



# HOËRSKOOL ROODEPOORT

## PREFECTS *POLICY*

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*Prefects Guardian*

***Final Version – approved by the Principal, SMT, SGB and legal consultant***

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*"It is better to lead from behind and to put others in front, especially when you celebrate victory when nice things occur."*

Nelson Mandela

## A. INTRODUCTION

1. The HSR **Prefect Body** is a group of leaders who form a sub-committee of the **Executive Committee** of the school's **Representative Council of Learners (RCL)**. The **PREFECTS** should *not* be confused with the **RCL** which consists of learner-leaders from all grades who are freely elected from each class according to **Circular 67 of 2008** of the **Gauteng Department of Education** (The Department or GDE).
2. Hoërskool Roodepoort strives to provide opportunities for our learners to develop leadership and management skills and we entrust them with responsibilities that will develop their own unique strengths and abilities. This is the **rationale** behind the establishment of the **Prefect Body**.
3. It is a **privilege** for and **not a right** of a learner to be a member of the Prefects Body.
4. The **Prefects** of Hoërskool Roodepoort are members of an exclusive group of **senior** learners (gr 11 and 12) who are placed in leadership positions to assist in the successful management of the school.
5. This **Prefects Policy Document (Policy)** should be read in conjunction with the **Code of Conduct for Learners (school rules)** and any other relevant rules and regulations that have been approved and published by the **School Governing Body (SGB)** of **Hoërskool Roodepoort** (the school) as well as the **Schools Act of The Republic of South Africa**.
6. This **Policy** may and should be amended frequently (hopefully through contributions from learners, teachers, parents and other stakeholders) to suit the needs of the school and must be **approved by the SGB** at a formal meeting.
7. A signed copy of the latest approved version must be available in the Principal's office and should be published on the school's website for public access.
8. The **Prefects** are **carefully selected** through a **rigorous process** which is guided by the principles set forth in this document.
9. **The Prefects** are chosen in the **third quarter of their grade 11 year** and will serve as leaders into the **third quarter of their grade 12 year**.
10. **To choose the team of Prefects** the school takes part in an election process that serves to inform the **Prefect Guardians** and **School Management Team (SMT)** about learners who **stand out** as possible leaders.
11. The **Prefect Guardians** will **consult** with the **SMT** and **recommend** a list of learners who they consider to be suitable for the **Prefect Body**. These learners are **appointed** after the approval of (and at the discretion of) **the Principal**.
12. **Prefects are appointed and not elected.**

## B. APPLICATION PROCESS

1. Grade 11 Learners of Hoërskool Roodepoort who are willing and able to serve as leaders and helpers must show their interest by **applying** for the position of Prefect.
2. When a learner's application is approved (after meeting the specific requirements as listed below) her/his name will be added to the **List of Nominees**.
3. Applicants must meet a list of **criteria** ranging from academics, discipline and extra-mural involvement.
4. There is **no guarantee** that a learner who has applied will eventually be appointed as Prefect.
5. The **number of applicants** is not limited and all grade 11 learners (*except those who have failed and are repeating the grade*) may apply.
6. Learners who have made themselves guilty of serious **misconduct** or have been proved to be involved with any *illegal activity* inside or outside the school environment will not be considered and must not apply.
7. The required application **forms** must be completed and handed in to the Prefects Guardians. These forms will be made available and collected by the Prefects Guardians.
8. The applications of all learners will be accepted **without bias**. However, learners who are **unable to attend meetings or do duty at functions** after regular school hours or over weekends due to transport (or any other long-term personal or logistical challenges) are kindly requested to reconsider their application. The school needs a team of reliable *helpers* who will be available to assist at important events.
9. Applicants are asked to hand in **documents** such as birth certificates and *declarations of intent* as well as individual motivations for consideration.
10. After receiving and processing all the applications, the Prefect Guardians will convene a **Nominee Approval Meeting** to discuss the learners who have applied to become Prefects. **The Principal, SMT, Grade Heads and educators** who educate and/or know the applicants are invited to this meeting.
11. The Nominee Approval Meeting is a pre-screening process to reach a consensus about the **criteria for the acceptance** of nominees for that specific year and to identify possible **learners-at-risk** who would NOT benefit by participating in the process.

12. Learners who obtain a balance of more than **30 demerit points** in the year of election will not be considered. The latest statements of merits/demerits of applicants will be used.
13. Learners must have **passed all school terms** during the year of election.
14. Learners who are **at risk of failing** may be disqualified from the selection process and will only be reconsidered after required measures (such as subject changes) have been implemented. This is to be decided by the **SMT**.
15. Learners **MUST get parental consent** before applying. At least **ONE parent** or guardian of the applicant **must sign** the application form. The legitimacy of the approval of parents/guardians may be checked by the school. Learners who apply without consent from their parents/guardians may **be disqualified** from the application process.
16. After the **application and approval process** has been completed a learner might find that his/her name has not been added to the **List of Nominees**. He/she may then **appeal in writing** for reconsideration by the Prefect Guardians, the SMT and the Principal.
17. **NB: Learners who have been disqualified** from the **election process** due to demerits **may appeal** but their appeals will only be considered after the **necessary detention** sessions have been attended and **validated** by the **Head of Detention** or another **member of the SMT**.
18. It is the **prerogative of the Principal** to approve or reject a learner's appeal.

#### **Security and care of school property**

As the school has been developed for the use of all the learners attending the school, it is the privilege and obligation of every learner to protect and carefully use all the facilities and equipment so that others that come after them can also enjoy the privilege. The parent or legal guardian of anyone who intentionally misuses, damages or defaces any school property should replace it or pay for the property so damaged. Destruction of property is a punishable offence.

## C. NOMINATION PROCESS

1. **APPROVED** Nominees will be **announced** in front of the school at least **TWO weeks** before the elections.
2. Nominees will be required to make themselves **visible** by some kind of name tag like a star worn on the lapel of their blazer.
3. Nominees will be asked to “**shadow**” the current Prefects. **Shadowing** means that nominees will work with the current Prefects and assist them in their duties according to instructions from the **Head Boy** and **Head Girl**.
4. Nominees are encouraged to **show their worth** during this period. They must do this by wearing correct uniform, displaying impeccable appearance, positive behaviour and following the instructions from the current leaders.
5. Nominees are allowed to **campaign** and promote themselves to the learners through speeches and/or interviews conducted under the supervision of the Head Prefects and DMT. These practices should be done in a positive way and learning must not be disrupted.
6. Nominees are (as always) asked to **be respectful** to their educators, other members of staff, the Prefects, fellow nominees, other learners in the school as well as members of the community and visitors to the school.
7. **NB:** Being a nominee does not give the learner any special privileges or powers.
8. Nominees who find that they are not up to the task of becoming Prefects during the shadowing period are required to hand in their “star” (resignation) to the **Head Prefect Guardian**. No justification for pulling out of the election process is required. There will be no *naming* or *shaming* of these learners. The other nominees, current prefects, educators and other learners will respect their decision. Written resignation is required. Learners must write a dated note and sign it to confirm the cancellation of their application.
9. Nominees who make themselves guilty of **unacceptable behaviour** or misconduct as stipulated in the school’s rules will not be allowed to take any further part in the process.
10. When a learner decides to withdraw from the process or is found guilty of serious misconduct it means that his/her application to become part of the Prefect Corps will be **cancelled** and that his/her name will be removed from the *List of Nominees*.

## D. ELECTION PROCESS

1. There are **TWO** rounds of voting which will happen on advertised dates.
2. Grade **8** learners are **not** allowed to vote.
3. All grade **9, 10 and 11** learners may vote, including the nominees who are obviously allowed to vote for themselves and other nominees.
4. Grade **12** learners (except current Prefects) are **not** allowed to vote.
5. Grade 12 **Prefects** (the out-going group) **may vote** in an assigned venue.
6. **Educators** may vote and the venue for them will be the staffroom.
7. Voting is **voluntary and anonymous** through secret ballot. Learners who put their name on the ballot will spoil their vote.
8. Learners are **not obliged** to vote and may not be pressurised by anyone to do so against their will.
9. Voting takes place in the **register** classes during the **first** part of break on the days of voting.
10. Learners should **sign** a voters roll (class list) before receiving a ballot paper.
11. After voting learners must hand their folded ballot to the teacher for counting.
12. Nominees are allowed to **view** the counting process but may not count votes.
13. Other learners are encouraged to monitor or take part in the **counting** process under the supervision of the guardian teacher.
14. Votes are counted by the class teacher (or legitimate assistants) and all ballots are handed in with a signed **summary** which should be delivered to the Prefect Guardians on the same day.
15. The summaries of the votes from each class are collected and entered onto an Excel **spreadsheet**. This allows the Prefect Guardians to easily and accurately view, calculate and order the number of votes for all the nominees with and without the weighting as stipulated below.
16. Weighting of voting:

<b>Persons eligible to vote</b>	<b>Vote is multiplied by a factor of ...</b>
Grade 9	One
Grade 10	Two
Grade 11	Three
Current Prefects	Four
Educators	Eight

17. The voting process is open and transparent but the results are to be treated as **confidential** and not open for public viewing. This is to protect learners who did not get many votes. Nominees are welcome to view their personal results on request.
18. The results will only be discussed, shared or allowed to be scrutinised with the **permission** of and in the presence of the Prefect Guardians and the Principal (or an appointed member of the SMT).
19. ALL Prefect **election documents** should be stored safely by the Head Prefect Guardian until the end of the term of the Prefects for that year. This includes all application forms, ballot papers, summaries of the counted votes and signed class lists.
20. Important **election documents** must be kept in a file by the Head Prefect Guardian. This file should be readily available and must include lists of nominees before and after approval, letters of appeal, evidence of the approval process, demerit statements, minutes of the approval meeting, printed voting results as well as the approved final list of Prefects.
21. The **number of prefects** that will be selected is not pre-determined and the Prefect Guardians will decide on the number after **consulting with the Principal after the second round of voting**. A number of 36 is recommended purely for practical reasons, based on previous experience. The balance of boys to girls should be kept as close as possible to a 50/50 percentage ratio.
22. The **final list of Prefects** will be kept confidential until after the official announcement.
23. The **Head Boy and Head Girl** as well as the members of the **Daily Management Team** (DMT) will be selected after the Prefects have been on their Leadership Camp where they will elect their own leaders. During the National Lockdown (due to the Covid-19 pandemic) the Prefects will vote online using a Google form.
24. The **Principal will approve** the election and appointment of the Head Prefects and DMT.
25. The **Head Leaders and DMT will be announced** at a special **Inauguration Ceremony**.

Learners must commit themselves to do their school work during classes, complete assigned homework and catch up on work missed because of absence. Disruption of schools is unacceptable.

## E. ANOUNCEMENT and INAUGURATION PROCESS

1. The **announcement** of a new group of Prefects usually takes place **on the quad**. Under normal circumstances, this happens in front of the whole school at the end of a normal school day. This is done to allow learners who might be disappointed because they have not been selected to go home without feeling embarrassed. However, due to the Covid-19 regulations, we now use an online presentation.
2. Learners who are selected as Prefects will be given a **letter of appointment** on the day of the announcement. They will also receive a temporary token (like a bandana or a paper star) to signify that they have been selected. They will receive their badges at their formal inauguration function. Newly elected Prefects are required to wear their informal election token until the day of their inauguration.
3. Newly elected Prefects will go through a **probation period**. This period will last from the day of the announcement until the day of their inauguration.
4. During the probation period the newly elected Prefects will have to **prove themselves** worthy of their office by showing exemplary behaviour and acting according to the principles set forth in the *Code of Conduct for Prefects*.
5. Newly elected Prefects who make themselves guilty of serious **transgressions** of the school rules will face the school's disciplinary system and may be denied their badges after a formal hearing.
6. Nominees who were not selected as Prefects have the right to an **appeal**. Unsuccessful nominees should **appeal in writing** to the Head Prefect Guardian within one week after the announcement of Prefects.
7. The appeals process will be facilitated by the Prefect Guardians in consultation with the Principal or appointed members of the SMT.
8. Appeal hearings will be held formally under camera surveillance and learners may be asked to be accompanied by their parents or guardians.
9. Learners who want to appeal will have access to *THIS Policy Document* as well as the election documentation.
10. There will be **no initiation practices** allowed (on or off the school grounds) before, during or after any part of the Prefects election process. This is prohibited by law. Learners should be (and feel) free from victimization at all times.
11. There will however be a **welcoming function** that will act as a **team-building** exercise directly (or as soon as possible) after the announcement of the new group of Prefects. The purpose of this event is to be a celebration.

12. This function will be held on the school grounds under the supervision of the Prefect Guardians. The activities at this event will be well-planned and **pre-approved** by the Principal.
13. It is **compulsory** for ALL Prefects (incoming and out-going) to attend the welcoming function.
14. The **planning** and organising of the welcoming function is the responsibility of the Head Boy and Head Girl as well as the Daily Management Team of the outgoing group of Prefects.
15. The Welcoming Function will be financed out of the **budget** of the outgoing Prefects. This event should be organised with the assistance of the Prefect Guardians.
16. Shortly after their welcoming as new Prefects the new leaders go on a compulsory **leadership development camp**. The purpose of this camp is to form a bond between the newly elected Prefects and to prepare them for the year ahead. They will do planning for their year as leaders. They will participate in team-building and problem-solving activities. They will be trained. But they will also be allowed to have some fun away from school and home.
17. Parents/Guardians of Prefects are responsible for the **fees** that are necessary to become a Prefect. Parents are currently (during 2021 – 2022) expected to pay R1000 for the following:
 

i)	Blazer Chord	R150
ii)	Badges	R150
iii)	Red Pull-over	R350
iv)	Mask and T-Shirt	R150
v)	Welcoming and Inauguration	R100
vi)	Training days	R100

Parents who face financial challenges are asked to communicate with the school immediately. The Financial Office will assist.
18. **Parents of Prefects** are expected to be involved with the activities offered by the school. The school relies on the support and hands-on assistance of parents.

It is expected that parents will support the school, and require learners to observe all school rules and regulations and accept responsibility for any misbehaviour on their part.

## F. THE PREFECTS CODE of CONDUCT

The purpose of a code of conduct is to promote positive discipline, self-discipline and exemplary conduct, as learners learn by observation and experience.

The ***Prefects Code of Conduct*** is an extension of the School's ***Code of Conduct*** and should be read in conjunction with The South African Schools Act (84 of 1996).

Prefects must acknowledge, respect, protect and promote the rights of learners:

### **Every learner has the right (amongst others) ...**

- to have uninterrupted education in a safe, clean and comfortable environment.
- to non-discrimination and equality.  
(To not be discriminated against on grounds of gender, race or religion).
- to privacy, respect and dignity.  
(To be respected and to have his/her property respected).
- not to be treated or punished in a cruel, inhuman or degrading manner.
- Freedom of expression

However, learners' rights to enjoy freedom of expression are not absolute. Vulgar words, insubordination and insults are not protected speech. When the expression leads to a material and substantial disruption in school operations, activities or the rights of others, this right can be limited as the disruption of schools is unacceptable.

### **Learners also have responsibilities:**

- to attend school regularly during school hours. To follow the school rules (as listed in the *Code of Conduct*).
- To commit themselves to do their school work during classes.
- To not disturb the learning process – disruption of school is unacceptable.
- It is the privilege and obligation of every learner to protect and carefully use all the facilities and equipment.
- To respect (and submit to) a fair process of discipline.

Punishment is a corrective measure or a penalty inflicted on an offender who has to suffer the consequences of misconduct in order to maintain the orderly society of the school.

**The following statements aim to safe-guard the rights and emphasise the responsibilities of the learners of our school:**

It is **our vision** to be an effective, efficient Prefect Body that will establish and follow high standards of behaviour and to be successful and excellent in all aspects of leadership and character in our school.

It is **our mission** (in order to reach our vision) to remain aware of our responsibilities as leaders at all times and in all situations and to take appropriate and forceful action to achieve our goals. We will take to heart the mindset that discipline, honesty, fairness, loyalty and hard work will form the foundation of our success as a school. We want to help create a safe, clean and happy school that allows all its learners to perform and grow on academic and personal levels.

To realise the vision and achieve the mission of the Prefect Body, the following list of Roles and Responsibilities will apply to all appointed Prefects:

***Please turn the page.***

## **Roles and Responsibilities**

**Every Prefect of Hoërskool Roodepoort will be expected to:**

1. Maintain an excellent attendance record
2. Be dressed appropriately at all times
3. Be on time for classes and duties
4. Be respectful towards educators, school staff and learners
5. Be polite and helpful to visitors to the school as well as members of the community
6. Maintain a good academic record
7. Follow the school rules and adhere to the Code of Conduct at all times
8. Help ensure school rules are adhered to by other learners
9. Be positive, enthusiastic and approachable
10. Be well-mannered, trustworthy and responsible
11. Encourage and motivate fellow learners
12. Act as a role model for younger learners
13. Faithfully and diligently do playground duties
14. Be helpful and follow reasonable instructions from educators
15. Be able to work independently and complete tasks without supervision
16. Participate fully in school activities
17. Help organise school events
18. Attend school events when required
19. Attend all meetings as required
20. Uphold and protect the good name of the school

**Prefects must also ...**

- act against offenders by reporting incidents of misconduct and crime
- keep the school neat and tidy and encourage other learners to do the same
- protect and value the property of the school by fighting vandalism
- act against and report bullying or harassment
- help keep the noise levels in the school down
- avoid and discourage inappropriate public displays of affection
- discourage and report learners who make themselves guilty of selling unauthorised or illegal goods on or in front of the school premises.

## **We will achieve success as Prefects by ...**

- working as a team and supporting each other
- communicating clearly and positively with each other
- being resourceful and organised
- planning events ahead of time
- boosting one another's self-confidence
- building healthy relationships with those around us
- being humble and grateful children of God

The right of learners to basic education places the obligation on them to attend school regularly during school hours. Should a learner be absent his/her parent or legal guardian must notify the school to explain the absence.

## **Code of Conduct: IMPORTANT DEFINITIONS**

### **Bullying and Harassment**

Bullying and harassment include any form of mental or physical abuse, humiliation, ridicule or annoyance from one person to another. Any form or degree of harassment or bullying is prohibited in our school. A Prefect will not impose any form of cruelty, indignity, or undue hardship upon another learner.

### **Appropriate Display of Affection:**

Public displays of affection make other people feel uncomfortable. It does not matter whether it happens on or off the school grounds. Prefects who are dating must ensure that they show respect in this regard. This respect is not only for Prefects involved in the relationship, but also for other learners, teachers, admin staff, workers, cleaners and visitors to the school. The general rule is that Prefects should behave themselves as they would with a friend.

Examples of appropriate conduct are a short hug, a short kiss, and appropriate touching that includes holding hands or other innocent touching. Inappropriate behaviour includes standing too close to each other for an extended period of time, any sort of sexual relations, "deep kissing", undressing, venturing off-limits, any touching of private parts, hands beneath a partner's clothing, and lying with your head in a partner's lap. Additionally, sitting on laps or wrapping legs around one another while seated or lying down are unacceptable.

## G. THE PREFECTS CREDO and PLEDGE

1. The **PREFECT CREDO** of Hoërskool Roodepoort is a statement of the beliefs and aims which guide the actions of our Prefects.
2. The **PREFECT PLEDGE** is a solemn promise or undertaking by each Prefect to adhere to the **Credo, Code of Conduct** and **Rules** of the school.
3. A Prefect of Hoërskool Roodepoort must sign this pledge and credo to commit him-/herself to adhering to the rules, laws, requirements and expectations when it comes to performing their leadership role and performing their duties.
4. By **signing and verbally saying** the pledge and credo at the Prefect Inauguration, she/he commits her-/himself to these words. It is a powerful act that will be witnessed by the Prefect's parents, teachers, peers and friends. It brings honour and respect. It demands loyalty, integrity and commitment.

### THE PREFECTS CREDO

I hereby accept my position as a Prefect of Hoërskool Roodepoort.

I am very proud and grateful to be given the privilege – this honour – of becoming a senior learner-leader in my school.

#### **I commit myself to from now on and always ...**

- act with honesty and integrity
- be reliable, trustworthy and responsible
- remain humble, patient and kind
- work hard with selfless loyalty
- rely on God to give me strength and wisdom

## **THE PREFECTS PLEDGE**

### **As a Prefect of Hoërskool Roodepoort I hereby solemnly promise to always ...**

1. perform my duties to the best of my abilities
2. adhere to the Codes of Conduct of the School and the Prefects
3. wear my full school uniform and Prefect's badge with pride
4. maintain a high standard of cleanliness and tidiness throughout the school
5. actively participate in as many school activities as possible
6. lead by example and act as a role model for my juniors
7. be polite and courteous to my seniors
8. be kind to the vulnerable, the poor and the elderly
9. help whenever and wherever I can during school functions
10. uphold and defend the good name and traditions of my school

### **As Prefects we also promise to ...**

- i. work together as a team to achieve our common goals.
- ii. never break one another down but always encourage each other to be the best leaders we can be.
- iii. develop a hunger for success and make a real difference in the day-to-day running of the school.
- iv. practice self-discipline and humility while we serve.
- v. always represent our school with pride and honour, tolerance and courtesy.
- vi. work towards promoting discipline, peace and harmony in our school.
- vii. respect, honour and support each other, the learners and teachers in our school, other members of staff, visitors to the school as well as the members of this community.
- viii. plan, coordinate and execute our own projects to raise funds for charity
- ix. be strict in the development of a school that is cleaner, more disciplined and safe for all its learners.
- x. Actively work on new strategies to eradicate the problems like vandalism, theft, bullying as well as the consumption of harmful and illegal substances at our school.

## H. DUTIES, PRIVILEGES and RIGHTS of PREFECTS

### INTRODUCTION

- All actions taken by the prefects of Hoërskool Roodepoort should be guided by the *Code of Conduct*, the *National Schools Act* and with the endorsement, permission and support of the Prefect Guardians, the SMT, the School's Disciplinary Officer, the Principal as well as the SGB.
- The main duty of prefects is to maintain an atmosphere of friendly cooperation, peace, discipline and unity in the school.
- Prefects should serve as mentors to junior students.
- Prefects must communicate with each other on a regular basis, often without the supervision of the Prefect Guardians.
- They should act as a team to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole.
- The academic performance of Prefects may not be compromised by their duties.
- Prefects will always work in the interest of the school.

#### **Prefects have many duties and responsibilities:**

1. Acting as a direct link of communication between the learners and the teachers
2. Assisting the teachers by doing uniform and appearance inspections
3. Assisting with assemblies on the Quad and in the Hall or Kleintheater
4. Playground Duties
5. Assisting educators by reporting learners who break the rules
6. Helping at functions
7. Public relations – representing the school as ambassadors
8. Coordinate and manage the Grade 8 welcoming programme
9. Acting as mentors to juniors
10. Encourage learners to participate in sports, cultural activities and social events.
11. Setting a good example by being excellent role models

## As a PREFECT you have the right to ...

- wear the prefect badge, blazer chord and red pull-over.
- speak in front of the school during assemblies with the permission of the teacher in charge of the assembly.
- organise events on the quad and in the Main Hall or Kleinteater with the permission from and support of the appropriate educators. This could be done to inform learners about important school activities, build school spirit, promote a cause, celebrate special occasions or just to have some fun.
- order learners to adjust their behaviour to fit in with the Code of Conduct. Learners who make themselves guilty of misconduct and thereby infringe on the rights of other learners must be reprimanded and if they refuse to comply must be reported to an educator or the disciplinary officer of the school.
- ask learners to follow reasonable instructions. Examples of such instructions are asking learners ...
  - \* to wear the correct school uniform
  - \* to line up and sit down on the quad or in the hall
  - \* to move to class when it is time to do so
  - \* to help with logistical actions like moving desks, equipment, etc.
  - \* to pick up litter and clean other areas of the school
  - \* to move to areas of assembly
  - \* to keep quiet whilst an assembly is in progress
- welcome and orientate the new grade 8 learners of the school.
- direct and produce the grade 8 concert.
- organise and manage various school events that aim to raise funds for the Prefects Fund, the school or charities.

### IMPORTANT:

According to the *Schools Act*, “no learner has the right or authority to punish other learners”. This means that Prefects should not take the law into their own hands. Only teachers are allowed to contact parents, allocate demerits and assign punitive measures like detention sessions, etc.

- Prefects ARE allowed to **admonish** and then **reprimand** learners
- To "reprimand" a learner means to give him/her a formal expression of disapproval. It actually constitutes a verbal warning.

- To "**admonish**" a learner means to give him/her an earnest or friendly warning. The Prefect has the right to talk to any learner about his/her appearance, behaviour and attitude. All learners are supposed to listen to the advice and counsel from the Prefects.
- To "**reprimand**" a learner means to give him/her a formal expression of disapproval. It implies a severe, often public or official warning.
- Prefects have the right to observe, note, discuss, and **report** the misconduct of other learners.
- Prefects must use the applicable **report forms** and channels of command to report the misconduct of fellow learners to the teachers on playground duty or the Prefect Guardians.
- The Prefects' Daily Management Team (DMT) should **report** misconduct to the Head Prefects and they, in turn, should report to the appropriate educators.
- **Petty problems** like arguments between learners should always be handled by the Prefects and should not be unnecessarily be reported to the teachers.

### **HOW PREFECTS should HANDLE MISCONDUCT by OTHER LEARNERS**

- No learner may assign or allocate demerits to another learner. Only educators are allowed to enter merit or demerit points into the school's system.
- A very clear channel of command and reporting should be adhered to.
- Prefects must be able to request that demerits are assigned by educators to learners who do not adhere to school rules.
- This request will be made through a specific reporting document ("slip") that must be signed by the Prefect and a witness.
- Head Prefects must approve and sign the slip.
- Head Prefects must hand in these report slips to their Prefect Guardians.
- The Prefect Guardians will investigate the matter at hand thoroughly and will follow the disciplinary system of the school.
- If necessary, the Prefect Guardians will enter the demerits into the school's online demerit system. FEEDBACK must be given about action taken.
- A summary of demerits (or merits) allocated from reports by prefects must be delivered to the Discipline Head on a regular basis.

In cases where a learner cannot adjust to the school and where his or her behaviour is objectionable in that it violates the rights of others, an educator has the obligation to refer such a learner to the principal and to inform the learner's parents and the school governing body.

## **DUTIES:**

1. Weekly **duties** should be worked out in the form of a timetable by the Head Prefects.
2. Prefects will be expected to help hand out books and run the book stores.
3. The recommended **DUTY AREAS** are as follows:
  - A. Quad Area
  - B. M-Zone
  - C. Junior Bathrooms
  - D. Small Theatre
  - E. Area in front of 3-storey building
  - F. Reception and two storey building
4. Prefects should be allowed to be off duty at least one day per week.
5. Duty points should be rotated fairly.
6. Prefects should link up with teachers on playground duty – please see Mr Spies for details. Prefects should NOT be alone when they are on duty – there should be a teacher in the vicinity.
7. Prefects must write a weekly report and hand it in to the Head Prefects.
8. The Head Prefects must give a summary report to the Prefect Guardian that is on duty that week. Please discuss this with Mr Breytenbach.
9. Reports should include the following information:
  - \* Day, date, area
  - \* Name of prefect(s) on duty.
  - \* Incidents or problems observed.
  - \* Names of learners who broke the rules (a full report is required).
  - \* Names of Prefects who did NOT do their duty.
  - \* Recommendations and/or Comments.
  - \* Signatures.

# I. DISCIPLINARY PROCESS

## INTRODUCTION

Prefects are very unique learners who have been specially selected because of their extraordinary attributes and exemplary behaviour. Their contribution to the school is valued very highly and they represent the very best that a school has to offer in terms of its purpose to produce well-rounded characters – successful young adults who are ready to take on the world.

This is why it is so very disappointing when a Prefect makes her-/himself guilty of misconduct in- or outside our school's environment.

There really is a huge “magnifying glass” that is constantly being pointed at every Prefect. As soon as a Prefect makes a mistake (and we all do) it is as if an alarm goes off and everyone in the school takes notice.

Prefects are therefore encouraged to be very careful and conscientious at all times when it comes to their behaviour and general conduct as senior leaders.

**The following is a list of the possible disciplinary actions that will be taken if a Prefect is accused of misconduct in terms of the Codes of Conduct of the school and this Policy Document:**

1. The Head Prefects have the right to address the misconduct of the Prefects.
2. Prefects should warn each other when a transgression is possible. When a Prefect sees another Prefect doing something wrong, he/she must report it or risk making him-/herself guilty.
3. All prefects are also learners in the ordinary sense of the word and therefore have the same rights and responsibilities as all the other learners in the school.
4. Prefects who are disciplined through the school's process will face serious repercussions and disciplinary action within the Prefect Corps.
5. Prefects will receive a verbal warning when the Code of Conduct has not been adhered to. All warnings will be noted in the Prefects File.
6. Prefects who break the rules again will be given a first formal (written) warning that they must sign.
7. If a Prefect continues to display the same negative behaviour, a second formal (written) warning will be issued. He/she must sign and show it to their parents.

8. The next step is an internal hearing that will be attended by the Prefect Guardians, The Head Prefects as well as other members of staff (like the Head of Discipline) or other members of the SMT and/or the Principal.
9. **The results of the internal hearing (if a learner is found guilty) could include the following consequences:**
  - a) Temporary suspension from the Prefect Corps
  - b) Parents will be contacted and informed of the misconduct
  - c) Detention
  - d) An apology in front of the learners involved, educators and SMT
  - e) Voluntary community service (e.g. cleaning classrooms etc.)
  - f) Temporary suspension from school pending another hearing
  - g) Any other reasonable and legally allowed measures deemed necessary by the chairperson of the hearing or the Head of Discipline and/or the Principal
10. **Serious and repeated offences will result in the Prefect being asked to attend an external hearing accompanied by his/her parents.** This meeting will be chaired by the Head of Discipline of the school. The Head Prefects, Principal, Deputy Principal, assigned members of the SMT, Prefect Guardians as well as other witnesses may also be asked to attend.
11. The results of the external hearing (if a learner is found guilty) could include one or more of the following consequences:
  - h) All or any of the consequences (a to g) mentioned in point 9 above.
  - i) Permanent expulsion from the Prefect Corps
  - j) Legal action
12. **IMPORTANT:** School honours, colours and badges remain the property of the school and it is the prerogative of the Principal to rescind a learner's privilege to wear these symbols.  
**If a Prefect is expelled from the Prefect Corps he/she ...**
  - i) Must hand in his/her Prefect badge. The badge is a powerful symbol and will remain the property of the school.
  - ii) Hand in his/her blazer so that the Prefects chord can be removed at the learner's own expense. Once the chord has been removed the learner's blazer will be returned.
  - iii) Will no longer be allowed to wear his/her red pull-over. If an expelled Prefect refuses to comply and insists on wearing this (or any other Prefects symbols/emblems) he/she will forfeit that object and it will be confiscated.

Learners who refuse to cooperate in this regard will face further disciplinary action.

13. Learners who have been temporarily suspended or permanently expelled from the Prefect Corps may lose the privilege to be named as Prefect in their letter of recommendation after completing their grade 12 year.

## **J. FINAL COMMENTS**

- The author wishes to thank all the Prefects (past and present) for their commitment and service to our school.
  - Thank you also to the Principal, the teachers, parents, the SGB, other members of staff, the learners as well as members of our community and officials from the Department of Education who support the successful management of Hoërskool Roodepoort.
  - May we, with help from Above, continue to build a school that we can all be proud of and remember for the rest of our lives.
  - Long live ROODIES!
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