



PUPILS' CODE OF CONDUCT

1. Introduction and Objectives

- 1.1. It is accepted that adolescence is often characterised by questioning of authority, susceptibility to peer influence and inadequate consideration of one's actions. As our pupils move through adolescence, developing to their full potential, they are bound to make mistakes and demonstrate errors of judgement. It is also accepted that our pupils cannot live together in relative harmony in the absence of self-regulation and institutional regulation. Inclusion of others is the abiding principle for the Code of Conduct.
- 1.2. The Code of Conduct outlines the broad standards of behaviour that are expected while pupils are on the campus, representing the school off the premises, while in school uniform, or where the pupil can be associated with or identified as a pupil of St Anne's. Further, this code may regulate behaviour outside of school hours and off campus, because occasionally the pupil's behaviour may impact on the people at school, or the pupil's relationships with others at school, or it may affect the school's reputation and integrity.
- 1.3. If a pupil falls short of the expected behaviour, then corrective action will be taken by the school leadership (Steercom). Encouraging positive conduct is the role of fellow pupils, teachers and Steercom as it promotes the well-being of the whole school community.
- 1.4. The principle of restorative justice is valued highly but needs to be balanced with the harm which an offence may have caused others.
- 1.5. St Anne's subscribes to a Disciplinary Code that categorises pupils' actions and activities that breach the goals, principles and rules of the College, and that directs the College's response to such breaches.

2. Guiding Principles

- 2.1. Self-discipline is our ultimate objective.
- 2.2. Corrective action, where required, must be implemented as soon as possible.
- 2.3. This Disciplinary Code is equally applicable to all pupils.
- 2.4. Punishment must not be emphasised at the expense of prevention, correction and rehabilitation. Restorative justice is a fundamental principle and the imposition of sanctions may, in some cases for example, be accompanied by a directive that the girl in question undergoes professional counselling.
- 2.5. While due consideration must be given to precedent, the principle of individualisation of punishment is supported.
- 2.6. Pupils:
 - 2.6.1. According to our SA Constitution, every child has the right to education.
 - 2.6.2. The school's Christian values underpin this Code of Conduct and promote a sense of inclusion and belonging. These values inspire a caring, close sense of family.
 - 2.6.3. The school partners with the pupils' families to strive to provide a stimulating, safe and enriching school experience. Pupils also have the responsibility towards the school, their parents, their teachers, their

peers and themselves. They need to be supportive of the school rules and uphold the school's Christian values. Further expectations of pupils are that they:

- 2.6.3.1. are inclusive of others, irrespective of race, religion, ethnicity, sexual orientation, economic status, or perceived difference
- 2.6.3.2. respect other people's beliefs, cultures, and background
- 2.6.3.3. show a concern and respect for others, themselves, and the environment
- 2.6.3.4. are honest, empathetic and kind, and value relationships
- 2.6.3.5. give of their best
- 2.6.3.6. value the uniqueness of themselves and others
- 2.6.3.7. take responsibility for themselves, their actions, their belongings, their behaviour and their own learning
- 2.6.3.8. take pride in their school and the achievements of all its members
- 2.6.3.9. be punctual, polite, courteous, and respectful
- 2.6.3.10. abide by the rules of the College and
- 2.6.3.11. accept that corrective, disciplinary action is necessary at times

2.7. Parents:

2.7.1. Parents choose to enrol their children at St Anne's and so it is expected that they will support the rules and policies of the school. Further expectations of parents are that they:

- 2.7.1.1. endorse the values of the school
- 2.7.1.2. support the teaching and learning process
- 2.7.1.3. are active participants in school activities
- 2.7.1.4. support the rules and discipline procedures of the school
- 2.7.1.5. are realistic about what the school can provide for the pupils
- 2.7.1.6. honour school attendance for the pupils

3. Guidelines when dealing with Disciplinary Incidents

- 3.1. St Anne's is committed to the practice of fair, consistent and effective discipline.
- 3.2. In order to remain true to this commitment, the facts of each case will be considered to determine a fair and appropriate course of action.
- 3.3. The following must be taken into account equally when dealing with a disciplinary incident:
 - 3.3.1. The nature of the offence.
 - 3.3.2. The personal circumstances of the girl involved.
 - 3.3.4. The repetition of the alleged offence and/or previous warning/s.
 - 3.3.3. The interests of the community of St Anne's.

4. Sanctions and disciplinary measures

- 4.1. It is impossible to provide a complete list of offences and disciplinary measures. Pupils are expected to abide by the rules and comply with all the policies and practices of St Anne's. Staff and school leaders may apply disciplinary action for minor offences that they think is appropriate and use their discretion.
- 4.2. The circumstances of each incident are to be carefully considered and the nature of the corrective measures will depend on the circumstances.
- 4.3. These measures may be formal or informal, and consistency should be sought. The guidelines seek to promote and ensure consistency, but do not remove the necessary discretion of the College's authorities to apply a lesser (or more severe) penalty should circumstances so dictate.
- 4.4. Less severe penalties and/or sanctions:

- 4.4.1. counselling by the educator, counsellor or the Head of Grade
- 4.4.2. a verbal reprimand
- 4.4.3. counselling workshop
- 4.4.4. community service
- 4.4.5. confiscation of an item for a period
- 4.4.6. gating
- 4.4.7. allocation of chores
- 4.4.8. early rising
- 4.4.9. House punishments
- 4.4.10. communication with parents
- 4.4.11. exclusion from a school activity
- 4.4.12. uniform report
- 4.4.13. a written or verbal apology
- 4.4.14. withdrawal of privileges;
- 4.4.15. any other appropriate punishment.
- 4.5. Severe penalties and/or sanctions:
 - 4.5.1. a number of the measures mentioned above
 - 4.5.2. demerit
 - 4.5.3. detention
 - 4.5.4. a warning or written reprimand, recorded
 - 4.5.5. community service
 - 4.5.6. regular counselling and monitoring
 - 4.5.7. rustication (or suspension) for a period from class, or from attending school or school activities, and/or as a form of corrective action
 - 4.5.8. expulsion from the College;
 - 4.5.9. expulsion from the Boarding establishment; and
 - 4.5.10. any other appropriate punishment.
- 4.6. Disciplinary measures and actions may take the following form, depending on the circumstances of the offence:
 - 4.6.1. Informal action for minor transgressions is generally applied at educator level, without a formal investigation being necessary.
 - 4.6.2. Repeated committing of a minor, similar or related offence will however result in progressively more severe and formal action being taken; particularly where a clear pattern or behaviour trend is indicated by the girl's continued misconduct.
 - 4.6.3. Parental contact and an interview with parents, after the conducting of an investigation by the College
 - 4.6.4. Mediation may be preferred in some instances, to seek restoration, rather than following a formal disciplinary process
 - 4.6.5. Formal disciplinary hearing (FDH)

5. Precautionary suspension

- 5.1. Following discussion with the College Head, the College Head and/or Deputy Head may impose a precautionary suspension upon a learner accused of having committed conduct which is regarded as a Level 3 Offence if, in the circumstances of the matter it is apparent from the circumstances, that a precautionary suspension is necessary in order to protect the learner, the College, other pupils or School property from imminent and immediate harm.

- 5.2. Such a suspension may be imposed until conclusion of the FDH and the delivery of the finding and sanction by the Chairperson.
- 5.3. It is important to note that this is not a punishment, but rather a precautionary step that the College is entitled to take.

6. DISCIPLINARY ACTION PROCESS

This procedure summarises the disciplinary process that will be followed, wherever possible, when disciplinary action is considered appropriate by School authorities.

6.1. Informal measures

Infringements that are not considered serious, or do not require formal disciplinary action in the opinion of the learner's responsible educator, can be dealt with directly by the educator.

6.2. Formal measures

6.2.1. Investigation

6.2.1.1. When an infringement occurs, which requires formal disciplinary action, the educator concerned (or another complainant) will initiate the disciplinary process by reporting the incident to an educator, the Grade Head, Head of Transformation or Ngikhona, or a Deputy Head, or by completing a letter of complaint.

6.2.1.2. The learner's responsible educator, or a Deputy Head, may investigate the matter to decide upon appropriate corrective measures.

6.2.2. Formal disciplinary measures

6.2.2.1. If, after investigation, the infringement is confirmed and considered to be of a nature which does not require severe action, the responsible educator or Deputy Head may counsel the girl and issue an appropriate penalty as set out in clause 4 above.

6.2.2.2. A copy and record of the penalty issued should be given to the girl's parents by the educator involved or the Deputy Head.

6.2.2.3. In the event of a final warning being issued:

- A Final Warning means that if a girl is involved in a Level 3 Offence after this warning, then the resultant discipline will be serious, usually resulting in suspension or expulsion.
- Any final warning issued should contain a caution to this effect.

6.2.2.4. A meeting with the parents may be necessary to clarify the reasons for formal action being taken, as well as to reinforce the seriousness of the infringement and to highlight the expectations that the misconduct will not be repeated.

6.2.3. Formal Disciplinary Hearing (FDH)

When a serious infringement occurs, or in the case of a further alleged infringement by a girl with previous written warnings or punishments on her file, or in the case of repeated Level 1 and 2 Offences, the College may be required to conduct a Formal Disciplinary Hearing to determine appropriate disciplinary measures.

7. DISCIPLINARY PROCEDURE

- 7.1. Any pupil suspected of a serious transgression, will, as part of the investigation into the conduct, be interviewed by a Deputy Head, and at times, together with a Senior Assistant or another member of staff.
- 7.2. The pupil will be requested to complete a written account of events/statement.
- 7.3. The Deputy Head will, on completion of the investigation, determine whether or not a FDH is justified. Should the Deputy Head decide to hold a FDH, he/she will inform the girl and the girl's parents, in writing, of the time, date and place of the FDH. He/she shall specify the transgression(s) their daughter is alleged to have

committed and invite them at least 48 hours before to give them the opportunity to attend the FDH. The pupil's Housemother should be invited to the FDH.

- 7.4. The notification will also make it clear to the parents that the possible outcome of the FDH may be the exclusion of their daughter from the school.
- 7.5. The FDH must be finalised as soon as possible after the conclusion of the investigation.
- 7.6. A legally trained Chairperson who has been appointed by the Head, shall chair the FDH. A Chairperson's assistant may also be appointed.
- 7.7. The College Head may participate in the FDH. The Chairperson will make the recommendations for the appropriate sanction. The College Head may suggest a deviation from the Chairperson's recommended sanction and give reasons for the suggested deviation.
- 7.8. At the FDH, the Deputy Head who investigated the alleged transgression(s) will lead evidence in support of the allegation.
- 7.9. Proceedings at a FDH will be electronically recorded and such recordings shall be retained for a period of fourteen days after the imposition of sanctions relating to the FDH. If a transcription of the minutes is required during this period, it will be at the expense of the party requesting it.
- 7.10. One of the parents in attendance at the FDH will be allowed to represent his/her daughter during the course of the proceedings. In the absence of her parents, a member of staff may represent the pupil.
- 7.11. The Deputy Head, and the parent or member of staff representing the pupil, are both entitled to call witnesses for the FDH. Together with the Chairperson and the assistant, they are the only people entitled to put questions to the pupil or any of the witnesses.
- 7.12. Attendance at the disciplinary hearing is limited to the persons recorded in this clause and given the sensitive and confidential nature of the proceedings, should not include persons extraneous to the incident and the College.
- 7.13. No legal representation will be allowed during the course of the enquiry.
- 7.14. At the conclusion of the evidence relating to the offence and after argument by both sides, the Chairperson and the assistant (if there is an assistant) shall consider the evidence and within a reasonable time thereafter, make a finding as to the guilt of the pupil. Such a finding shall be made on the balance of probabilities. The Chairperson will distribute and communicate the finding as to the guilt or otherwise of the pupil.
- 7.15. After such a finding has been made and announced, and if the pupil has been found guilty, the party representing the pupil will be entitled to lead evidence in mitigation of the sanction. Similarly, the Deputy Head will be entitled to present any aggravating evidence, as well as mitigating factors. Thereafter, both parties, i.e. the Deputy Head and the parents or pupil representative, may, if they so wish, make recommendations to the Chairperson in respect of appropriate sanctions. The Chairperson may then, either:
 - 7.15.1. ask all present, other than the assistant, to leave the room in order to provide an opportunity to decide on appropriate sanctions. In such a case, once the sanction has been determined, all parties will then return to the room and the Chairperson will announce the sanctions.
 - 7.15.2. postpone the announcement of the sanctions in order to consider an appropriate sanction.
- 7.16. The process set out in clauses 7.14 and 7.15 above may be dispensed with, where in the reasonable opinion of the Chairperson and the assistant (if there is an assistant) it is necessary to do so for expediency and fairness. In such circumstances, it will be permissible for the submissions in support of aggravation and mitigation of sanction, to be presented at the conclusion of the presentation of the evidence to determine guilt.
- 7.17. At the conclusion of any FDH, the Chairperson shall confirm the findings of the FDH and the sanctions imposed, if any, to the pupil's parents in writing.
- 7.18. If a decision is made to expel a pupil from either boarding or the College, such a decision will be put into effect immediately or as soon as possible.

8. COLLECTIVE / GROUP MISCONDUCT

- 8.1. The above-described disciplinary procedure is principally designed to deal with instances of misconduct by individual pupils. Alleged misconduct by a group of pupils, where the infringement(s) are of a similar nature or with a related intent, is considered as being “collective misconduct”.
- 8.2. Generally, collective misconduct is more effectively dealt with on a collective basis. An informal investigation into the alleged group misconduct is generally conducted initially by the educator or Deputy Head Pastoral. This investigation will normally include a discussion with the pupils involved, to attempt to get to the facts of the matter and to get the pupils’ perspective before deciding on the best way forward.
- 8.3. Should the alleged infringement be considered to be of a serious nature, a single disciplinary hearing procedure may be conducted with all the pupils concerned, with their parents present. Despite the use of a collective hearing procedure, individual pupils must still be provided with the opportunity of demonstrating that their own circumstances may be different from that of the group, or other pupils, and for showing why they should be treated differently.
- 8.4. The abovementioned procedure may be dispensed with, where in the reasonable opinion of the Deputy Head of Pastoral and/or the Chairperson of the FDH, the best interests of the pupil subject to the disciplinary proceedings, requires that an individual FDH be held.

9. SCHEDULE OF OFFENCES AND RECOMMENDED SANCTIONS

Set out below are examples of offences for which pupils may be disciplined. This list is not exhaustive and provides a guideline as to unacceptable behaviour. The College reserves the right to amend this list from time to time, and to discipline a pupil for behaviour that does not necessarily appear in this list.

	Type or nature of infringement or pupil misconduct	Guideline: Recommended Penalty
	LEVEL 3 OFFENCES	
1.	<p>Violent, abusive or threatening behaviour (verbal or physical) towards staff or fellow pupils, including swearing at people in an aggressive manner</p> <p>Harassment (racial, sexual or religious) or inappropriate sexual activity</p> <p>Transferring, using or being in possession of a dangerous weapon, fireworks, explosives, or any object that may be considered as being potentially dangerous (at school or at school events)</p> <p>Intimidating or willfully interfering with others (attempted or actual)</p> <p>Inciting, advising, or rewarding others to perform violent, offensive or threatening acts</p> <p>Creating, accessing, storing or distributing information, using a College laptop, the internet or the College network, that contradicts the College's Code of Conduct or any South African Law.</p> <p>Discussing, shaming or criticising a pupil/s, or staff of the school, or the school, on social media, and having a disregard for people's privacy by posting compromising pictures without consent.</p> <p>To create, transmit, print or download material that is derogatory, defamatory, obscene or offensive or anything that may be considered as harassment or disparagement based on race, ethnicity, religion, sexual orientation or economic status or character</p> <p>Any group related activity that may threaten the safety or welfare of others (at school or at school events, or in relation to school)</p> <p>Issuing a bomb threat or arson (attempted or actual) Behaviour that creates a hostile or threatening school environment, or that may have reasonably resulted in posing a danger to the safety and welfare of others at school or at school events</p> <p>Abuse of the mentor system</p>	<p>These sanctions may be used for all Level 3 offences, or a combination of them, or other sanctions which suit the offence. A written Warning/Detention/Parental Contact/Counselling/ Loss of leadership role, or the right to stand for a leadership role/Loss of privileges, awards, leadership, right to board/ Mark penalisation</p> <p>Police intervention</p> <p>Suspension/ Expulsion from College</p>

<p>2.</p>	<p>Being in possession of, or under the influence of alcoholic, hallucinogenic or dangerous / illegal drugs or related substances, or distributing, storing or consuming any of these substances</p> <p>Testing positive for illegal drugs or related substances whether used at school, school events or off campus.</p> <p>Vaping, smoking or being in possession of tobacco, cigarettes, or marijuana, or other illegal substances on the school premises or at school events. (This includes all types of electronic cigarettes and hookah pipes or similar) Strong suspicion of habitual use (abuse) or regular use of medication, drugs or alcohol at school or at school events</p>	
<p>3.</p>	<p>Being in possession of another's property without their knowledge or consent, or attempting to remove another's property without consent or their knowledge</p> <p>Theft or attempted theft</p> <p>Sale of another's / stolen property</p> <p>Vandalising property or equipment (school or others).</p> <p>Negligent use/damage to school property.</p>	
<p>4.</p>	<p>Serious dishonesty</p> <p>Cheating, copying or tampering with test or exam results, reports or assignments</p> <p>Forgery or falsification of official documents, school documents and reports. Lying to school authorities.</p> <p>Being in possession of, or distributing material or information that may give an advantage in a test or an exam</p> <p>Extortion, bribery, corruption or fraud (attempted or actual)</p> <p>Computer hacking</p> <p>Inciting, advising or rewarding others to be dishonest or to cheat</p> <p>Serious breach of school security procedures, and refusing to submit to a search</p> <p>Bunking, or leaving campus without proper permission Off-site criminal misconduct that disrupts or substantially damages the school/learner relationship and the educational process</p>	

5.	<p>Obscene, indecent or sexually explicit behaviour or gestures, or attempts to make unwanted physical contact</p> <p>Sexual harassment, inappropriate sexual innuendos or graphic comments</p> <p>Intentional and offensive, insulting, abusive, racist or lewd behaviour</p> <p>Sexual activity at school events or on school campus</p> <p>Concealment of visitors at school, or entertaining visitors out of visiting times without special permission</p> <p>Storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, email, text / SMS / MMS, cartoons or social media</p>	
6.	<p>Sabotage, malicious or willful damage to school or others' property</p> <p>Unauthorised occupation of any school property or facility, or having the effect of depriving others from using this property or facility.</p> <p>Blocking off any entrances or exits to or from the school premises, with the intention or effect of interfering with free access / egress by others</p> <p>Participating in or supporting industrial or protest action, disrupting or preventing learners from attending school activities</p> <p>Willful disobedience</p>	
7.	<p>Actions that expose others to serious danger or injury, or expose the school to potential accidental loss or damages, which may be actual or reputational - whether due to willful, grossly negligent, or unintended acts</p> <p>Unsafe acts or behaviour that endangers the safety and welfare of others</p> <p>Physical initiation of any sort, victimisation or bullying (Refer to Bullying Policy).</p>	
8.	<p>Bullying which may be physical or psychological. This also relates to so-called 'games' or 'fun' where girls may be entrapped, humiliated or hurt.</p> <p>Girls observing bullying behaviour are complicit if they do not intervene to stop it or report it.</p> <p>Bullying can involve a larger group of pupils confronting a few pupils, or it can involve repetitive unkind behaviour.</p> <p>(Refer to Bullying Policy)</p>	
9.	<p>Any conduct which tarnishes the good name of the College, and/or brings the College's name into disrepute, or any such conduct which has the potential to do so.</p>	
10.	<p>Repeated Level 1 and 2 offences</p>	

	LEVEL 2 OFFENCES (LESS SERIOUS INFRINGEMENTS)	
11.	<p>Offensive, insulting or demeaning behaviour/games / obscene gestures.</p> <p>Dangerous horseplay</p> <p>Malicious teasing or language used to refer to a peer Being intolerant of others, and their personal beliefs, traditions, appearance, or of diversity</p>	<p>These sanctions may be used for all Level 2 offences, or a combination of them, or other sanctions which suit the offence.</p> <p>Counselling / Written reprimand / Final Warning / Parental Contact / Gating / Detention / Demerit/Chores/Loss of privileges / Confiscation / Exclusion from portfolio role</p> <p>For repeated or more instances:</p> <ul style="list-style-type: none"> - Level 3 offences sanction - Rustication and/or Expulsion, following a FDH.
12.	<p>Inappropriate behaviour or comments in public or at school events that bring the school into disrepute</p> <p>Foul, offensive language</p> <p>Abuse of school privileges or seniority / status, abuse of position of authority</p>	
13.	<p>Being in possession of medication that has not been signed in by San Sister</p>	
14.	<p>Lying and unfair behaviour (with less serious initial consequences)</p> <p>Deception</p>	
15.	<p>Improper use, or not taking due care of property or equipment</p> <p>Negligent use/ damage to school property</p>	
16.	<p>Acts or behaviour designed to create a hostile or threatening school environment, or that may reasonably have resulted in such an environment</p> <p>Disruption of school activities, and interference with school authorities</p> <p>Conduct designed to be prejudicial to good order or discipline at the school</p> <p>Defiance</p> <p>Being discourteous towards school authorities, adults or peers, or displays of insolence</p> <p>Refusing to identify oneself upon request by a school authority</p>	
17.	<p>Any misconduct that is considered by school authorities to warrant more than Counselling, verbal reprimand, or an ordinary warning.</p>	

	LEVEL 1 OFFENCES (LESS SERIOUS)	
18.	Disregard for rules, directions, instructions or for any persons in authority.	<p>These sanctions may be used for all Level 1 offences, or a combination of them, or other sanctions which suit the offence.</p> <p>Reprimand/Counselling/ Gating/ Detention/Demerit/Chores/Loss of privileges/Confiscation/Written work</p> <p>For second and/or repeated offences:</p> <ul style="list-style-type: none"> - Parental Contact - Final Warning
19.	Persistent violation of school rules (with less serious initial consequences)	
20.	<p>Use of excessive force when playing games or during sporting events</p> <p>Playing games in an area where others may be injured or where property may be damaged</p> <p>Riding skateboards, wheelies, bicycles or motorbikes, or similar, in areas where such activities are prohibited, or in such a manner as may cause injury to others or damage to property</p> <p>Driving a vehicle on school premises unauthorized</p>	
21.	<p>Noisy or disruptive behaviour, disturbing the activities of others</p> <p>Disruptive classroom behaviour</p> <p>Trespassing or entering certain school premises which are off limits without permission or without supervision, and/or after school hours</p>	
22.	<p>Swearing and use of vulgar, profane (foul) language that is not personally directed at anyone</p> <p>Intolerance of others</p>	
23.	Improper use of school facilities or ablutions	
24.	<p>Poor grooming, unhygienic personal habits</p> <p>Hair, dress or apparel that is not in accordance with school standards or rules</p>	
25.	Eating or drinking during class or school events / activities when consumption is not permitted	
26.	Tampering with the possessions or equipment of others Use of school equipment without permission (with no serious consequences)	

27.	<p>Refusal or failure to complete homework or assignments</p> <p>Refusal to deliver or return reports, reply slips or letters to parents or to the school</p> <p>Unreasonable and unexplained refusal to attend or participate in school activities or compulsory events</p> <p>General uncooperativeness and / or being willfully obstructive</p> <p>Poor application to studies, school work or assignments</p>	
28.	<p>Absence without permission, poor timekeeping practices</p> <p>Unexplained absences from classes or from compulsory events or activities</p> <p>Bunking compulsory events</p> <p>Leaving class without permission</p> <p>Persistent late-coming or early unauthorised departure from class / school.</p>	
29.	<p>Misuse of personal communication devices during school activities</p>	
30.	<p>Any other infringements that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures.</p>	

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