A.

#### **6. DISHONESTY**

- 6.1. No fraud is permitted with regard to documents and notes submitted to the school
- 6.2. Plagiarism is regarded as a serious academic offence and pupils are to submit their own work and where they have used other sources to reference these in the proper manner. Pupils submitting work that has been plagiarised will be asked to rework that task or assignment in the proper manner.
- 6.3. Cheating in exams and tests is also a serious offence and procedures according to the Department of Basic Education will be followed. Theft is also regarded as a serious offence. Pupils are encouraged to act responsibly and to rather hand in valuables, including cash, to reception for safekeeping.

#### **7. DRESS CODE AND APPEARANCE**

- 7.1. **Uniforms:** Summer, winter and sports uniforms are attached, as Annexure D. Pupils should wear the appropriate uniforms each season. The dates for change-over are announced every term. Pupils are encouraged to look presentable and to keep their uniforms neat and in good order. Undergarments like vests should not be visible. School Jerseys may be worn with the summer uniform. Muslim girls may wear navy head scarves.  
The use of cultural adornments for religious or cultural purposes must be discussed in advance with the Grade Head/Principal and agreement reached on what is permissible on a case-to-case basis.

Additionally, each sporting code has its own set of rules, which must be adhered to. These are outlined in Annexure C.

- 7.2. **Hair:** Hair should be tied back and off the face. Weaves and braids are permitted if these are tied up and not of extreme length. Neat Afros, do-nuts, dreadlocks and half-up/half down arrangements are permitted. Hair accessories should be blue, black or of the hair colour. Hair colour must be your natural hair colour.
- 7.3. **Jewellery:** Watch – only time watches are allowed. Smart watches are not permitted. Matching pair of small, thin, plain gold or silver sleepers or small plain gold or silver studs for pierced ears are permitted. Only one earring in the bottom hole on the lobe of each ear is allowed. Tongue studs and other piercings (e.g. nose, eyebrow) are not allowed unless these are for religious/cultural purposes as noted above in 7.1. Tattoos must not be visible.
- 7.4. **Nails and Make-up:** Nails must be neat and short. Clear nail varnish is permitted. No coloured nail varnish or French manicures are allowed. No make-up or lip-gloss is allowed.

## **8. EATING**

Eating is not permitted in classrooms.

## **9. ENVIRONMENTAL AWARENESS**

We believe that a clean and beautiful environment enhances learning. Sans Souci has adopted the principles of reduce, recover, recycle and re-use and has an operational recycling collection system. In addition, increasingly scarce resources worldwide makes it necessary for us to all become more conscious of how we use resources. Pupils are encouraged to protect the environment and its resources and to use the recycling system. This means that:

- 9.1 water must be used sparingly and taps turned off tightly
- 9.2 electricity must be used sparingly. Pupils must charge their electronic devices at home.
- 9.3 paper must be used sparingly
- 9.4 the recycling bins are all labeled and must be used for their correct purposes
- 9.5 Pupils will be requested to clean up litter if they infringe the littering code.

## **10. LANGUAGE**

All classes except for First Additional language classes are conducted in English. Thus, English must be spoken during these classes. Home languages may only be used to enhance understanding and with permission from the teacher.

Pupils are permitted to speak their home languages outside the classroom but we encourage pupils to practice inclusivity. Home language use must not be used as a bullying tactic, or to deliberately exclude or gossip about others.

### **11.1 OUT OF BOUNDS AREAS**

Certain areas are defined as out of bounds, either in the interests of safety and visibility, or in the interests of maintaining a professional working environment. The following areas are out of bounds:

- 11.1.1 Classrooms - unless a teacher is present
- 11.1.2 Area beyond the path separating tennis courts
- 11.1.3 Area at the back of the Hall and staffroom.
- 11.1.4 Area beyond the swimming pool.
- 11.1.5 Area near the perimeter fence of the hockey field.
- 11.1.6 The use of the Private Parking gate in Glenhoff Road
- 11.1.7 Inside the Music Block, unless arranged with a Music teacher.

- 11.1.8 Pupils may not sit on the tarmac of the parking area or driveway in front of the school.
- 11.1.9 The school front door is available for the use of staff, visitors and Grade 12 Pupils ONLY.
- 11.1.10 No Pupils are allowed within the confines of the swimming pool unless accompanied by a staff member.

### **11.2 SAFETY**

- 11.2.1 Pupils must behave responsibly during school hours to avoid accidents and injuries.
- 11.2.2 We encourage pupils to practice road safety and obey traffic regulations.
- 11.2.3 All visitors need to sign in at the security gate and report to reception. Visitors are not allowed during academic hours but are welcomed as spectators for sport and extra-mural activities.
- 11.2.4 Pupils should adhere to the out of bounds rules.
- 11.2.5 No weapons or dangerous items may be brought onto the premises.

## **12 SUBSTANCE ABUSE**

No cigarettes, e-cigarettes, illegal drugs or alcohol of any form may be used at school. Infringements of this rule are regarded as serious offences as they are also criminal offences. Should pupils be found to infringe these rules, parents /guardians will be called and, pupils may be searched and/or tested for drugs. The school's Substance Abuse Policy is attached as Annexure E.

## **13 TECHNOLOGY**

- 13.1. Sans Souci believes that technology like tablets, smart phones and laptops may enhance learning and is currently discussing how to manage and use such devices in the classroom. During this time, different teachers may apply different rules to suit their teaching and task needs.
- 13.2. However, all exams at school and university level are still written by hand and we believe that pupils should not disadvantage themselves by becoming too dependent on electronic devices and technology.
- 13.3. If pupils wish to make use of such devices, **it must be with permission from their teacher and for academic work purposes ONLY and not to go on social media.** No headphones are permitted. Infringements of this code are regarded as a serious offence as itemized in Section C. Pupils must take responsibility for the safety and security of their own property.

## **14. VANDALISM**

All school property must be protected and valued to prevent further financial burdens on parents and taxpayers. Vandalism, graffiti, and disregard for school property are regarded as serious offences.

## **SECTION C**

### **MERITS, INFRINGEMENTS AND DISCIPLINARY LEVELS**

#### **1. MERITS**

Positive merits are seen as an affirmation of a pupil's achievements. Merits will be awarded for excellence in academic and extra-mural performance and for excellence in attendance, helpfulness, and behaviour. Pupils will be encouraged to set goals and targets and will receive merits for achieving their targets. Pupils are encouraged to make use of the time allocated by teachers after school in order to ask for assistance. In addition, merits will be awarded for diligence, perseverance and improvement in academic work. These merits will be managed by register and subject teachers and awards will be announced at the annual prize-giving.

#### **2. INFRINGEMENTS, CONSEQUENCES AND DISCIPLINARY LEVELS**

Infringements of this Code of Conduct are categorized in FOUR levels and will be dealt with as per the table below. Subject and register teachers will deal with Level 1 infringements. Grade Heads and the disciplinary committee will deal with Level 2 offences. The Sans Souci School Governing Body will institute a disciplinary panel to deal with Level 3 and 4 offenses.

LEVEL	INFRINGEMENTS	CORRECTIVE MEASURES
1	First-time offences with regard to: punctuality, <ul style="list-style-type: none"><li>• dress-code</li><li>• classroom misdemeanours including cheekiness, talking/eating in class,</li><li>• littering,</li><li>• incomplete homework, inattentiveness</li><li>• misconduct or poor sportsmanship</li><li>• interference with another learner which causes minor physical or mental discomfort</li><li>• misconduct during detention</li><li>• copying another learner's classwork or homework</li><li>• defacing school property</li></ul>	Corrective actions/sanctions are carried out by the individual teacher and may include the following: <ul style="list-style-type: none"><li>• Verbal reprimand</li><li>• Written punishment</li><li>• Detention at break or after school</li><li>• Removal of graffiti from bags etc. at break</li><li>• Demerits on Class Dojo</li></ul>
2	All second time offences listed above (at the discretion of the teacher)	Parents will be informed Written warning Friday afternoon detention
	Repeatedly disruptive classroom behaviour and/or poor work ethic	Parents will be informed Written warning Friday afternoon detention
	Rudeness and disrespect	Parents will be informed Written warning Friday afternoon detention
	Abuse of technology	Parents will be informed Written warning Friday afternoon detention
	Minor vandalism like writing on boards, desks, school textbooks	Pupils will clean defaced property in their own time after school. Parents will be informed



		Written warning Friday afternoon detention
	Theft	Parents will be informed Written warning Friday afternoon detention
	Fraud and dishonesty	Parents will be informed Written warning Friday afternoon detention
	Plagiarism	Parents will be informed Written warning Friday afternoon detention
	Bunking and truancy	Parents will be informed Written warning Friday afternoon detention
	Bullying	Parents will be informed Written warning Friday afternoon detention
	Racism: remarks/insults	Parents will be informed Written warning Friday afternoon detention
	Intimidation by verbal or physical threat to harm a person or their property	Parents will be informed Written warning Friday afternoon detention
	Swearing, lying, using obscene gestures	Parents will be informed Written warning Friday afternoon detention
	Insubordination – ignoring or failing to carry out a specific instruction	Parents will be informed Written warning Friday afternoon detention
	Fighting, common assault or attempted assault	Parents will be informed Written warning Friday afternoon detention
	Any action which brings the School's name into disrepute	Parents will be informed Written warning Friday afternoon detention
	Possession of offensive material	Parents will be informed Written warning Friday afternoon detention
	Tampering with safety and other equipment of the school	Parents will be informed Written warning Friday afternoon detention
3	<ul style="list-style-type: none"> <li>• Possession of weapons that can cause physical harm (knives etc.)</li> <li>• Entering the school premises while under the influence of alcohol/drugs</li> <li>• Possession, copying, distribution, use or displaying of pornographic material</li> <li>• Distributing material that can incite violence (via Technology or any other means)</li> <li>• Leaving school grounds without permission</li> </ul>	All items in level 3 will be referred to a disciplinary panel for a formal hearing. Pupils will receive a written notice and will follow the procedure as outlined in Annexure E

	<ul style="list-style-type: none"> <li>• Violating the rights of other learners to receive education by disrupting classes, preventing teachers from providing teaching</li> <li>• Violating the rights of the teacher to carry out their tasks, to the detriment of the School, the staff, the teacher, or fellow learners</li> <li>• Serious vandalism and destruction of property</li> <li>• Repeat offence of bullying</li> <li>• Unreasonable repetition of a Level 2 offence</li> </ul>	
4	<ul style="list-style-type: none"> <li>• Use of weapons that cause physical injury</li> <li>• Possession, using and/or dealing in drugs, alcohol or other intoxicating substances</li> <li>• Poisoning or attempting to poison another person</li> <li>• Malicious damage to the property of the School, the staff, fellow learners</li> <li>• Assault / grievous bodily harm</li> <li>• Sedition or inciting any form of disruption to the functioning of the School through collective action.</li> <li>• Any offence punishable under common law</li> </ul>	<p>Level 4 offenses recommended corrective sanctions include (any or all of the below)</p> <ul style="list-style-type: none"> <li>• Suspension from School</li> <li>• Disciplinary hearing</li> <li>• Community service</li> <li>• Professional counselling</li> <li>• Expulsion</li> </ul>

## **ANNEXURE A**

### **Draft Grievance Procedure (adapted from Labour Manual)**

#### **1.1 Purpose of Grievance Procedure**

The purpose of the grievance procedure is to allow a pupil or pupils to bring to the attention of the school governing body any dissatisfaction or feeling of injustice that may exist in respect of the school. The SGB will attempt to resolve the grievance in a manner, which is acceptable to the pupil/s concerned and the school.

A grievance pertains to any dissatisfaction with regard to matters, which are directly related to the relationship, which exists between the school and the pupil/s concerned. This grievance policy and procedure shall not be used to negotiate new or changes to the School's Code of Conduct, which conducts an annual review.

#### **1.2 Policy**

##### **1.2.1 It is the policy of the School that: -**

a pupil /s who lodges a grievance, will not be prejudiced in her enrolment with the School. All grievances should be resolved at the earliest possible stage and as expeditiously as is practically possible at the point, where the grievance originated.

It is the SGB's responsibility to ensure that the grievance procedure is adhered to.

The pupil/s shall be entitled to be assisted by a fellow pupil, parent or guardian in the grievance procedure. If the grievance concerns a group of pupils, the group will select two pupils to act on its behalf.

#### **1.3 Procedural Stages**

The following participants will be involved at the following stages of the procedure: -

Stage 1: Immediate Direct Report of the aggrieved pupil/s.

Stage 2: Direct Report of the person who considered the grievance at the first stage/hearing

#### **1.4 Procedure at each Stage**

##### **1.4.1 Stage 1**

The pupil/s concerned should approach her/their Register Teacher and/or RCL representative and verbally convey the grievance.

The grievance should be resolved as soon as practically possible but in any event addressed within 3 working days from the time subsequent to it being raised.

If the grievance is not resolved or addressed within the period in (ii) above, the pupil/s may proceed to the next stage.

##### **1.4.2 Stage 2**

The aggrieved pupil/s should lodge a written request for a meeting with the SGB indicating the nature of the grievance.

The responsible person to whom the grievance is directed shall address the grievances as soon as is practically possible but in any event, not later than 10 working days after being notified of the grievance.

The responsible person to whom the grievance is directed may address the grievance in writing or request that a grievance meeting be held. At such a meeting, the following persons may be present: the pupil/s concerned, the pupil/s representative and such witnesses as may be necessary.

The person presiding over the grievance hearing/meeting shall attempt to resolve the grievance within 10 working days from the date of the grievance meeting.

This is the final stage in the grievance procedure. The decision of the responsible person to whom the grievance is directed will be final.

If the grievance remains unresolved after this stage, the pupil/s may invoke procedures provided for by legislation or the common law. The aggrieved pupil/s may only resort to an external dispute resolution mechanism if the School has failed to resolve the grievance

Sans Souci Girls' High School does not tolerate bullying in any form, (emotional/psychological/physical) and all members of the School staff are committed to promoting a safe and caring environment for the girls. Staff, girls and parents will work together to address issues of bullying when these arise.

**Definition**

Bullying is aggressive behaviour or harassment by an individual or a group, repeated over time, which intentionally hurts another individual or group either physically or emotionally. Bullying can be physical or non-physical in nature.

**Physical bullying**

Physical bullying includes punching, kicking, tripping, pushing, taking and/or the damaging of possessions, threatening someone, extortion and preventing someone from leaving an area or room.

**Non-physical bullying**

- **Provocative behaviour** includes making rude gestures and pulling faces, producing offensive graffiti and the wearing of racist badges or insignia.
- **Verbal bullying** includes name-calling, making fun of another person, being repeatedly critical, prolonged unkind teasing, making threats and making racist, sexist or homophobic comments.
- **Relational bullying** includes spreading rumours and gossiping, the breaking of confidences and the deliberate splitting of a friendship and stealing of a best friend to isolate and hurt a person.
- **Sexual harassment** includes the spread of sexual gossip, making sexual innuendos and jokes and making derogatory comments about someone's appearance.
- **Cyber bullying** includes the sending of cruel or threatening text, e-mail, or instant messages, posting nasty pictures or messages about others in blogs or on web sites, making unkind comments about another child in any form of texting or instant messages, in emails or chat rooms, taking explicit photographs and sending them on to others and 'stealing' someone's identity to spread rumours or lies about another person.

The School is a juristic entity and therefore has a right to protect its integrity and reputation. The School Governing Body (SGB) has a duty in terms of the South African Schools' Act 1996 to ensure that the best interests of the school are protected. This entails protecting Pupils, Teachers and the school itself.

In view of the above, any negative comments made on social media sites such as Facebook, Twitter or any public place will be seen as defamatory against the school and an infringement upon the integrity of the school, staff and SGB. Any such infractions will initiate disciplinary and/or legal action, led by the SGB Chairperson/relevant Senior Management Team (SMT) members. Any concerns must be delivered following the correct protocols and procedures that are in place.

Upon enrolment at the school, Parents and Pupils sign an Acceptance Declaration committing to uphold all Policies and Codes of Conduct.

### **Preventative measures**

1. During Life Orientation lessons and at Assemblies, staff members and Peer Counsellors will educate the girls about the signs and dangers of bullying.
2. Girls will be taught how to recognize bullying, how to respond when made a victim of bullying and how to handle bullying incidents that they may observe.
3. Girls are encouraged to report any incident or suspected incident of bullying.
4. They will learn to identify and correct bullying behaviours that they themselves may exhibit.
5. Staff will be made aware of the symptoms of a victim of bullying and will be alerted to the importance of noticing and acting on incidents of bullying.
6. Staff will be educated regarding the understanding of the courage required by a victim to report incidents of bullying and the importance of confidentiality.
7. Parent talks will be scheduled to equip parents with the skills required to assist their daughter if she is being bullied.

### **Reporting of bullying**

There are a number of ways in which bullying may be reported:

1. Any evidence of bullying should be kept (text messages, emails, and witness accounts).
2. Girls may speak to any member of staff.
3. All reports of bullying will be taken seriously, will be investigated thoroughly and feedback will be given.
4. The reporting of bullying will be encouraged as the right and courageous thing to do.
5. Confidentiality will be upheld.

### **Procedures to deal with bullying**

When an incident of bullying or suspected bullying is reported, the School will respond in a manner that is appropriate to the incident. Depending on the circumstances and nature of the incident, the following steps will usually be taken:

1. A suitable member of staff will meet with the victim to establish what has been taking place, to ensure that the victim understands and is comfortable with the action that the School will take in dealing with the matter, and to ensure that the victim will not be placed at further risk.
2. The victim's parents will be contacted and informed of the situation and kept apprised of the School's actions and approach. If it is felt that the victim is in need of further support or coaching, this will be arranged in conjunction with her parents and the School's pastoral care systems.
3. Relevant SMT members will then meet with the perpetrator of the bullying incident to hear her side of the situation and to ensure that the bullying behaviour stops immediately. If there is negative comeback from the perpetrator to the victim following this, parents will be called in. If it is felt that the perpetrator needs some sort of intervention, this should be arranged in conjunction with her parents and the School's pastoral care systems.
4. In the event that the accounts given by the victim and the perpetrator are substantially different, investigating staff will usually bring both girls into an interview together for mediation, or will investigate further by interviewing other girls who witnessed the incidents.
5. The incidents will be recorded in the pupil records.
6. If the perpetrator repeats her behaviour, the School will be obliged to take more stringent steps to curb this. In the event of repeated bullying behaviour that is felt to endanger one or more girls in the School, the perpetrator may be asked to leave Sans Souci.
7. In incidents which involve cyber bullying, whether these occur on or off the School property, the School reserves the right to take the same action as for other incidents of bullying behaviour.
8. If necessary, the parents could lay a charge against the perpetrator at a Police Station.

### **Role of the parent or guardian**

Parents or guardians should:

1. Be alert to signs of unhappiness in their daughter's life. Any change in attitude, drop in school marks, avoiding school or social activities and other unusual behaviours may indicate bullying.
2. Be aware, in a respectful manner, of the content of social behaviours and content posted on electronic sites, via SMS or MMS. A girl may take the role of a perpetrator or a victim.
3. Be supportive when an incident of bullying in any form and, in particular, of cyber bullying, is reported as this can be extremely damaging and have lasting effects. Encourage their daughter to retain any possible evidence.
4. Inform the school if there is any suspicion that their daughter is being bullied.
5. Not take matters into their own hands in confronting the perpetrator or her parents.
6. Refrain from telling their daughter to retaliate.
7. Help their daughter to learn positive behaviours that will help her not to become a victim.
8. Clearly address the situation if their daughter is found to have abused another girl.

#### **NOTE:**

No counter-bullying/harassment by friends or any other person in retaliation against the perpetrator.

## **ANNEXURE C**

### **SCHOOL UNIFORM**

#### **SUMMER**

- Regulation blue dress (length maximum of 6cm above the knee)
- Short white school socks
- Black school shoes.
- Regulation blazer (optional)
- Navy blue rain jacket/ raincoat
- School Jerseys may be worn with Summer Uniform

#### **WINTER**

- Regulation blue lounge shirt (buttoned, hard collared)
- Regulation tunic (length maximum of 6cm above the knee)
- Red School Tie
- Grey school trousers may be worn instead of the tunic.
- Black tights, no Footless Tights
- Black school shoes.
- Regulation blazer
- Regulation pullover jersey with SS Logo - long sleeves
- Navy blue rain jacket/raincoat
- Navy gloves only
- Sans Souci School Scarf or Navy blue scarves and beanies may be worn, the same colour as the School Blazer. No branded or multi-coloured beanies. (Beanies to be removed in the school building)

#### **SPORT/ LO / PHYSICAL EDUCATION COMPONENT**

- 2 x Navy blue shorts with SS logo
- 2 x red golf shirts  
*(As Pupils may be involved in an activity/practice in the afternoon, they should have more than one T-shirt and pair of shorts)*
- Navy or black racer back swimming costume/bather may be worn; for galas, the bather must be navy.
- House swimming cap
- School tracksuit
- Hockey - Long navy blue socks with red turnover
- Softball – Long navy blue socks with red turnover and navy blue caps with SS logo
- Footwear – appropriate footwear for each code. Black soled shoes are not allowed on the tennis/netball courts

#### **DRAMA**

##### **Practical lessons & Performance**

- Personalised black T-shirt **(To be purchased directly from the school)**
- Black pants (specific type of pants) **(To be purchased directly from the school)**

#### **SCHOOL BAGS**

- a) Navy blue canvas type, or Karrimor bags/backpacks
- b) The Pupil's name must be written on the case discreetly
- c) Plain Navy Sports Tog bag/ or Sans Souci Sports Tog bag

## EXTRAMURAL DRESS: MUSIC DEPARTMENT

- a) Pupils must ensure that they are NEATLY presented at ALL TIMES when performing
- b) Uniforms must be correct in ALL aspects
- c) Uniforms must be clean. Blazers, or any other item of the uniform, must be washed beforehand, if necessary
- d) No hair accessories, make-up or jewellery may be worn
- e) Hair must be tied back neatly, as per the School Rules
- f) No scarves or jerseys may be worn

### **Arrival & Departure – Performances**

When arriving at or leaving from a performance venue, Pupils in the Orchestra and/or Jazz Cats are to be in school uniform, even if they are to perform in an alternative outfit. Before and after appearances scarves and jerseys may be worn but these must be removed for the performance.

## STOCKISTS (*School & Leisure / Sans Souci School Shop*)

### **SCHOOL & LEISURE**

The following items are available from School & Leisure,

Summer dress	Winter tunic	Winter shirt
School tie	School Jersey	Blazer
Black tights	Swimming Costumes	Swimming Caps

### **SANS SOUCI SCHOOL SHOP**

The following items are **ONLY** available from the Sans Souci School Shop, which is located on the school premises, and open at specific times only. (Tel 021 6717188)

- All sports clothing, i.e. T-shirts, shorts, tracksuits, etc.
- Rain coats

Limited stocks of second-hand uniform are also available from the School Shop.



**PURPOSE**

The purpose of this Policy is to make clear to the entire school community the position this school holds with regard to the use of weapons, nicotine, alcohol, and other mood altering substances (both legal and illegal), as well as the consequences and procedures applicable to incidences involving these substances and the use of weapons.

The key thrust of this policy is to help and support not only those pupils who use or misuse drugs/weapons/bullying tactics, but also the majority of pupils who do not, yet may be affected by the drug/weapon/bullying use/tactics of others.

**GENERAL RULES:**

The school does not permit pupils (during school activities or whilst in school uniform):

- the use of weapons of any form.
- the use of illegal or prohibited substances.
- the inappropriate use or misuse of legal, prescribed and/or non-prescribed medicines and/or any other mood altering substances.
- the inappropriate use of solvents, inhalants and/or other chemical agents.
- the consumption of alcoholic beverages.
- the smoking or use of tobacco (or other drugs) in any way or form. (No e-cigarettes allowed)
- the possession of any of the above.
- the possession of drug-related paraphernalia such as pipes, etc.
- to be under the influence of alcohol and/or other mood-altering substances or drugs.
- to deal in drugs, i.e. selling, swopping, exchanging, supplying, distributing and trading.

NOTE: 1. The possession, use and/or distribution of weapons or illegal drugs (any unlawful substances that have a psychological or physiological effect or any substance having such effect that is possessed unlawfully), and the inappropriate use, possession and/or distribution of legal substances (such as alcohol, tobacco and medication) are not acceptable in this institution.

2. Pupils must report to the Principal / Head of Department / a teacher, anything that could affect the name of the school:

- 2.1 use of legal or illegal substances, and/or weapons
- 2.2 have knowledge of 2.1
- 2.3 are aware of 2.1
- 2.4 have any suspicion of 2.1
- 2.5 heard rumours regarding 2.1.

3. The use of weapons and/or dealing in drugs is a criminal offence and is strictly forbidden. If any pupil is suspected of having an illegal substance/weapon in her possession, or caught, using or dealing in illegal or legal substances/weapons, action should be taken:

3.1 as a staff member or the school could be seen to be in possession of an illegal substance if it were taken from the pupil, **it is preferable to call the police** to send a representative to the school to deal with the incident on site, and simultaneously contact and inform the parent/s.

3.2 if the police representative is unavailable, then confiscate the drug/weapon, label and mark it correctly with full particulars of the pupil in the presence of a witness.

This labelled confiscation must be handed to the police, who will issue the school an official receipt. The parent/s must be contacted to come to the school.

3.3 the school will investigate and, if necessary, refer to the authorities for the normal, legal progress to take its course.

4. School Governing Bodies are empowered by the South African Schools Act to take strong action against any pupil who commits a serious offence against school discipline.

### **WHERE DOES THE POLICY APPLY?**

The Policy applies to a pupil when:

- in school uniform (on or off the school grounds/property).
- participating in a school-related activity (on or off the school grounds/property; in or out of school uniform).
- anywhere where they may be associated by the public as a pupil of the school.

**NOTE:** 1. **Rumours, with supporting evidence, may be investigated.**

2. The school reserves the right to take action, according to policy and procedure, if a pupil's substance/weapon abuse or misuse outside school influences their academic achievement, behaviour, attendance, etc.
3. School activity means any official educational, cultural, recreational or social activity of the school within or outside the school premises.

### **MANAGEMENT OF DRUG-RELATED SITUATIONS**

#### **CONFIDENTIALITY**

All information relating to weapon/drug use, misuse and dependency by a pupil will be treated as confidential. However, wherever possible parents/guardians should be informed or involved at the earliest possible opportunity in an attempt to assist the pupil. Where the school, as a part of a relapse prevention programme, requires reports those will be furnished, with the pupil's written permission, to a designated and trained person.

THE OUTCOME OF DRUG TESTS MUST BE KEPT CONFIDENTIAL;

- only the pupil and the parent must be informed about the outcome of the drug test.
- the identity of the pupil may not be revealed, except to her parent.

#### **DISCIPLINARY PROCESS & CONSEQUENCES**

This will include one or more of the following:

1. information gathering and investigation.
2. referral to the relevant authorities.
3. parental involvement.
4. identifying the level of use (by assessment if necessary), recognizing that levels of use for individuals can include experimentation, occasional use, frequent use and addiction (and that the response of the school might well vary accordingly).
5. discussion with relevant parties.
6. referral to a specialist in the field or other treatment options.
7. a contract drawn up between the school, the pupil and her parents which will include the recommendations of the school, the actions required by the pupil and/or her parents and the consequences for the pupil if these actions are not carried out.
8. withdrawal of certain rights and privileges.

9. prescribed community service.
10. detention.
11. attendance of life-skills or drug-counselling programmes.
12. a disciplinary hearing.
13. the option of withdrawal from the school.
14. suspension.
15. expulsion.

Parents/Guardians will be informed and involved.

Each case will be dealt with individually, within the framework of this Policy, and all circumstances and information will be taken into account. For these reasons, the school may respond differently to similar offences.

### **DRUG TESTING & DRUG/WEAPON SEARCHING**

For drugs, random testing may be undertaken by the school or at a pathology laboratory as required by the school (urine or blood). With reasonable suspicion, parents/guardians may/will be required to have their daughter tested. Drug testing on an ad hoc basis may be considered as part of a relapse prevention programme and should be carried out according to school protocols and medical/treatment procedures and ethical guidelines.

As part of structured intervention or when there is a fair and reasonable suspicion of possession of weapons and/or illegal substances, a search may be conducted of a pupil and/or her possessions. Should a search be necessary, it should take place in the presence of the pupil concerned, a person of her choice to support her and a second adult witness of the same gender.

The Principal or his/her delegate (in the Principal's absence, a delegate has to be appointed, which must be in writing) can conduct a body search (must be of the same gender).

The search must be done in private, not in view of another pupil, and another adult of the same gender must be present as a witness.

**NOTE:** The parent/s or guardian/s will be liable for any expenses incurred, such as the costs of drug testing/screening, assessment, treatment, therapy, counselling and outside programmes.

### **PREVENTION & SUPPORT**

We will endeavour to educate the entire school community regarding substance abuse and the use of weapons. The objective of preventive education is to reduce or delay the likelihood of the use of weapons and/or experimentation of drugs by providing information about the use of weapons, substance use, misuse and dependency as well as to reduce the stigma and to encourage pupils who are experiencing problems to seek help.

The school undertakes to:

1. support and encourage a healthy and weapon/drug-free life-style.
2. safeguard the well-being and welfare of all pupils and to do whatever we can to provide a safe and weapon/drug-free environment for our pupils.

3. request the services of the SAPS Drug Squad sniffer dogs from time to time to check that our school remains weapon/drug-free.
4. make our pupils aware of the dangers of such abuse or misuse.
5. involve outside organizations and individual specialists with expertise in this field, as part of a team approach, particularly for interventions, assessments and treatments.
6. show concern and interest by following up when there is a fair and reasonable suspicion of the use of weapons and/or substance misuse or abuse.
7. initiate corrective measures when dealing with transgressors, rather than only applying punitive ones.
8. provide channels for pupils to seek help without fear of punishment.
9. actively help any pupil who approaches us.
10. evaluate this policy and adapt it, if and when necessary, according to changing circumstances and conditions.
11. educate staff regularly on the indicators of the use of weapons and/or substance abuse listed below, to enable them to identify pupils who might be at risk:
  - physical indicators
  - behavioural indicators
  - emotional indicators
  - social indicators

- NOTE:
1. If a pupil approaches a counsellor or staff member for help with regard to the use of weapons and/or substance misuse or an addiction problem, this will be treated as confidentially as possible and appropriate counselling and assistance will be sought. However, wherever possible parents/guardians will be informed and involved at the earliest possible opportunity, in an attempt to assist the pupil. This will not involve any disciplinary action, but a contract may be drawn up between the staff member and the pupil involved. The pupil will be placed under an obligation to stop the abuse in order to avoid punitive measures.
  2. This amnesty regarding disciplinary action does not apply to a pupil caught breaking the school rules as far as they relate to the use of weapons and/or substance abuse.
  3. In cases where the pupil does not wish to make use of the help offered, the school will have no choice but to take the necessary action, which may include suspension or expulsion, as determined by relevant legislation.

**ANNEXURE E                      PROCEDURE FOR DISCIPLINARY HEARINGS**  
**DISCIPLINARY HEARINGS FOR PUPILS - POLICY AND PROCEDURE**

1. All Disciplinary Hearings will be held in accordance with the framework as laid out in the SA Schools Act and subsequent amendments, including Departmental circulars and minutes which clarify the procedure to be followed.
2. The School shall determine if a pupil may be guilty of Serious Misconduct and whether a Hearing must be convened or not.
3. At least two members of the Schools Governing Body (SGB) shall be called upon, if necessary, to determine if the pupil concerned poses enough of a risk to his/her fellow pupils, staff or school property, to warrant suspension prior to the Hearing.
4. The Principal's Secretary shall contact the Chair of the Disciplinary Sub Committee to set up a date for the hearing. As all members of the SGB are, *inter alia*, members of the Disciplinary Sub Committee, a minimum of three members of the SGB shall form the Disciplinary Sub Committee (DSC). Any member of the SGB who has been involved in, the investigation of the incident shall be excluded from sitting on the DSC and excluded from all subsequent decision making in the case under discussion.
5. The parents/guardians of the pupil(s) are invited to attend the Hearing.
6. The Disciplinary Hearing procedure shall include the following:
  - 6.1. An introduction of all present,
  - 6.2. An explanation of the procedure to be followed,
  - 6.3. The charge(s) against the pupil(s) is presented by the school representative(s) who has/have investigated the case,
  - 6.4. Witnesses are called to testify as appropriate, (written statements may be used)
  - 6.5. The pupil(s), her parents/guardians/representatives respond to the charge(s),
  - 6.6. Opportunity is given for questioning by the pupil(s), her parents/ guardians/ representatives,
  - 6.7. Opportunity is given for questioning by the DSC,
  - 6.8. The pupil(s) and parents/guardians/representatives are excused from the committee as are the school's representatives,
  - 6.9. The DSC deliberates (in committee) and decides on culpability,
  - 6.10. The pupil(s) and parents/guardians/representatives are informed of the finding,
  - 6.11. Mitigating and/or extenuating circumstances are then submitted,
  - 6.12. The School recommends a sanction,
  - 6.13. Opportunity for further questions of clarity is provided,
  - 6.14. The pupil(s) and parents/guardians/representatives are again excused from the committee along with the school's representatives,
  - 6.15. The DSC deliberates (in committee) and decides on the sanction to be applied.
7. The full SGB shall, upon completion of the Hearing, hear representation from the Chair of the Disciplinary Sub Committee, hear the recommendation for sanction and make a judgement on the matter.
8. The Principal (or his/her nominee) shall, in all cases, inform the parents/guardians of the outcome of the Hearing and follow up any recommendations made by the SGB.
9. The Secretary of the SGB shall follow all standard statutory procedures regarding correspondence with the pupil involved and his/her parents/guardians.
10. The Secretary of the SGB shall, in consultation with the Principal, ensure all relevant documentation is forwarded to the WCED.

**ANNEXURE F**

**Statement of Commitment**

(To be returned to school after Parent/Guardian and Pupil have signed this document)

**Grade and Class:** \_\_\_\_\_

I,....., a learner at Sans Souci Girls' High School, understand the rules and their implication and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System
- Behave in a courteous and considerate manner and respect other learners, Prefects, RCL , all members of staff and visitors to the School
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social dress.
- Take responsibility for my learning by attending school regularly and punctually and completing all my assessment tasks on time.
- Cooperate with my teachers and other School staff.
- Assist in making Sans Souci a safe place for all
- Seek help if I need it
- Let the School know if I feel my rights have been infringed on, or if I experience any other difficulty.

This code has been drawn up to help your daughter gain the greatest possible benefit from her school experience. Parents/guardians have the responsibility for the actions of their children and should be involved in their education.

Parent(s)/guardian(s) have the responsibility to provide the school with the current emergency contact person and/or telephone numbers.

They also have the responsibility to notify the school of anything (such as medical information) that may affect their child's ability to learn, to attend school regularly, or to take part in school activities.

The school system must have proof that every pupil and every parent/guardian has had a chance to review the Pupils' Code of Conduct. Signed acknowledgement must be part of every pupil's record. Your signature means that you have received information about the Pupils' Code of Conduct. (It does not mean that you agree or disagree with them.)

**Failure to return this acknowledgement will not relieve a pupil or the Parent(s)/Guardian(s) from responsibility to know the contents of the Pupils' Code of Conduct and will not excuse the pupil's non-compliance with the Code of Conduct.**

**I, (Name) \_\_\_\_\_, Parent/Guardian, have read and understood the content of this Code of Conduct.**

**Signature of Parent/Guardian** \_\_\_\_\_

**Signature of Pupil** \_\_\_\_\_ **Date:** \_\_\_\_\_