



# Collegiate Junior – School Rules And Code of Conduct



## 1. GENERAL

- 1.1. Learners should be **good ambassadors**. Everyone in our school, staff and pupils alike, must be part of the behaviour code of the school.
- 1.2. While wearing the school uniform, learners should refrain from any conduct that could bring the school, staff, themselves or their fellow learners into disrepute.
- 1.3. In their interaction with the staff of the school, learners should always be courteous and respectful.
- 1.4. In their interaction with one another, learners should practise self-restraint and display mutual respect and tolerance by not harming any other learner's physical, spiritual and emotional well-being.
- 1.5. When in school uniform, pupils may not eat, drink or chew gum in the street, on buses or whilst walking around shopping centres.
- 1.6. Regulation Collegiate school bags are to be used for carrying books to and from school. They should be clearly marked and are available from Wendyware.
  - Cases bought elsewhere must be **navy** in colour.
  - ALL pupils may "pull" their bags on wheels in the building, but the bags must be **lifted up and down stairs and in the foyer**.
- 1.7. Pupils are to move quietly in single file on the left side of corridors and staircases.
- 1.8. There is to be no running inside the building at any time.
- 1.9. Pupils are to be outside during break unless instructed otherwise.
- 1.10. Gr 7 pupils may use Wendys during break.
- 1.11. Girls line up in the appointed places after the bell rings.
- 1.12. **Electronic devices:** Gr 00 - 7 are not permitted cell phones or smart watches that can send or receive messages or calls. iPads are brought to school at own risk and the school will not be held liable for any loss thereof. iPads are learners' responsibility in the afternoons. iPad lockers are available. No games are permitted on devices at school. If a learner is found with a cell phone, they will be required to hand it in for 2 weeks safe keeping.
- 1.14. In case of any reasonable suspicion the school is entitled to search such learners and/or the property in their possession.
- 1.15. Transgressions that may lead to suspension and/or expulsion include, but are not limited to: conduct that poses a threat to others' safety and infringes upon others' rights; possession of dangerous weapons or illegal substances; any form of hate speech, sexism or racism; theft; vandalising school property; repeated violations of school rules, disrespectful, offensive behaviour and verbal abuse aimed at educators or other school staff or learners; victimisation, bullying and intimidation of other learners.
- 1.16. Surveillance cameras are positioned in key areas of the school: both motor gates, front access gate, in the passages, Pre-Primary and in some classrooms.
- 1.17. No learner is exempt from complying with the school's code of conduct. The school's code of conduct is applicable.
  - On school premises, before, during and after school hours.
  - During all school activities – on or off school property.
  - Outside the school property when a learner is identifiable as a Collegiate Junior girl/representative.
- 1.18. The minimum age to use WhatsApp in South Africa is 13. As a result of this, it is illegal for any Collegiate Junior learner to have a WhatsApp, Instagram or Facebook account. All WhatsApp groups are also banned for learners. All social media Apps that are age restricted are also banned which include and are not limited to Telegram (16+ age restriction), TikTok (13 age restriction), Snapchat (13 + age restriction), Signal (13 + age restriction) and Roblox (unsafe for u12s).
- 1.19. All movies that are age restricted are not allowed to be viewed by our girls. Girls are banned from

re-enacting age restricted programmes or games at school.

- 1.20. All deviations from the school's uniform must be made in writing to the chairperson of the SGB for consideration.
- 1.21. No drop offs allowed. INTERSEN girls will receive a demerit and FP girls will lose one group point.
- 1.22. No learners may bring hot beverages onto the school grounds or be bought from the tuckshop.
- 1.23. No toys other than colouring in books allowed at Aftercare.

## 2. SCHOOL HOURS

Grade 00	07:30 – 12:15
Pre-Primary	07:30 - 12:30
Grade 1 and 2	07:30 - 13:30
Grades 3 – 7	07:30 - 14:00 (Mon – Thurs) 07:30 - 13:30 (Fridays)

- Learners are expected to arrive at school on time (between 07:00 and 07:30).
- Late comers will be recorded on the D6+.
- Regular late comers' parents will be contacted by the Departmental Head or Deputy Principal.

## 3. ABSENCE AND LEAVING THE SCHOOL PREMISES

Section 3 of the SASA (South African Schools' Act) highlights the need for learners of school going age to be at school and the responsibility of the parent in ensuring that the learner is at school.

- 3.1. Learners may be absent from school in exceptional cases, only if they have notified the principal, or her representative if the principal is not available.
- 3.2. When any learner is absent from school without an acceptable excuse, it shall be regarded as truancy, which is strictly prohibited. This will also be recorded on D6+ as 'no valid reason'.
- 3.3. Learners who are absent from school for one to three consecutive days must, upon their return to school, submit a written explanation by their parents. Absence for more than three consecutive days shall be excused only if a certificate from a registered medical practitioner is submitted, except in the case of death or trauma in the learner's family, or another reason approved by the principal.
- 3.4. **10-day rule.** If despite the intervention of the principal, a learner persists in being absent without a valid reason the learner's record in the class register must be cancelled if the learner is absent for 10 consecutive days. Cancellation of a learner's record is an administrative and not a disciplinary action.
- 3.5. If a student is absent from school, they may not attend afternoon or evening sporting, cultural or social events.
- 3.6. The girls will be issued with a formal assessment timetable every term. It is imperative that all formal assessments, test or examinations are written. If absent the learner will write on their first day back at school. If not feeling well, the learner will write the assessment at 08:00 and then go home. If absent due to family responsibility with permission from the principal, the learner will write the assessment on the first day back. If more than one assessment is missed, teachers are to use their discretion and stagger the catching up process.
- 3.7. Pupils may not leave the confines of the grounds for any reason until they leave to go home at the end of their school day unless permission has been granted via a written request from a parent. **Parents are to sign the book at the front office on collecting their daughter(s) from school during school hours.**
- 3.8. The school will contact the parents should an email be sent by a teacher for your daughter to be collected from school.
- 3.9. Should a girl be absent because she has gone to support a sibling playing sport out of town it will be marked on D6+ as **holiday**.

## 4. DRESS CODE AND APPEARANCE

### 4.1. SCHOOL UNIFORM

- 4.1.1. School uniform must be clean and neat at all times.
- 4.1.2. The school **gym** must be clear of the floor when kneeling (5cm / not more than 4 fingers) above the kneecap.

- 4.1.3. A blazer **must be worn to and from school in Grades 4 - 7 but is an optional for Term 1.** Jerseys, however, may not be worn as the outer garment. Failure to wear a blazer outside the school grounds is immediate DT. The blazer is not part of the school uniform in Grade 1 to 3. On hot days an announcement could be made that blazers need not be worn home. In that case the blazer must be neatly folded and carried over the arm.
- 4.1.4. Foundation phase pupils may wear a pullover V-necked jersey to and from school.
- 4.1.5. The optional **anorak (windjammer) Grade 00-3 /navy sports jacket Grade 4-7** may only be worn to and from school on rainy days. It does not, however, replace the blazer. When worn to school on a rainy day it must be worn over the school blazer Grades 4-7.
- The jacket and tracksuit top must be zipped up.
  - The jacket may not be worn in the classroom. It is intended for outdoor use.
  - The jacket may be worn with the tracksuit pants or the sport uniform but does not replace the tracksuit top.
  - The full tracksuit is worn when required for Physical Education.
  - The jacket does not necessarily have to be worn over the tracksuit top.
  - The jacket may not be worn with civvies unless instructed to do so by a member of staff for outings, tours, camps etc. that are school related.
- 4.1.6. **Scarves** may be worn during the school day if they are with a jersey.
- 4.1.7. When in winter uniform, the Grade 7s may wear black **opaque** stockings. (An extra pair of stockings or socks is always to be kept in their locker).
- 4.1.8. **School uniform may never be mixed with casual wear.**
- 4.1.9. All clothing must be clearly marked.
- 4.1.10. **Founders Days:** Full WINTER UNIFORM with blazer to be worn to the Founders Day Assembly by Gr 4 - 7.
- 4.1.11. **Hats/peaks** to be worn at break by girls, throughout the year.
- 4.1.12. Long-sleeved spencers may be worn under a long-sleeved shirt. However, these are problematic under short-sleeved shirts as the girls often take their jerseys off and the spencer is then visible and looks untidy.
- 4.1.13. Remember the little things that can spoil the uniform i.e. no belts, missing buttons, gym lengths (too long or too short), incorrect hair accessories, rolled down socks, stretched jerseys and faded gyms.
- 4.1.14. Pupils must wear their full school uniform on school outings. This includes the blazer or the full tracksuit, unless agreed otherwise.

## 4.2. SPORTS UNIFORMS

### 4.2.1. PHYSICAL EDUCATION UNIFORM:

- **Navy shorts, Collegiate sports shirt, white socks or Collegiate striped socks and predominantly white sports shoes. No secret socks or Tommy Takkies to be worn.**
- This uniform must be worn on Phys Ed Days, for U9 C - E netball and U9 C - E mini-hockey matches, to all sports practices and could be worn on school outings.
- 1st term: Phys Ed Clothes to be worn on Phys Ed days as girls change into swimming costumes at the pool. Girls may wear the Collegiate costume or any navy full costume. Any swimming cap is acceptable for these lessons. No swimming costumes may be worn under Phys Ed clothes.
- Term 2, 3 & 4: Grade 4 - 7 pupils are to come to school in full school tracksuits, on Phys Ed days, wearing the standard Phys Ed uniform underneath. Pupils must depart from school in their full tracksuit if they do not have to attend another sport after school. No Phys Ed Swimming in the 4th term.

### 4.2.2. COLLEGIATE SCHOOL TRACKSUIT:

- The following applies only to Grade 4 - 7 in the afternoons. The tracksuit top acts as the outer garment on all occasions in Terms 2, 3 and 4. Pupils may not leave the school premises without this outer garment on. *Tracksuits **may** be worn over Phys Ed uniform by the Foundation Phase girls on Phys Ed days.*

#### 4.2.3. WARM UP TOP (GRADE 1 - 7):

- The warm-up top may be worn under the tracksuit top or with your match uniform for FP school outings. **It may never be worn** with the formal school uniform or with civvies.

#### 4.2.4. U13A MATCH UNIFORMS:

- Dresses with lycra ski-pants must be worn for **netball, hockey, tennis and squash matches**. This is worn with Collegiate striped sports socks with appropriate sports shoes for NETBALL, TENNIS AND SQUASH. The skorts and match top may also be worn for practices.

#### 4.2.5. NAVY MATCH UNIFORMS:

- Navy tops and skorts must be worn for **netball and hockey matches from U10 to U14 level, excluding U13A teams**.
- Netball players wear Collegiate striped sports socks with predominantly white sports shoes.
- Hockey players wear long navy socks with white stripes with their hockey boots, except for the U13A team who wear white socks.
- **Gum guards and shin pads are compulsory for hockey.**
- Normal Phys Ed clothes may be worn for practices.

#### 4.2.6. COLLEGIATE SWIMMING/WATER POLO GEAR:

- Collegiate branded swimming costumes and navy towel are compulsory if representing the school in any gala.
- White Collegiate swimming caps are compulsory for galas.
- Collegiate white/navy slip slops or plain white/navy slip slops, Collegiate towels and Aqua Jackets are optional.
- **Collegiate Junior Water Polo costumes are compulsory for water polo matches** but school costumes may be worn to practices.
- Aqua jackets compulsory for U13A team.

#### 4.2.7. ATHLETICS AND ROAD RUNNING:

- Phys Ed uniform is the standard uniform for Athletics and Road Running.
- Zonal meetings: The athletes will wear the athletics vest and lycra shorts with their full school tracksuit.
- Collegiate white/navy slip slops or plain white/navy slip slops may be worn to athletics meetings.

#### 4.2.8. CHESS:

- Practices: School uniform or tracksuits.
- Matches/Tournaments: Full school uniform on Fridays.

**SPORT COACHES: Please ensure that the girls adhere to these regulations.**

**NB: No teams or other groups may go ahead and purchase hoodies, or any other branded clothing for that matter, without going through the correct channels.**

### 4.3. APPEARANCE

**4.3.1. Hair:** Hair must be neat, out of the face, a practical style for school activities and must not draw unnecessary attention. Collar length hair or longer must be tied up. Fringe not below eyebrow. Hair may not be permed, gelled or tinted. Braided styles e.g. Cornrows style may be short or tied in a neat bun or a ponytail. No loose extensions are allowed. Correct navy-blue hair accessories are available from Wendyware. These include navy alicebands, navy stretch bands, grips (black and brown) and slides (navy). No scrunchies, beads or hair clamps allowed. Small navy-blue bows are permitted. Braids need to be the child's natural colour and no decorative braids are allowed. Blow-dried hair and/or afro hair must be neatly combed and must be held back by a narrow navy or black band.

**4.3.2. No jewellery** of any description, including earrings, may be worn with school uniform. This includes rings, bracelets (elastic or leather), chains, bangles or plasters over ears, nose rings and studs. Wrist watches may be worn. No ornate or brightly coloured watches or straps are allowed. Smartwatches are not permitted. Cultural jewellery is allowed if application has been made and permission granted by the school's governing body.

- 4.3.3. **Nails:** Nails to be kept short and may not extend beyond fingertips. No false nails. No nail polish may be worn on either fingers or toenails.
- 4.3.4. **No make-up** (mascara, eyeliner, blusher or lipgloss) is allowed. This includes the tinted lip ice.
- 4.3.5. **Name badges:** Grades 4-7 wear name badges on the left lapel of the summer uniform and bottom of the V of the winter uniform daily. A lost badge needs to be replaced. Not wearing a name badge will result in a warning which could lead to DT if the problem persists.

## 5. YOUR SAFETY IS IMPORTANT TO US!

- 5.1. The **café** and **Seattle Coffee shop** in Rochelle Rd are **out of bounds** during school and extramural hours.
- 5.2. Use devices appropriately and follow the school's policies closely.
- 5.3. Doors and security gates leading out of the school building will be locked 20 min after the end of each school day, with the exception of the door leading out into the Junior Quad. This door is open during the afternoons until 16:00. This exit is to be used for afternoon activities.
- 5.4. The Henchie Gate will be unlocked at 07:00 and locked at 15:30 daily and 14:30 on Fridays.
- 5.5. Grade 2 - 7 pupils who enter/exit the school through Gate 2 are to enter and exit the school building via the front foyer doors. No learner may walk through a staff car park to enter or exit the school building. Aftercare girls are to leave via the door closest to Grade 4 classrooms and walk around the Resource Centre to Aftercare. A painted pathway close to Aftercare is to be used. No staff member may exit or enter Gate 1 during both breaks and no deliveries will be allowed during breaks.
- 5.6. Girls must be collected 15 minutes after an activity. The Resource Centre is only open Mondays to Thursdays from 14:00 to 15:30 for girls who have second session sport.
- 5.7. Girls may not wait at the Kestell Street gate (Gate 2) after 14:30.
- 5.8. The motor gate entrances may never be used by pedestrians.
- 5.9. School bags and other possessions must always be visible to the pupil concerned.
- 5.10. Visitors, parents and workmen must report to the front office to receive visitor badges. They may not venture beyond these front areas into the school corridors or work venue without their badges stuck to their outer garment.
- 5.11. The Aftercare accommodates a limited number of Grade 00 - 7. Make use of this secure option. There is a separate code of conduct for Aftercare.
- 5.12. Always report any strange looking "visitors" to the office or to a known adult as soon as possible. Be proactive and stay alert.
- 5.13. NEVER get into the car of a stranger!
- 5.14. For sport and school outings pupils and staff to leave in school buses from the Junior Quad. School bags and personal possessions will be locked in the bus shelter.
- 5.15. The Sport Pavilion is to be used during afternoon practices and matches. Toilets will be open. Pupils' bags and kitbags can be left next to the sport fields, at pupil's own risk. The bags must, however, be placed together in an orderly fashion.
- 5.16. CAMS fun times and Derby Days ~ school classrooms and corridors are out of bounds. The organiser of the event will be held responsible for the security of the school. Prior arrangements for the locking up of certain areas needs to be done in good time.
- 5.17. Everyone must follow the universal precaution when helping people with cuts or open wounds. First aid help is displayed in the passages. In an emergency the duty teacher must be called.
- 5.18. Follow traffic rules and regulations when crossing the road.
- 5.19. Acknowledge motorists with a smile or a thank you at pedestrian crossings.
- 5.20. Make sure you know the school evacuation plan.
- 5.21. When sport/cultural activities are cancelled all girls and coaches are to report to the Powis Hall when school closes.

## 6. HEALTHY RELATIONSHIPS

- Collegiate's mission and vision is underpinned by the 6 pillars of character namely: citizenship, responsibility, fairness, caring, trustworthiness and respect.
- Collegiate is a bully free zone. Treat others (fellow learners, educators and adults) the way you would like to be treated. Report any form of bullying to an adult. We do not condone bullying.
- Use any electronic device respectfully and appropriately.

## 7. SCHOOL PROPERTY

- We are proud of our top-class facilities and we need to respect them and treat them with care.

## 8. ENVIRONMENT

- Avoid littering and use water and electricity sparingly.

## 9. ADMINISTRATION OF MEDICATION

- No medication will be issued by the school. If medication is brought to school a letter must accompany it addressed to the class teacher. If any schedule medication is brought onto school property it needs to be accompanied by a copy of a doctor's note.

## 10. MEDICAL EMERGENCIES

- Collegiate Junior takes out Scholars Personal Accident Insurance (SPAI) for every learner at school. The policy covers injury/ies sustained by pupils (and boarders) whilst on their way to and from school, at school, during after hour activities, including weekend outings, outdoor education excursions and school games or competitions.
- The school also has a written agreement with Greenacres Netcare that they will provide medical attention to any learner accompanied by a representative of the school at their 24-hour Accident and Emergency Unit. This amount is limited to R15 000 per learner, per accident.

## 11. PORNOGRAPHY

Both the cinema and Publication Act and Sexual Offences Act make it an offence for a person under the age of 18 to:

- View pornography
- Create pornography
- Be in possession of pornography
- Download pornography off the internet

If a Collegiate girl is in possession of pornography and exposes another minor (or fellow pupil) to pornography she will be guilty of a criminal offence.

Distribution of pornography at school is a level 3 offence. The following punitive action will be taken. The offensive material will be confiscated. A disciplinary meeting and warning letter as well as a detention will follow.

**Please note: If the material shows minors under the age of 18 – the police must be notified and a Rapid Incident Report has to be filed with the Department of Education.**

## 12. COMMUNICATION, MEETINGS AND SCHOOL NOTICES

The D6+ communication system is the default mode of communication. Weekly notices are uploaded, and daily updates are sent out where necessary.

Class Dojo and class WhatsApp Broadcast groups are not the default means of communication with teachers. Parents may email teachers.

All learners are obligated to hand all school notices to their parents that were distributed to learners as well as promptly return to the class educator any acknowledgement of receipt that was to be completed by the parents.

### 13. TEXTBOOKS

- All school property must be treated with respect.
- Lost or damaged textbooks will require a replacement fee.

### 14. REPORTS AND ASSESSMENTS ON ACADEMIC PROGRESS

- Our core focus is on teaching and learning. Learners' primary aim is learning.
- Reports are handed out termly for all grades (Remedial reports are handed out in June and December).
- Scheduled meetings with teachers take place a minimum of twice a year. The first one, at the end of term one, is compulsory for at least one parent to meet their daughter's teacher(s).

### 15. CLASS RULES

- 15.1. Learners are encouraged to be part of the learning process and they may not disrupt or hinder teaching.
- 15.2. All learners must write down their homework in the Collegiate homework diary and ensure that their parents sign it daily. Failure to do this will result in Demerits being issued.
- 15.3. The class educator, in consultation with her class, will compile class rules at the beginning of each school year. These will be displayed in a prominent spot in the classroom and learners are expected to comply with the class rules as well as any verbal instruction given by any staff member.

### 16. CIVVIES

Civvies may be worn on certain special occasions.

- You may wear civvies to school on the day of your birthday. You may bring a small birthday treat for your class.
- If your birthday falls over a weekend, then wear the civvies on the Friday before your birthday.
- If your birthday falls in the holidays, wear your civvies on the last day of the term before your birthday.
- No short shorts, strap tops, crop tops, ripped jeans, showing skin, make-up or jewellery allowed.
- Normal hair rules apply for civvies.

### 17. SPORTS AND EXTRACURRICULAR ACTIVITIES

17.1. Participants in sports and extracurricular activities:

- Every Grade 4 - 7 student must participate in one school sport per term.
- See Sports Timetable for times of various extramural activities.
- Once a learner has committed herself to an activity, her involvement will span the entire season in which the activity takes place.
- Appropriate kit to be worn to and from practices and the correct match uniform to be worn to all league fixtures and derby days.
- Sports kit must be carried in a Collegiate tog bag. Initial and surname to be displayed on the outside for easy identification.
- **Saturday HOME Derby days:** Spectators in Grade1 - 7 must wear full school tracksuits to these events.

17.2. Attendance of all practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being suspended from participation in one league fixture. This must be handed to the teacher concerned before the practice or on return to school.

17.3. Learners should display good sportsmanship.

17.4. School commitments take preference to private engagements.

## 18. GRADE 7 LEADERS

- 18.1. Pupils should respect one another especially the Grade 7 duty pupils who represent the staff in assisting with control and discipline within the school.
- No girls to sit in the pavilion during breaks.
  - Pupils to line up in an orderly queue and wait their turn patiently at the tuckshop.
  - Grade 3s may use the tuckshop every day at 2nd break only.
- 18.2. Grade 7 hoodies may only be worn with jeans or tracksuit bottoms. No shorts, unless decided on by the teachers.

## 19. MUSIC PUPIL MATTERS

- 19.1. Music pupils are to return their musical instruments to the Music Department before school in the morning.
- 19.2. Leaving an instrument outside of the Music Department, unattended is a punishable offence and could result in instant DT.
- 19.3. Pupils are to fetch their instruments at the end of their school day.
- 19.4. When absent from class, because of a music lesson, work missed should be completed by the following scheduled period for that subject as required by the teacher concerned = 2x warnings and DT after the third offence. Make use of the Buddy system!
- 19.5. Failure to prepare for music set pieces or late arrival for early morning music commitments without a valid excuse = 2x warnings and DT after the third offence.
- 19.7. **Band and choir members need to arrive and leave functions wearing their full school uniform which includes a blazer.**

## 20. TRANSPORT

Staff may only transport pupils in their private vehicles to sporting fixtures if they have a Public Drivers Permit (PDP).



# LIST OF THE POSSIBLE DISCIPLINARY SANCTIONS TO BE APPLIED FOR LEVEL 1, 2, 3 & 4 OFFENCES, RESPECTIVELY

Each case must be evaluated on its own merits and must be provided with a sanction justifiable for that specific case. The recommended sanctions provided in this table are guidelines for the Disciplinary Committee. Repeated offences may lead to a formal disciplinary meeting involving the school's Disciplinary Committee, which is composed of at least four members of the School Governing Body (SGB) - three parent representatives and one teacher member—and could also involve the Department of Education.

Level 1: Offences	Recommended Corrective Sanctions
<ol style="list-style-type: none"> <li>Academic: Books/works material left at home; homework not done on time/copied</li> <li>Extra-mural activity: Non-attendance of practices and matches (without a valid excuse to teachers/coach)</li> <li>Personal conduct in classroom/on playground: Late arrival for class; uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacing books/cases with graffiti; eating/chewing in class; littering; and cell phone at school</li> <li>Dress code: Untidiness/unkept appearance; school dress code not followed</li> </ol>	<p>Corrective actions/sanctions are carried out by the individual teacher and may include the following:</p> <ul style="list-style-type: none"> <li>verbal reprimand</li> <li>written punishment</li> <li>detention at break</li> <li>demerit</li> <li>temporary confiscation until the end of school term (e.g. clothing, jewellery, cell phones, bags and cases)</li> <li>removing graffiti from bags and cases at break and</li> <li>written notification</li> <li>Suspension of privileges, including participation in extracurricular and non-academic school activities</li> </ul>
Level 2: Offence	Recommended Corrective Sanctions
1. Plagiarism of any work in class assessment	Nought for section plagiarised
2. Damage to property/possession of other learners' property	Repair/replacement, warning letter and Principal's Detention
3. Defiance/disregarding of an authority figure's instructions	Suspension from class or of privileges including participation in extracurricular and non-academic school activities, warning letter and Principal's Detention
4. Non-attendance of detention	Making up missed detention, warning letter and two demerits
5. Disregarding test/examination procedures	Warning letter and Principal's Detention
6. Disruptive/uncooperative in class	Identification of culprit/s and grade teacher to organise corrective measures
7. Disruptive behaviour frustrating teaching and learners in and out the classroom	Warning letter and detention
8. Repeated dress code infringements (including hair and personal grooming)	After (3) three warnings, Principal's Detention
9. Fighting	Warning letter and detention
10. Firecrackers	Warning letter and detention
11. Forgery, e.g. parent/guardian's signature	Warning letter and detention
12. Gambling on or off school property	1st offence: Principal's Detention and phone call to parents 2nd offence: Disciplinary meeting, Principal's Detention and professional counselling (all money to be confiscated)
13. Graffiti: books, case, desks, walls, etc.	Removal of graffiti or replacement of damaged item, warning letter and Principal's Detention
14. Late for school	5th offence per term will result in detention
15. Lying to a teacher or staff member	Warning letter and detention at the discretion of the Deputy Principal
16. Offensive or explicit material	Warning letter and detention
17. Smoking/Vaping – possession of cigarette, e-cigarette or vaping pen/holding cigarette or vape pens/caught in the act on/off school property	1st offence: Principal's Detention and parent meeting 2nd offence: Disciplinary meeting, Principal's Detention and professional counselling (All cigarettes, lighters and vape pens to be confiscated)
18. Smoking or vaping – selling cigarettes, vape pens or vape liquid on/off school property	1st offence: Disciplinary meeting, warning letter and Principal's Detention 2nd offence: Disciplinary meeting, warning letter and Principal's Detention
19. Spitting	Principal's Detention
20. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner	Warning letter and detention
21. Substance abuse – possession/sniffing of authorised substance, e.g. meths, benzene, thinners, etc.	Disciplinary meeting, professional counseling, warning letter and detention
22. Threatening assault/intimidation of a fellow learner	Phone call to parents, warning letter and detention
23. Truancy – bunking a lesson	Phone call to parents and detention

24. Truancy – bunking a day or part of a day	Phone call to parents, warning letter and Principal's Detention
25. Vandalism – defacing/damaging/breaking school property	Phone call to parents, repairs/payment of damages, warning letter and detention
26. Verbal or physical abuse of a fellow learner, swearing or explicit hand gestures	Phone call to parents, warning letter and detention
27. Using a camera on school premises unless permission is given by a teacher. Taking a video or photo in school uniform and/or posting a video in school uniform.	Phone call to parents, warning letter and detention
28. Inappropriate displays of affection between learners or inappropriate invasion of personal space (including unwanted touching)	Phone call to parents, warning letter and detention
<b>Level 3: Offences</b>	<b>Recommended Corrective Sanctions</b>
1. Alcohol – possession at school or on a school premises/smelling of liquor/under the influence at school or on school outing	Disciplinary meeting, warning letter, community service and detention
2. Assault on a fellow learner (including cutting hair, pinching, scratching, etc.)	Suspension from class or school or of privileges including participation in extracurricular and non-academic school activities. Disciplinary meeting, warning letter and detention
3. Bullying/intimidation	Warning letter, community service and detention
4. Cheating/attempted cheating in an assessment	Phone call to parents, nought, warning letter and detention
5. Possession/distribution or discussion of test or examination material prior to test or examination being written	Phone call to parents, nought for test/examination, warning letter and detention
6. Ongoing disruptive behaviour in classroom (frustrating school's educational programme)	Suspension from class or school or of privileges including participation in extracurricular and non-academic school activities. Disciplinary meeting, warning letter, daily report and detention
7. Disruptive behaviour on school property or on school sponsored fixture/outing/trip/tour (frustrating school's educational/extracurricular programme)	Suspension from class or school or of privileges including participation in extracurricular and non-academic school activities. Disciplinary meeting, warning letter and detention
8. Repeated defiance or disregarding of an authority figure's instructions	Suspension from class or school or of privileges including participation in extracurricular and non-academic school activities. Disciplinary meeting, warning letter, daily report and detention
9. Drugs – consumption not associated with school	Interview with parents, professional intervention
10. Engaging in a conspiracy to disrupt the proper functioning of school through collective action	Suspension from class/school. Disciplinary meeting, warning letter, community service and detention
11. Gangs – promoting formation of/associating with/furthering activities of school gangs/'social groups'	Suspension from school. Disciplinary meeting, warning letter and detention
12. Involving/attempting to involve outsiders in disputes between learners	Warning, community service and detention
13. Pornography – distribution at school	Warning letter, community service, detention, rapid incident report to Department of Education and inform the police
14. Public indecency	Disciplinary meeting, warning letter, community service and detention
15. Racist conduct that defames a learner/teacher	Suspension from class/school. Disciplinary meeting, warning letter, community service and detention
16. Improper suggestions of a sexual nature	Disciplinary meeting, warning letter, community service and detention
17. Sexual harassment of teacher/learner	Suspension from school. Disciplinary meeting, warning letter, community service and detention
18. Threatening to assault or intimidating a teacher	Suspension from school. Disciplinary meeting, warning letter and detention
19. Verbal abuse of a teacher	Suspension from school. Disciplinary meeting, warning letter and detention or expulsion
20. Stealing or fiddling in another student's bag without their permission	Phone call to parents, replacement of stolen items, warning letter and Principal's Detention
<b>Level 4: Offences</b>	<b>Recommended Corrective Sanctions</b>
1. Alcohol – drinking/drunken at school or on school or on school outing	Suspension from school. Disciplinary meeting, warning letter, community service and detention/expulsion
2. Alcohol – drinking in public	Suspension from school. Disciplinary meeting, warning letter, community service and detention/expulsion
3. Assault on a learner causing serious bodily harm	Suspension from school. Disciplinary meeting and expulsion
4. Assault of a teacher	Suspension from school. Disciplinary meeting and expulsion
5. Bribery/attempted bribery of any person respect of any test/examination material	Suspension from school. Disciplinary meeting, warning letter and detention/expulsion
6. Dangerous weapon or object e.g. knife – possession at school	Suspension from school. Disciplinary meeting, appropriate punishment, e.g. community service, detention/expulsion
7. Dangerous weapon or object, e.g. firearm-possession at school/on school outing	Suspension from school. Disciplinary meeting, appropriate punishment. e.g. expulsion
8. Drugs/illegal substances – possession at school/on school outing	Suspension from school. Disciplinary meeting, warning letter, community service and detention

9. Drugs/illegal substances – consumption/under the influence at school/on school property	Suspension from school. Disciplinary meeting, warning letter, community service, detention and professional counselling
10. Drugs/illegal substances –dealing ('pushing') at school/on school outing	Suspension from school, disciplinary meeting and expulsion
11. Forgery of any document or signature to the potential/actual prejudice of the school	Suspension from school. Disciplinary meeting, warning letter, community service and detention/expulsion
12. Fraud (financial)	Suspension from school. Disciplinary meeting, compensation, warning letter and detention/expulsion
13. Hostage taking	Suspension from school. Disciplinary meeting and expulsion
14. Satanic practices that damage property or cause harm to people or any other living creature	Suspension from school. Disciplinary meeting, warning letter, community service, detention and professional counselling/expulsion
15. Sexual assault/rape	Suspension from school. Disciplinary meeting and expulsion
16. Trading in test/examination for personal monetary gain	Disciplinary meeting, warning letter, community service and detention/expulsion
17. Vandalism – malicious damage to school/teacher's property	Disciplinary meeting, repair damage, warning letter, community service and detention/expulsion

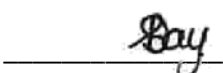
*Acknowledged with written permission from The Proactive Education Group*

This Code of Conduct for COLLEGIATE JUNIOR SCHOOL FOR GIRLS was adopted by the Governing Body of COLLEGIATE JUNIOR SCHOOL FOR GIRLS at a meeting held at the school on 10 October 2024.

SIGNED:

CHAIRPERSON  DATE 10/10/2024

PRINCIPAL  DATE 10/10/2024

SECRETARY  DATE 10/10/2024

#### POLICY REGISTER DETAILS

TITLE OF POLICY	Code of Conduct
DATE APPROVED BY SGB	10 October 2024
EFFECTIVE DATE	1 January 2025
EXPIRY DATE	This Code of Conduct remains in force until amended or replaced <u>and</u> approved by the SGB.
REVIEW DATE	Three years or sooner from date of adoption. Each SGB should review this policy at least once during its term of office.
AMENDMENT HISTORY	The Code of Conduct was reviewed and ratified on 10 October 2024