



## THE SOUTH AFRICAN COLLEGE HIGH SCHOOL (SACS) CODE OF CONDUCT

### 1. Philosophy and General Guidelines

- 1.1. SACS is committed to providing a disciplined environment for the delivery of quality teaching and learning. The School believes that the only discipline of real significance is that which the individual imposes upon himself. This Code is therefore not a set of measures for punishment, but aims to create a culture of positive behaviour based upon a sense of personal responsibility for one's own conduct. 'Unbecoming conduct' or behaviour refers to the conduct that is contrary to the public interests, or which harms the standing of an institution in the eyes of the public. It is not appropriate, attractive, or flattering including unbecoming dress and not in accord with the standards implied for the role or position of a learner.
- 1.2. SACS welcomes and embraces boys of all races, faiths, cultural backgrounds and sexual orientation. This Code is premised on the School's commitment to the ideals of a non-discriminatory and democratic South Africa. It is guided by the School's aspiration to create a community that is inclusive, diverse, and transformed, with learners who subscribe to the values of respect, equality, honour and integrity.
- 1.3. The Code of Conduct applies to all learners while on the School premises or off the School premises where the learner is representing or attending a School function. Where a learner is in their parent's or guardian's care, the School reserves the right to act should reputational damage be done to the name of the School.
- 1.4. The objectives of the Code can be achieved where the primary stakeholders of the school (learners, educators, school management and parents) play their unique roles. This requires a common understanding of their rights and responsibilities. The common understanding of what constitutes [the rights and responsibilities of the primary stakeholders](#) is hereby outlined. The [responsibilities of other key stakeholders](#) may be found here.
- 1.5. SACS is founded upon a culture of student leadership and responsibility. Student leaders are expected to be role models and facilitate an environment of cooperation and discipline through which learners respect and observe the Code. The details of the [responsibilities of different leaders among the learner community](#) are hereby outlined.
- 1.6. The Code should be read in conjunction with the following:
  - 1.6.1.1. Relevant statutory and subsidiary legislation pertaining to access to quality education without discrimination, including the provision of education. [Regulations](#). [WCED Guidelines](#). [Dept Basic Education guidelines](#).
  - 1.6.1.2. [The SACS vision and mission and values](#).
  - 1.6.1.3. All applicable School policies that regulate the behaviour of the learner.
- 1.6.2. The administration of the Code of Conduct shall be the responsibility of the Disciplinary Committee of the School Governing Body.

## **2. Rules and Application**

### **2.1. General Behaviour**

2.1.1. Learners at School are to be courteous and considerate towards each other and all members of staff and visitors to the School. No learner should disrupt the learning activity of others or cause physical or emotional harm.

2.1.1.1. Bullying is not tolerated and refers to all behaviour to hurt or exclude another child and involves deliberate use of aggression; unbalanced power relationship; and causing physical or emotional pain. 'Bullying behaviour' includes physical, verbal, written, social or relational intimidation, harassment or victimisation.

2.1.1.2. 'Hate speech' is not tolerated and means speech or writing that is intended to insult, offend, or intimidate a person or group because of some trait including but not limited to race, religion, sexual orientation, national origin, or disability.

2.1.1.3. 'Racism' is not tolerated and means prejudice, discrimination, or antagonism directed against someone or a group of people of a different race to distinguish it as inferior or superior to another race or races.

2.1.1.4. 'Offensive material' is not tolerated and means any published or broadcast content that is likely to be upsetting, insulting, or objectionable to some or most people.

2.1.1.5. 'Assault' is not tolerated and refers to words or conduct intended to put another person in reasonable apprehension of an imminent harmful or offensive contact.

2.1.1.6. 'Fighting' is not tolerated and refers to displaying or engaging in violence, combat, or aggression including the exchange of physical blows or the use of weapons.

2.1.1.7. The School is a place of safety where laws pertaining to public spaces are applicable. No dangerous objects or illegal drugs may be brought onto and/or used on the School property unless authorised by the Principal for educational purposes. 'Dangerous object' means: any explosive material or device that may be employed to cause bodily harm, damage to property, or to render a person temporarily paralysed or unconscious. 'Illegal drug' means an unlawful substance that has a psychological or physiological effect. The smoking of cigarettes and e-cigarettes, consumption of alcohol or drugs is not permitted on School premises or during any School activity.

2.1.1.8. Political activities during school time are prohibited including the display or distribution of associated materials unless such party-political material is related to the curriculum at the school.

2.1.1.9. When not in school or on the school campus, learner behaviour is subject to parental discretion and authority for non-school-related activities. However, learners may not say or do anything that will discredit themselves or the School. Any behaviour that brings disgrace to the school in terms of a contravention of school policy, will attract disciplinary consequences.

### **2.2. School and Class Attendance**

2.2.1. Parents/guardians, learners, educators, staff and the SGB are jointly responsible for ensuring that all learners attend School.

2.2.2. All learners will attend assembly for the full duration thereof.

2.2.3. Any learners arriving late to school must report to the Secretaries.

2.2.4. Truancy from School is prohibited. Learners absent from school must bring a letter to their tutors explaining their absence. Absence for three (3) days or longer must be supported by a letter from a medical doctor.

- 2.2.5. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
- 2.2.6. Permission to leave school early must be obtained from the Deputy Headmaster concerned. No learner may leave the School during School hours without communication from a parent/guardian requesting the release of their child and an exit note from the Deputy Principal/Principal.
- 2.3. Classroom Conduct
- 2.3.1. Classes should start no later than 3 minutes after the bell signalling the end of the previous period or end of break. Learners are expected to be punctual and upon entering the classroom should quietly stand at their allocated desk awaiting the teacher's instructions. A class representative shall be sent to look for a teacher when s/he is not present while all learners remain seated quietly at their desks.
- 2.3.2. During lessons learners are expected to raise a hand to speak, work quietly and conscientiously, and wait for the teacher's instruction at the end of a lesson.
- 2.3.3. In the class environment the following behaviour is expected of learners: property is not to be vandalised, papers are not to be left on the desks upon departure from the classroom, no eating is permitted in any room, seating plans are to be maintained, and learners are to encourage a learning atmosphere.
- 2.3.4. Between lessons, learners should move quickly and quietly in single file keeping to the left-hand side of the corridor. They should use the quickest route to the next classroom avoiding all distractions. At break and at the end of the day, all pupils are to vacate the classrooms ensuring that all litter is picked up and placed in the refuse bin.
- 2.3.5. Teachers are to ensure that discipline is maintained, and learners are to comply with further instructions teachers may issue to facilitate a suitable learning environment.
- 2.4. General Appearance
- 2.4.1. Learners are expected to abide by the School Rules with regard to appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School.
- 2.4.2. Hair must be clean, neat, tidy and well groomed. It should be brushed or combed. No unnatural hair colours, dyes or bleaches are permitted. Hair should not draw undue attention or make a fashion statement. Hair may not be too long or have too much volume – it may not reach the collar, eyebrows or ears. Hair may not be too short - not less than a no. 4, unless cultural norms apply. No braiding, plaiting, spiking, undercuts or steps allowed. Hair must blend in uniformly. Sideburns may reach halfway down the ear. Teachers or Prefects at any time and at their discretion, can tell learners to cut hair in compliance with this clause. If, at the start of term, a boy returns to school with hair that does not conform to school rules, he will be sent home to have it cut.
- 2.4.3. Learners must be clean-shaven.
- 2.4.4. Fingernails must be kept trimmed short and clean. No earrings, jewellery, accessories, coloured contact lenses or visible tattoos are allowed.
- 2.4.5. Boarders must comply with additional rules specified by their boarding houses regarding times of shaving, appropriate attire and the times it is to be worn, general hygiene and personal appearance.
- 2.5. Uniform
- 2.5.1. School uniform must be worn with pride and only the [official school uniform](#) worn at the designated times specified, is acceptable. Learners are to ensure their uniform is marked. Prefects will inspect learners for any uniform deviation.

- 2.5.2. Only learners who have applied and received the necessary permission from the School Governing Body, may deviate from official School uniform for religious and cultural reasons as contemplated in the Accommodation of Religious or Cultural Rights in this Code.
  - 2.5.3. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat.
  - 2.5.4. Boarders must comply with additional rules specified by their boarding houses regarding appropriate clothing to be worn.
- 2.6. Academic Programme
- 2.6.1. Learners must meet the challenges set by the teacher and will be responsible for their own academic progress.
  - 2.6.2. Homework and test timetables must be adhered to and work completed with due care.
  - 2.6.3. A doctor's certificate is required for any formal assessment missed.
  - 2.6.4. Students wishing to apply for a change in subjects, must comply with the relevant procedure which will entail their parent/guardian submitting a written application to the Headmaster. The Headmaster will notify the learner on the success of his application.
- 2.7. Extracurricular Activities
- 2.7.1. School Extra-Curricular activities form a valuable and integral part of the holistic education of every learner. All learners are expected to participate in at least one (1) sport, cultural and/or service activity per term. Once a learner has committed to an activity, attendance is compulsory. Involvement in an activity will span the entire season/duration in which that activity takes place.
  - 2.7.2. The learner is expected to adopt the correct etiquette pertaining to the specific activity always. Appropriate kit/ uniform will be worn to practices and inter-school fixtures. When not worn, sports and other kit must be carried in the appropriate sports bag.
  - 2.7.3. Learners must attend practices and missing a practice without a valid excuse in writing from the learner's parents may result in consequences. It is the responsibility of the learner to check notices on the times and dates of practices and matches, and to excuse themselves in good time when they cannot attend.
  - 2.7.4. Learners must always show sportsmanship both on and off the field.
  - 2.7.5. Each learner is assigned a House and must comply with his respective House rules, which will include (but are not limited to) the distinctive attire to be worn and when. Participation in inter house events is compulsory and will attract rewards and recognition. It is the learner's responsibility to check their house's respective notice boards for the purposes of knowing what events are scheduled.
- 2.8. Travel and Transport
- 2.8.1. Impeccable behaviour is demanded when travelling whether to and from school, general commuting in public, private, or school transport and other modes.
  - 2.8.2. Correct full uniform to be worn neatly and tidily when commuting in public, private, or school transport and other modes or occasions for travel.
  - 2.8.3. Learners may not hitchhike while in school uniform (formal or sports uniform).
  - 2.8.4. Learners with licences may neither drive or park on the campus.
  - 2.8.5. It is the responsibility of parents/guardians to be aware of when their son/ward may need to travel by public transport from time to time in order to get to and from sport. Learners are encouraged to travel in pairs.

- 2.8.6. Boarders are not permitted to have a car and only adult designated drivers may transport a Boarder. No SACS student or student still at school may transport a boarder.
- 2.8.7. Boarders will be expected to comply with additional rules specified by their boarding houses regarding travel and transport.
- 2.9. Technology
- 2.9.1. Learners must familiarise themselves with the [Social Media Policy](#) and [Information Communication Technology \(ICT\) Policy of SACS](#) and the examples of unacceptable uses that are referenced in the said policies.
- 2.9.2. Usage of computers in the computer room is for constructive means only during the week. Computers must be used, booked and returned in accordance with the relevant provisions of the ICT policy. No eating, drinking, or vandalizing any of the computer equipment is permitted. Additionally, no learner may delete or copy files onto the hard drive and/ or change the settings of the hardware setup. Learners are required to report any damage to equipment used.
- 2.9.3. Boys are reminded of their responsibilities as digital citizens when using Social Media. Disciplinary consequences may apply when learners fall short of the mark. Learners are expected to take note of the relevant provisions of the ICT policy with regard to private and public online platforms.
- 2.9.4. Boarders will be expected to comply with additional rules specified with regard to the possession, use, movement and safekeeping of personal computers, cell phones and all other technological devices.
- 2.10. Corridors, Tuckshop and the Hall
- 2.10.1. Learners must walk on the left keeping noise at an acceptable level. Eating along the corridors is prohibited.
- 2.10.2. All learners must line up in an orderly fashion when purchasing items from the Tuckshop. It is the responsibility of learners to ensure that the Tuckshop is always kept neat and tidy. Rudeness and disruptions will result in learners being punished or suspended from the Tuckshop.
- 2.10.3. Everyone is to treat the hall with the utmost respect. No eating or drinking in the hall is permitted. The hall and foyer are off-limits except on assembly days unless arrangements have been made for music learners by Music Staff. Learners must always talk quietly in the hall, and be silent as soon as the first teacher enters at assembly
- 2.11. Boarding Houses
- 2.11.1. Each boarding house will have specific rules with respect (but not limited) to the expectations of boarders during different activities and permissible conduct in and out of the dormitories. A copy of these rules will be supplied to the learner upon admission to the boarding house. It is the responsibility of each boarder to familiarise themselves with these rules and adhere to them.
- 2.11.2. The Boarding House is a shared space of learners from diverse backgrounds. Interactions between boarders must be respectful and accommodative of the unique intersectional personality that each boarder brings in terms of their race, religion, culture and sexual orientation. The School will not tolerate any disrespect, exclusion or discrimination of a learner on account of his race, religion, culture and sexual orientation.
- 2.11.3. All staff assigned to the boarding houses must be treated with great respect. The staff in their different capacities are responsible for ensuring compliance with the rules set out above.
- 2.12. Privileges and Student Leadership

- 2.12.1. Matrics have rights and privileges in relation to their enjoyment of specific areas in the school and wearing of certain attire. In addition, Matric boarders are entitled to additional privileges outlined in the boarding house rules.
  - 2.12.2. Matrics are expected to set an example to the rest of the School and will have the right to refer learners that infringe on this Code to a prefect.
- 2.13. Accommodation of Religious or Cultural Rights
- 2.13.1. Religious and cultural practices that do not infringe on the laws of South Africa will be accommodated as a deviation from the Code where the following conditions are met:
    - 2.13.1.1. The learner, assisted by the parent, applies in writing for a deviation specifying the rule in this Code that is offensive to the learner's religious or cultural rights as protected by the Constitution.
    - 2.13.1.2. The proof of membership to the religious or cultural practice.
    - 2.13.1.3. The provision of a reasonable interpretation of the religious or cultural practice, how it deviates from the Code, and how the School can accommodate the same.
  - 2.13.2. The SGB must consider the application and, if it is satisfied, the application will be granted in writing
  - 2.13.3. Permitted deviations must be based on core religious beliefs and cultural practices on a permanent basis and that are compulsory for the learner to comply.
  - 2.13.4. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed and the conditions under which such deviation will be applicable to the learner.

### **3. Disciplinary System**

- 3.1. Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 7 offences are the most serious. See [Levels of Consequence](#) for a list of the offences making up each of the Grades.
- 3.2. Boarders are expected to be versed in the additional rules specified by their boarding houses and the specific boarding house disciplinary system where those rules are infringed. A copy of the rules and the system will be supplied to the learner upon admission to the boarding system.
- 3.3. All offences requiring a disciplinary hearing shall be in accordance with a [prescribed procedure](#), which is based upon the fundamental right to a fair and reasonable hearing. The steps to be followed prior and during the hearing are outlined hereby.

### **4. Amendment and Revisions**

- 4.1. This Code of Conduct replaces all previous versions.
- 4.2. This Code of Conduct may be reviewed, and new versions will be made available through the SACS communication platforms.
- 4.3. It remains the responsibility of the stakeholders to remain current on the full contents of the Code of Conduct.