



SOUTH AFRICAN COLLEGE HIGH SCHOOL

CODE OF CONDUCT / SCHOOL RULES AND REGULATIONS

A learner at the South African College High School should at all times strive to adhere to the following **CODE OF CONDUCT**, and maintain the good name of the school by following the rules and regulations outlined herein.

CODE OF CONDUCT

1. RIGHTS OF A PUPIL AT SACS

- to have uninterrupted education
- not to be bullied or mocked
- to express his opinion and question authority with due respect
- to be respected, and to have his property respected
- to confidentiality when talking to a teacher
- to have access to Senior Staff about any matter
- not to be discriminated against on grounds of race or religion

2. RESPONSIBILITIES OF A PUPIL AT SACS

All pupils must:

- adhere to the school code of conduct
- uphold the good name of the school at all times
- protect each other's rights
- respect staff and each other, and their property/possessions
- be self-disciplined and responsible for actions
- act against offenders by reporting incidents of misconduct
- own up when wrong, and accept punishment
- help enforce all school rules
- honour their commitments
- respect, teachers, prefects and seniors
- keep the school neat and tidy
- not destroy/deface/vandalise school property
- support the school in all spheres
- show sportsmanship at all times (on and off the field)
- support fellow pupils and encourage school spirit
- be friendly, polite and helpful to outsiders on school campus
- mark and label personal possessions
- earn respect by their actions
- be punctual at all times
- attend school every day, except when sick

R U L E S

1. CLASSROOM BEHAVIOUR

All learners must:

- line up outside a classroom before a lesson
- enter and stand quietly until greeted by the teacher
- Take books out after teacher has greeted class
- be quiet and attentive when teacher speaks
- have respect for teacher and fellow pupils
- stand when an adult enters the room
- have the right to voice personal opinions and answer in turn
- ensure that a class representative is sent to look for a teacher when not present
- be punctual, particularly after breaks
- not be sent out of a class during a lesson, except if sent to the office
- keep classrooms clean and tidy, and not vandalise classroom property.
- strive for excellence in the classroom, and encourage a learning atmosphere.

2. ACADEMIC WORK

- Learners must accept and meet the challenges set by the teacher.
- Learners must be responsible for their own academic progress.
- There should be a 50% pass mark for the first three terms.
- Homework and test timetables must be adhered to by teachers.
- Homework/assignments should be an extension of the work done in class, and must be completed with due care and effort.
- Homework defaulters should be appropriately punished.
- Repeat offenders (i.e. more than three times) should be sent to Friday/Saturday detention.
- Daily report should be given to repeat homework offenders as well as those who fail to achieve 50% in exams throughout the year (at discretion of Tutor and Head of House).

3. UNIFORM

- School uniform must be worn with pride at all times.
- Prefects are to check uniforms after each assembly.
- A defaulter's slip is necessary for any uniform problem.
- School bags must be the official SACS school bag and only owner's name/initials to appear on the outside.
- Full Blues blazers can be worn at anytime.
- On Fridays and Mondays SACS-related ties can be worn in lieu of school ties.
- The only peak caps permitted with any items of SACS sports uniform are SACS peak caps. Peak caps are not to be worn with the normal school uniform.
- Cellphones are ordinarily not permitted between 08h00 and 15h00, except if permissioned for academic purposes.
- Boaters are to be worn on the designated occasions.

4. HAIR AND APPEARANCE

- Hair must be clean, neat and tidy, out of face, off ears, off collar and not attention attracting.
- No unnatural hair colours (i.e. no peroxidizing/dying or styling).
- Hair not be worn in a manner that attracts undue attention.
- Side-burns allowed to the beginning of the ear hole.
- Boys must be clean-shaven.
- Teachers/prefects can tell pupils to cut hair at anytime - at their discretion.
- No piercings or tattoos are permitted.

5. SPORT / ON THE SPORTSFIELD

- It is a pupil's responsibility to play sport, and to support sporting occasions.
- Learners must show sportsmanship at all times, both on and off the field, and must always uphold the name of the School.
- Learners must always attend practices.
- Learners must check notice boards frequently and tick names where necessary.
- Learners to excuse themselves from practices/fixtures in good time so that replacements can be found.
- Correct sporting uniform must be worn at all times.

6. CORRIDORS

- Learners must walk on the left.
- Noise must be kept to an acceptable level.
- No eating in the corridors.
- No running/fighting/fooling around in the corridors.
- Learners may not go to notice-boards/lockers between periods.
- Headmaster's corridor: silence at all times.

7. TUCKSHOP

- Learners must line up at counters in an orderly fashion.
- Learners must ensure that tuckshop is kept neat and tidy at all times.
- Matric tuckshop committee has right to use offenders to do final clean-up at end of break.
- Continued rudeness/mess/noise will be punished by being suspended from the tuckshop.
- Matrics to have a separate queue at lunch-breaks.

8. THE HALL

- Treat the hall with the utmost respect.
- No eating or drinking in hall at any time.
- Matrics only are allowed in the gallery.
- The hall and foyer are off-limits except on assembly days and for other functions (unless: music pupils, by arrangement with Music Staff.)
- Only Matrics can leave and enter hall via the foyer on assembly days.
- Learners must be silent in the hall before assembly.

9. TRANSPORT / TRAVELLING TO AND FROM SCHOOL / COMMUTING

- Behaviour to be impeccable at all times.
- Correct full uniform to be worn neatly and tidily.
- Learners must leave school in full school uniform or in full tracksuit after sport - no practice togs.
- Day boys living close to school may go home during lunch- breaks provided they have a letter from parents.
- Learners with licences may apply for special permission to drive to school. No vehicles, however, may be driven or parked on the campus.

10. OUT-OF-SCHOOL BEHAVIOUR - NON SCHOOL-RELATED ACTIVITIES

- When not in school or on school campus, learner behaviour is subject to parental discretion and authority. In the case of learners over the age of 18 years the learner is responsible for his own behaviour.
- However, any behaviour out of school – and out of uniform – that brings disrepute to the school, constitutes a contravention of any law or a transgression of school policy will be punished by the school.
- In particular, so as to protect the reputation and dignity of the School and the learners, no learner, irrespective of age or whether out of uniform, is permitted to frequent for the purpose of consuming alcohol the licensed premises close to the School. Given the proximity to the school of these establishments, this rule is deemed necessary to avoid any allegations of disgraceful, improper or unbecoming conduct on the part of ANY learner who would inevitably be identified by the community as a SACS learner.

11. OUT-OF-SCHOOL BEHAVIOUR - EXTRA-MURALS

- Wherever/whenever a learner is wearing his school uniform, or is at any school-organized activity whether in uniform or not, including sports or other extramural tours, or is on the school campus, he must act in a manner which promotes the high standards of the school.
- No smoking, drinking of alcohol, or bad behaviour is permitted, including any conduct which will harm the school's name or bring it, or potentially bring it, into disrepute.
- When watching school sport or other extra murals, full uniform or full tracksuit or that specific sporting gear must be worn.

12. GENERAL BEHAVIOUR

- Boys arriving late to school must report to the Secretaries.
- Absentees: When absent, a learner must bring a letter explaining absence on his return to school. (Note: When missing an exam, a doctor's certificate is required.)
- Permission to leave school early must be obtained from the Deputy Headmaster concerned. (Note: Driver's licence tests may not be taken during school time.)
- Lockers:
 - Must be kept in good condition.
 - Learners may only go to their lockers before or after school, or at breaks.
 - Learners must keep away from other learner's lockers.
- Bicycles:
 - must be locked in the designated bicycle area.
 - boys must not tamper with bicycles/motorbikes.
- Learners not allowed to play on the Memorial and De Villiers Fields at breaks.
- No running, eating, or walking on the grass, in the Major Quad.
- When the "Last Post" is played, pupils are to stand in silence.
- Learners are responsible for picking up any litter they see around the school - and will be punished if caught littering or ignoring litter.

13. MATRIC RIGHTS/PRIVILEGES

- Sitting in hall gallery at assemblies.
- Matric area
- Special lockers/relaxing area next to prefect's room
- Minor quad for use by matrics only at short-break and lunch-break.
- Matric committees - with rights of disciplining in these areas
- Matrics have right to discipline juniors by referring an offender to a prefect
- Matrics must set the example for the rest of the school to follow.
- Purchase of Matric tie and top.

