

# Code of Conduct

# A

## Preamble

Sandton Group of Schools Boarding is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners and teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

The Boarding House Code of Conduct spells out the rules regarding learner behaviour in the School boarding facilities and describes the disciplinary system to be implemented by the School concerning transgressions by learners.

Sandton Group of Schools

All boarding learners are subject to the rules and procedures outlined in the school's Code of Conduct.

# B

## Boarding House Rules

For an individual to enjoy the privileges of a community, club or institution, he or she must abide by the rules and norms of that body. When a child enters Sandton Schools Boarding, he or she automatically becomes a member of our boarding community. Rules and regulations exist to encourage the highest possible standards of behaviour and to enable the Sandton Junior Boarding community to run as smoothly as possible. Underpinning any system of rules and regulations must be common sense, decency and concern for the well-being of others. Sandton Group of Schools pupils are expected to recognise the need to behave in a way which graces the school, wherever they are.

# 1

## General Principles

- The basic rule is that no-one may disrupt boarding life.
- Discipline is important. Self-discipline is preferred, but if anyone is incapable thereof, the school must provide the necessary procedures to enforce discipline.
- Respect must be shown for the needs and interests of others.
- It is the collective responsibility of all to ensure that all school facilities are adequately and properly cared for.
- No form of intimidation, political or otherwise is allowed.
- No learner has the right at any time to behave in a manner that will cause another learner physical or emotional harm.
- 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. Learners may not say or do anything that will discredit themselves or the School.



# 2

## Preparation Room Rules

Prep takes priority over ALL other activities. Any arrangement to miss prep is at the discretion of the housemaster. (If academic work is not satisfactory do not expect a sympathetic hearing i.e. learners may have to forfeit extramural activities).

If for any reason (choir, soccer, hockey etc) learners are not in the Preparation Room during prep times, they must sign out in the signing out book.

During Prep the following (amongst others) arrangements apply:

- Learners must be seated at their desks doing work or reading an approved novel (no magazines)
- Doors unlocked
- Doors open
- No music
- Cell phones switched off and placed in cupboards
- No "group" prep except by arrangement with duty master
- No walking around (looking for books, asking questions etc.)

# 3

## Dining

- It is compulsory to attend all meals
- Correct dress as per the school's code of conduct must be worn
- It is expected that all learners will display the correct manners in the dining hall at all time.

# 4

## Valuables and Personal Belongings

- The School will not be held responsible for theft of or damage to personal belongings on Boarding premises (e.g. cell phones, bags, books and clothing).
- Learners should avoid bringing cell phones, large sums of money and valuables to the boarding house.
- Learners are allowed to personalise their living spaces but in doing so they acknowledge that it is done at own risk.
- We advise that learners keep valuables locked away at times when not in use.
- Learners need to adhere to the code of conduct regarding cell phones and tablets or face losing privileges.



## General Rules

- All learners are expected to co-operate in maintaining the attractive appearance of the house. Above all, this would include an active participation in the prevention of littering.
- Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited.
- Theft of School and private property is also prohibited.
- Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
- The learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
- Language that is seen as pejorative, discriminatory or racist is prohibited.
- Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
- All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
- The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct himself in a manner befitting someone in authority. We will respect the rights of other learners and will not abuse such authority bestowed upon us through our position.
- The carrying, copying and/or reading of offensive material is prohibited.

## NOTE:

Good manners are important at all times. We stress the basic courtesies of boys to girls and pupils to adults. This includes the customary greetings and assistance to each other and our visitors. Lack of manners, including veiled insolence, snide comments and rudeness will not be tolerated.



# C

## Disciplinary System

All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the boarding house. This system uses order marks which are awarded when a learner transgresses. Once the learner has fulfilled his or her obligations with regards to punishment the order marks are reversed. The houseparent will deal with some offences as a disciplinary committee in the first instance. Appeals against any sanction imposed by a houseparent sitting as a disciplinary committee in the first instance, may be made to the Head of School. The serious offences listed in point 2 below will be dealt with by a disciplinary hearing commission (see point 4 below). Appeals against sanctions imposed by this committee may be made to the owner of the school.

# 1

## Serious Offence

In addition to the list of offences listed in the school's Code of Conduct, the following offences are regarded as serious in the boarding house. This list is not limiting and other offences that are regarded as serious by the school disciplinary system will be dealt with in the same way.

- "Bunking out" of the boarding house.
- Leaving the boarding house without signing out.
- Presenting false information to his housemaster about the learner's or another learner's whereabouts.
- Damaging or defacing any part of the boarding house.
- Continuous infringement of boarding house rules.

# 2

## Suspension from the boarding house

- The Head of School may institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence.
- Before a learner is suspended, the learner and his parents must be given an opportunity to indicate why the suspension should not be considered.
- The disciplinary proceedings must commence within one (1) week after the suspension.
- This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.



## Disciplinary Hearings

The following official forms will be used for misconduct and disciplinary hearings:

- Written warning
- Final written warning
- Notice of disciplinary hearing
- Record of disciplinary hearing
- Review form (lodging of appeal)
- Written notice of a disciplinary or tribunal hearing will be given at least five (5) School days before the hearing, which could imply temporary suspension from classes, excluding formal scheduled tests and examinations which count towards the year mark.
- When a notice is issued to a learner the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
- Should a learner not attend the hearing at the specified date and time, the school may, after a reasonable enquiry into such nonattendance, proceed in his absence.
- A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.
- A learner has the right to request a review of the disciplinary action taken against him if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.
- The Disciplinary Hearing Commission will consist of the following members:
  1. The School Principal or Discipline Officer delegated to oversee this function who will when necessary provide guidance on the procedure to be followed (this person may not be the complainant);
  2. A teacher or houseparent
  3. The hearing will also be attended by the learner, and any other learner he may need for his defence.



# 4

## Disciplinary Measures

Disciplinary measures that a Disciplinary Hearing Committee may impose include:

- Community Service
- Suspension from School and or boarding house for a minimum of two days up to a maximum of five (5) days, ratified by the Sandton Group of Schools CEO, to be effective immediately.
- Recommendation with respect to counselling/ attendance of a life skills programme.
- Progress monitoring process initiated for a minimum of two (2) weeks, followed up with a progress report.
- A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.
- Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.
- Recommendation to the Sandton Group of Schools CEO that a learner be permanently excluded from the boarding house.

# 5

## Guidelines for punishment

Punishment and the process by which it is imposed must be:

- Fair
- Reasonable
- Appropriate (not only to the offence but also to the child and the school community)
- Relatively immediate
- Acceptable having regard to the Bill of Rights and the ethos of the school community
- Consistent

Disciplinary action taken by the school should be as "transparent" as possible. Effective discipline demands effective communication between the disciplinary structures, the staff and the pupils and the parents. Written reasons must be furnished at the request of parents. Nothing in this Code detracts from the desirable approach that disciplinary matters be resolved by way of counselling and/ or other less formal methods. The CEO may formulate and adopt a policy regarding pardon for and expungement of records of punishment after consultation with the educators, parents and learners of the School. The rights of parents and learners to appeal against convictions of learners and/ or the imposition of punishment for misconduct are set out in the Code of Conduct.



# D

## Learner Commitment

### Sandton Group of Schools Boarding

I, \_\_\_\_\_, a learner at Sandton Group of Schools, understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System.
- Behave in a courteous and considerate manner and respect other learners all members of staff and visitors to the School.
- Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- Take responsibility for my learning by attending classes regularly and punctually and completing all my assessment tasks on time.
- Cooperate with my teachers and other School staff.
- Assist in making the School a safe place for all.
- Seek help if I need it.
- Let the School know if I feel my rights have been infringed, or if I experience any other difficulty.

### SIGNATURES:

LEARNER

PARENT / GUARDIAN

DATE

