

 <p><i>St Andrew's School</i> <i>for Girls</i></p> <p>S K I L L E D F O R L I F E</p>	ACCEPTABLE CONDUCT
	POLICY
	VERSION 1.3

1. INTRODUCTION

All members of the St Andrew's community have the right to dignity and to be treated in a manner consistent with providing an environment conducive to effective education and learning that supports the St Andrew's philosophy "Skilled for Life". To secure this environment it is the responsibility of each member of the community to conduct themselves with respect for the rights of every other member of the community.

This policy shall apply to learners in the normal course of their school activities, as well as school tours, outings, or exchanges. It shall also apply to St Andrew's learners selected for provincial or national representation, either within or outside of South Africa.

All disciplinary and other procedures mentioned in this document will be applied in age appropriate ways with respect to the pre-primary school. The pre-primary school's procedures for dealing with misconduct are available from the pre-school.

2. PURPOSE

The purpose of this policy is to establish the principles applying to the conduct of learners at St Andrew's and ensure that necessary disciplinary action is properly and fairly administered.

3. POLICY STATEMENTS

Campus behaviour

- 3.1 All members of the St Andrew's community shall respect the right of learners to learn and educators to provide effective education. Behaviour by any learners that fails to respect these rights shall constitute a breach of this policy.
- 3.2 Learners are expected to conduct themselves towards all persons on the St Andrew's campus respectfully, to greet visitors to the campus and, where necessary, to offer their assistance to visitors.
- 3.3 Learners shall carry out the reasonable requests and instructions of educators or others charged with their care and control while on campus or representing St Andrew's.
- 3.4 Crude and abusive language and inappropriate noise and shouting, jeering or cheering will not be tolerated on the campus, while learners are representing St Andrew's, or outside of the campus while wearing St Andrew's uniform.
- 3.5 Bullying, whether emotional or physical, shall not be tolerated and may be subject to disciplinary action. St Andrew's shall publish procedures dealing with bullying, supplementary to this policy.

- 3.6 Integrity is expected of all members of the St Andrew's community. Dishonesty, theft, malicious misrepresentations, plagiarism, cheating in tests or examinations or the unauthorised copying of work shall be viewed as serious misconduct and may be subject to disciplinary action.

Language

- 3.7 English is the language used at St Andrew's.
- 3.8 Save in the education of other languages offered by St Andrew's, all education and communication with the St Andrew's community, and all disciplinary proceedings shall be conducted in English.
- 3.9 Unless directed to the contrary by the class teacher all communication within a class shall be conducted in English.

Attendance

- 3.10 Attendance at school and at certain school functions is compulsory.
- 3.11 Educators, learners and parents are required to ensure that the learners, and where appropriate, the educators or parents, are punctual in attending assembly, lessons, chapel, meetings, sport, cultural and all other events for which they have been selected to represent St Andrew's, or may be expected to attend, or participate in.
- 3.12 If learners are unable to attend school or any compulsory function, they or their parents, shall either seek permission for such absence, or inform the school of the learner's absence or intended absence.
- 3.13 If learners who have been selected, or are expected, to represent the school in any sporting or cultural activity are unable to attend, they, or their parents, shall use their best endeavours to excuse the learners absence and timeously inform the relevant educator that they will be absent.
- 3.14 Learners may not leave the campus prior to the scheduled end of the school day, unless accompanied by an educator, or person authorised (by the Head, Deputy Head or Housemistress, in writing) to accompany the learner.
- 3.15 If a learner is to leave school during school hours with someone other than a educator or parent, permission shall not be granted without proof, satisfactory to the Head or Deputy Head that the parent has granted permission for her to do so.
- 3.16 Parents are encouraged to ensure appropriate arrangements are made for the collection of learners at the close of the school day or after extra-mural activities. Venues are provided by St Andrew's to allow learners who are on the campus after the close of the school day to do preparatory work.
- 3.17 Aftercare facilities are provided by the pre-primary school until 17h00.

- 3.18 In the Junior School, a teacher supervised prep classroom is provided until 16h30. Thereafter an after-care facility is provided until 17h30. A surcharge is applicable for care after 17h30.
- 3.19 In the Senior School, a staff member is available until 16h30 for general duty. This staff member is based in the Senior School computer room and will be visible around the school during that time period for monitoring and reporting of incidents within the school grounds
- 3.20 Absence from school, resulting in missing a formal assessment, requires a letter signed by the learner's parent. Absence from examination sessions requires a doctor's note.
- 3.21 Absence from school without permission or being properly excused may result in disciplinary action.

Homework

- 3.22 Homework is important to the education provided at St Andrew's. Learners shall complete all homework assigned to them timeously.
- 3.23 If there is a legitimate reason for a learner not being able to complete the homework assigned to her timeously, she, or her parent, shall approach the relevant educator for an extension in which to complete the homework, or to be excused from doing the homework assigned.
- 3.24 Repeated failure to complete homework timeously may result in disciplinary action.

Appearance

- 3.25 The Management team may issue directives relating to the appearance of learners and dress code from time to time.
- 3.26 Learners are expected at all times to ensure that their appearance is neat and appropriate for any school, sporting, or cultural activity that they may be engaged in and that they adhere in their dress and general appearance directives of the Management team.
- 3.27 Failure to ensure that appearance is neat and appropriate or to comply with directives relating to dress and appearance may result in disciplinary action.
- 3.28 Makeup is not permitted. Certain basic jewellery is permitted. Learners from Grade 3 and older may wear a plain watch and if necessary, learners may wear a medical alert bracelet. Chains with religious crosses such as pendants may be worn but must not be visible. A plain stud earring is permitted to be worn in the lowest piercing of the ear lobe in the Senior School. In the Junior School, girls may wear plain studs or sleepers in the lowest piercing of the ear lobes.
- 3.29 Hair is to be neat, one colour and natural looking. Drastic changes in hair colour and style, which attract attention, will not be tolerated. Learners who do not adhere to these stipulations will be asked to correct their hair style and/or colour immediately, failing to do so will result in the learner being prohibited from representing the school or wearing the school uniform until the situation has been rectified.
- 3.30 Nails must be kept short and coloured nail varnish is not permitted. False nails are not permitted, even prior to functions held at the school or at other schools.

- 3.31 From Grade 4 upwards, school jerseys may only be worn if they are worn under a school blazer. This applies in all seasons.

Drugs, Alcohol and Smoking

- 3.32 The consumption of alcohol, use of drugs, or smoking or tobacco by learners attending St Andrew's is prohibited.
- 3.33 The section "Procedures for dealing with Problems of Drug Abuse and Dependency" found in the Drug Policy version 1.1, deals comprehensively with ensuring that the learners' learning, sporting and cultural activities at St Andrew's, and the reputation of St Andrew's, is not adversely affected, by use of drugs, consumption of alcohol and smoking of tobacco by its learners.
- 3.34 Procedures for dealing with drug, alcohol and tobacco dependencies as well as appropriate disciplinary action are separately dealt with in the section, "Procedures for dealing with Problems of Drug Abuse and Dependency" of the Drug Policy.

Bringing St Andrew's name into disrepute

Behaviour that results in the name of St Andrew's being brought into disrepute, whether occurring on the campus or in public, whether a learner is in uniform or not, or whether a learner is engaged in or outside of a St Andrew's activity, may result in disciplinary action.

Boarders

- 3.35 This policy is complementary to the "Boarders Policy" which applies to learners who are boarders at St Andrew's.
- 3.36 To the extent that there may be any conflict in interpretation of the "Boarders Policy" and this policy the Head shall resolve the inconsistency and her decision shall be final.

Security of learner's possessions

- 3.37 The security of learner's possessions brought to school is their own responsibility.
- 3.38 While educators and staff will assist learners in the safe care of their possessions neither St Andrew's nor any of its employees shall be liable for any loss or damage of whatever nature suffered while on campus, or at a supervised school activity outside of the campus.
- 3.39 For senior girls, lockers are made available to allow learners to lock their possessions away. Designated areas on the school campus, demarcated by red painted lines, as well as the locker areas are monitored by CCTV cameras throughout the school day and after hours. Learners must make use of the designated areas for items that cannot fit into their lockers.
- 3.40 Should a learner's possessions go missing, she should first check the lost property facility provided by the school. If the item is not found, the learner should notify their tutor or class teacher within 24 hours with the relevant details, so that the incident can be tracked.

Learners' Safety

- 3.41 While all reasonable steps are taken to facilitate the safety of learners at St Andrew's or under the supervision of St Andrew's employees, no guarantee can be, or is given, as to the learner's personal safety.
- 3.42 Neither St Andrew's nor its employees shall be liable for the safety of learner's from personal injury or abduction.
- 3.43 During school hours learners may not leave the school property without written permission from the Headmistress. After school hours, learners may not leave the school property on foot without prior written permission from the matron (boarders) or the Senior School headmistress' secretary. In the Junior School, a member of the management team will provide permission.

4. ENFORCEMENT OF POLICY

- 4.1 This policy shall have the force of a contractual agreement between St Andrew's, and the learner, duly assisted by her parent.
- 4.2 Staff employed by St Andrew's are responsible for enforcement of this policy in all school related activities. From Grade 7 to Grade 12, the strike system enables staff to record learner's misconduct which may result in informal disciplinary action.
- 4.3 The executive committee is responsible for establishing disciplinary standards at St Andrew's and the procedures required to properly maintain those standards.
- 4.4 In the case of the Junior school the Head of the Junior school, and in the case of the secondary school the Deputy Head, shall be responsible for the implementing disciplinary standards directed by the executive committee, regulation of informal disciplinary action and compliance with the procedures relating to formal disciplinary action provided for in this policy as well as any procedures and standards implemented to support this policy. For the purposes of this section 4 of the policy reference to Deputy Head shall be interpreted to mean Head of the Junior School in all issues relating to the junior school.

Informal disciplinary action

- 4.5 It is the responsibility of every learner to develop, and parent to instil, self-discipline.
- 4.6 It is the responsibility of every learner to understand this policy and adhere to the provisions of this policy.
- 4.7 Depending on the severity of the misconduct, whether the misconduct has been repeated despite prior warnings or disciplinary action, and any other aggravating or mitigating factors, informal disciplinary measures may be taken against learners guilty of misconduct.
- 4.8 Appropriate informal disciplinary actions may include but are not limited to:
- Detention after school hours;
 - Community service;

- Additional written work;
 - Where appropriate, the withdrawal or suspension of privileges, including participation in extra-mural activities and use of school information systems.
 - A combination of the informal disciplinary actions.
- 4.9 If, despite oral warnings and informal disciplinary action, a learner is repeatedly guilty of the same or similar misconduct, she may be reported to and interviewed by an educator, granted the authority to deal with repeated misconduct.
- 4.10 If deemed necessary, the educator may request an interview with the learner's parents.
- 4.11 If the misconduct adversely affects the academic performance of the learner a "Daily Progress Report" shall be addressed to the learner and her parents.

Formal disciplinary proceedings

- 4.12 If a learner's misconduct is sufficiently serious or a learner is guilty of a pattern of repeated misconduct, formal disciplinary proceedings will be instituted.
- 4.13 The Deputy Head or her delegated representative, appointed for this purpose, shall investigate the alleged misconduct. In the course of the investigation, the Deputy Head or her representative shall meet with the learner alleged to be guilty of the misconduct complained of, discuss the allegations made against her and hear any explanation or comment that the learner may wish to make relating to the alleged misconduct.
- 4.14 If the Deputy Head or her representative is satisfied that the misconduct is not sufficiently serious to warrant formal disciplinary action she may direct the imposition of such informal disciplinary action as may be appropriate.
- 4.15 If the Deputy Head or her representative is satisfied that formal disciplinary action is required she shall convene a disciplinary hearing at a date and time convenient to all participants in the hearing, provided that the hearing shall be convened as soon as reasonably possible.
- 4.16 If the Deputy Head or her representative is satisfied that the alleged misconduct is sufficiently serious to warrant such action, she may suspend the learner from any or all St Andrew's School and extra mural activities until the disciplinary hearing; provided that arrangements shall be made to ensure that details of class work and required homework are communicated to the learner for the duration of the suspension.
- 4.17 The learner charged with misconduct, and her parents, shall be informed, in writing, within forty eight hours of a decision to proceed with a disciplinary hearing,
- of the date, time and venue of the hearing;
 - the alleged misconduct of which the learner is charged;
 - that the learner is entitled to have her parents present at the hearing; and
 - that the learner is entitled to have a fellow senior student as St Andrew's support or represent her at the hearing.

- 4.18 A disciplinary hearing is internal to St Andrew's, not a legal proceeding, and no legal representation of either St Andrew's or the learner against whom the misconduct is alleged shall be allowed.
- 4.19 The disciplinary committee shall comprise the Deputy Head or her representative, the learner's housemistress, an educator who has not taught the learner during the school year prior to the hearing and a senior learner appointed to the school council.
- 4.20 The disciplinary committee shall put the charges of alleged misconduct to the learner as well as any additional written or oral evidence that it may wish to lead. The disciplinary committee shall then allow the learner to answer the allegations and if necessary explain her conduct.
- 4.21 The learner and her parents shall be given an opportunity to address the committee on any documentary evidence that may be used and question any witnesses who may give evidence to the disciplinary committee.
- 4.22 The learner or her parents may also introduce documentary evidence or request third parties to give evidence on the learner's behalf. The disciplinary committee may question any witness who gives evidence on behalf of the learner.
- 4.23 After hearing evidence of the alleged misconduct and the learner's reply thereto, the disciplinary committee shall consider whether the learner is guilty of the misconduct and if so what disciplinary action may be appropriate.
- 4.24 The Deputy Head or her representative may adjourn the disciplinary hearing to allow the members of the disciplinary committee to consider and deliberate on their decision and, if necessary, on appropriate disciplinary action.
- 4.25 The decision of the disciplinary committee shall be read out to the learner. The learner shall also be informed that she may appeal to the Head against the decision of the disciplinary committee, or the severity of disciplinary action imposed by the disciplinary committee.
- 4.26 A written confirmation of the decision of the disciplinary committee and the disciplinary action imposed as well as the reasons for the decision and discipline shall be provided to the learner and her parents within forty eight hours of the close of the disciplinary hearing.
- 4.27 Appropriate formal disciplinary actions may include, but are not limited to:
- One or more of the informal disciplinary actions set out above;
 - Compulsory counselling;
 - A final written warning;
 - Suspension from school;
 - Withdrawal or suspension of privileges;
 - Withdrawal or suspension of sports, cultural or academic recognition previously awarded
 - Expulsion from St Andrew's.

- 4.28 A record of the proceedings and the disciplinary action taken shall be retained in respect of all formal disciplinary proceedings in which the Deputy Head or her representative has decided that a disciplinary hearing is appropriate.

Appeal

- 4.29 In cases where the disciplinary action includes suspension from school, withdrawal or suspension of privileges, withdrawal or suspension of sports, cultural or academic recognition previously awarded and expulsion, if the learner or her parent/s are aggrieved by the disciplinary action determined by the disciplinary hearing, they may, within forty eight hours of receipt of written confirmation, appeal to the Head in writing.
- 4.30 The appeal shall briefly state the reason that the learner or her parents are aggrieved.
- 4.31 The Head shall consider the written record and, if she deems it necessary, consult with one or all of the members of the disciplinary committee who heard and considered the matter.
- 4.32 The Head shall, within seven days of receipt of the notice of appeal, meet with the learner and the parents to discuss the decision taken at the disciplinary committee.
- 4.33 The Head shall, if she feels necessary, refer any points of dispute to any member of the disciplinary hearing.
- 4.34 The Head shall, within forty eight hours, of meeting with the parents,
- confirm the decision of the disciplinary hearing;
 - refer the matter back to the disciplinary committee to reconsider any issue in dispute or the disciplinary action taken; or
 - direct any amendments to the disciplinary action imposed.
- 4.35 Written notice of the Head's decision shall be provided to the learner and her parents and a copy shall be retained with all records of the proceedings.
- 4.36 The decision by the Head given on appeal by the learner or her parents shall be final.

5. RELATED POLICIES, STANDARDS, PROCEDURES AND GUIDELINES

- 5.1 Communications and Information Security Policy;
- 5.2 Procedures for dealing with Problems of Drug Use and Dependency;
- 5.3 Procedures for dealing with Bullying;
- 5.4 Guidelines on Life Threatening Diseases;
- 5.5 Acceptable Use of Electronic Communications Devices Policy;
- 5.6 Borders Policy.
- 5.7 Guideline for New Pupils (information booklet)

6. GLOSSARY OF TERMS

Unless inconsistent with the context, the expressions set out in this policy will have the meanings assigned to them in the glossary of terms applicable to all policies, procedures, standards and guidelines adopted and published by St Andrew's. The Glossary of terms shall be available on the St Andrew's website, www.standrews.co.za , or from the personal assistant to the Head, in either physical or electronic form.