



## Code of Conduct

The objective of formulating the Code of Conduct is to clarify and formalise the conduct rules and regulations that pertain to teachers, parents and students.

### 1. Purpose

- 1.1 The purpose of the Code of Conduct is to create an environment on the campus in which the rights of teachers, students, staff and parents are respected so that effective teaching and learning can take place at all levels.
- 1.2 The Code of Conduct aims to also assist with the maintenance of good conduct and discipline at Abbots College in order to create a culture of mutual respect, tolerance and excellence in education for each individual.
- 1.3 In addition, if all parties adhere this Code of Conduct that will help to create healthy working relationships between the parents, teachers and students; these relationships being the essential foundation for the creation of a healthy learning environment.
- 1.4 Students who contravene the Code of Conduct or any rules laid down from time to time by either the Principal or teachers will be disciplined accordingly, and depending on the nature of severity of the offence, may be expelled from Abbots College.
- 1.5 Signed acceptance of the Code of Conduct by parents/guardians and students is a prerequisite for admission to Abbots College.
- 1.6 Abbots College reserves the right to revise the Code of Conduct from time to time. Signatories will be advised of any such changes which will come into effect three weeks after notification. Copies of the revised Code of Conduct will be available on request from the College.

### 2. Application of the Code of Conduct

This Code of Conduct shall apply when a student is:

- 2.1 On Abbots College property
- 2.2 Representing the College
- 2.3 Identified with Abbots College

### 3. Disciplinary Hearing Committee

- 3.1 The Principal, and his/her proxy shall at his/her discretion be entitled to call for and convene a Disciplinary Hearing Committee in circumstances where he/she deems it necessary to conduct a disciplinary hearing.
- 3.2 This Disciplinary Hearing Committee shall consist of three members being the Principal, or his/her appointed proxy, a School Representative and an independent Chairperson.
- 3.3 No legal representation is permitted but the student may nominate a teacher or student of Abbots College to act as his/her representative/intermediary. The parents or guardians of the student may attend the proceedings as observers only.

### 4. Function of the Disciplinary Hearing Committee

The function of the Disciplinary Hearing Committee is to apply the Code of Conduct in the Campus within the applicable legislative framework and to ensure that education takes place and all students are safe and secure within the environment of the Campus.

### 5. For the purpose of the disciplinary hearing the student must:

- 5.1 Receive written notification of the date, time and venue of any disciplinary hearing.
- 5.2 Be informed of the alleged infringements of the Code of Conduct.

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- 5.3 Receive such particulars of the alleged infringements of the Code of Conduct as he/she may reasonable be entitled to, if so requested.
  - 5.4 Be given the opportunity to be heard and to present his/her side of the matter and to present relevant facts.
  - 5.5 Be heard by an impartial person(s).
  - 5.6 Be treated with dignity during the process.
  - 5.7 Be informed of the decision of the Disciplinary Committee on whether or not he/she is guilty of misconduct and the penalty to be imposed.
  - 5.8 The Chairperson shall cause a record of the proceedings of the hearing to be kept.
6. Abbots College retains the right to act in applicable situations according to the Regulations Relating to Safety Measures at Independent Schools as published in the Government Gazette No 26663 on 20 August 2004. These regulations deal inter alia with, violence, drugs and trespassing on Independent School premises.

### 7. Student Responsibilities

- 7.1 While it is a student's right to receive education and while Abbots College will strive to provide the educational opportunities, it is important that students acknowledge their responsibilities to themselves, their peers, teachers and Abbots College.

#### Students therefore commit themselves to:

- 7.1.1 Be punctual at all times.
- 7.1.2 Establish realistic, clear and meaningful academic goals for each year's study programme.
- 7.1.3 Establish a sound work ethic to ensure sustained academic progress.
- 7.1.4 Assist in keeping the buildings and grounds neat and clean by not littering.
- 7.1.5 Conduct themselves, while on or off the campus premises, in a manner that will not bring the image or ethos of Abbots College into disrepute.
- 7.1.6 Be courteous and respectful in their conduct towards all staff, fellow peers and visitors to the Campus.
- 7.1.7 At all times adhere to the Code of Conduct as set out in this document and in the Student's diary. The Students must also adhere to any rules as laid down by the Principal and/or teachers from time to time.
- 7.1.8 Involve themselves in all spheres of Campus life to ensure that the high standards at Abbots College are maintained.
- 7.1.9 Ensure that all equipment provided by the Campus, is used with care.

### 8. Victimisation

- 8.1 Victimisation, including but not limited to, bullying, fighting, intimidation and any display of racial, religious and sexual orientation intolerance will not be tolerated.
- 8.2 Sexual harassment is unacceptable.

### 9. Weapons

For the safety of all at Abbots College, weapons of any kind may not be brought onto campuses. Weapons are defined as, but not limited to, knives of any sort, firearms and any facsimiles thereof, and any form of martial arts weaponry.

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### 10. Vandalism

#### 10.1 Graffiti

Making any signs on tables, chairs, walls or boards anywhere on the campus is strictly forbidden and offences will be treated as very serious.

#### 10.2 Damage to Property

Any damage of property belonging to Abbots College and/or any other person associated with the College is strictly forbidden. Abbots College reserves the right to lay claim to compensation due to loss or damage to property on behalf of Abbots College or any third party associated with Abbots College.

### 11. Theft

11.1 Theft is a criminal offence. Any student found stealing may be required to leave Abbots College with immediate effect. This will be subject to disciplinary action.

11.2 Abbots College reserves the right, where an incident of theft is suspected, to open and inspect lockers, suitcases and bags. Criminal charges may be laid.

11.3 Removal of any software or hardware from Abbots College computers will be treated as theft.

11.4 Removal of any material from the Computer Centre, Media Centre, laboratories or classrooms without official authorisation, is regarded as theft.

11.5 Unauthorised use, misuse or removal of any equipment from any Abbots College venue, will be treated as theft.

### 12. Substance Abuse

#### 12.1 Drugs and Alcohol

12.1.1 The sale of drugs, alcohol and tobacco products is a criminal offence and is strictly forbidden. Any student found to be in possession or under the influence of, or selling drugs, tobacco products or alcohol, will be subject to disciplinary action. A student in the company of others involved in such activities will be held accountable.

12.1.2 If there is a reasonable suspicion that a student is under the influence of illegal substance or alcohol, the student may be sent for testing, at the parents'/guardians' expense.

12.1.3 Any student who tests positive for drug or any other illegal substance use in a test carried out by Abbots College will be required to undergo a process of formal intervention in consultation with Abbots College at the parents'/guardians' expense.

#### The following procedure must be adhere to:

1. School Management or any person appointed by the Principal will decide whether a drug test is necessary.
2. A staff member or representative of Abbots College will accompany the student when a urine sample is collected.
3. A positive test result will result in the immediate suspension of the student.
4. Parents will be informed of the suspension and will be asked to collect the student.
5. On collecting the student, it is the parent's responsibility to arrange a meeting with School Management.
6. School Management will in the interim decide on the most appropriate action and the intervention strategy where necessary.
7. The student may not return to school unless a contract is signed. The contract will not be signed if the student has been expelled.
8. Where the student is not expelled, the student will be re-tested at the parent's expense.

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9. The terms of the contract need to be enforced if another positive test comes up.
10. Formal disciplinary hearing procedures need to be followed on any default on a contract by the student.

### 12.2 Smoking

- 12.2.1 Smoking is discouraged at Abbotts College as it is conclusively proven that it is dangerous to the health of smokers and non-smokers.
- 12.2.2 The smoking policy for Abbotts College is campus specific.

### 13. Dress and Appearance

Students do not wear uniforms. Dress appearance must be appropriate to the culture of learning and hard work at Abbotts College and in line with Departmental examination regulations.

#### 13.1 The following boundaries are set by Abbotts College:

- 13.1.1 Students should not draw unnecessary attention to themselves through their clothing, accessories, hairstyles, body markings, facial or other piercings.
- 13.1.2 Any clothing, body marking or accessory which communicates a message relating to weaponry, drug culture, racism, bigotry or sexism will not be tolerated and will be addressed immediately.
- 13.1.3 Clothing which is inappropriate will be addressed immediately.
- 13.1.4 Sunglasses are permitted but must be removed when indoors.
- 13.1.5 Headgear and hairstyle must be worn in such a way that the face is visible at all times.
- 13.1.6 Hair must be clean and its style should not draw unnecessary attention.
- 13.1.7 Shoes should be worn at all times.

### 14. College Attendance Policy

#### 14.1. Importance of regular college attendance Enrolment of students and their regular and punctual college attendance are prerequisites for a solid education.

- 14.1.1 Enrolment at Abbotts College places a student under an obligation to attend college punctually and regularly, unless there is a valid reason for absence.
- 14.1.2 Enrolment of a student at Abbotts College places the parent/guardian under an obligation to ensure that the student under his/her care regularly and punctually attends college and that he/she supports the college in its efforts to promote college attendance.

#### 14.2 Valid Absenteeism

While punctual and regular attendance is necessary, from time to time, it may not be possible or desirable for a student to attend college. Any of the following is a valid reason for the absence of a student from college:

- 14.2.1 Physical or psychological illness, for which a Principal may require communication from the parent(s)/guardian(s) that the student is unable to attend college and/or written confirmation by a registered medical practitioner if the illness lasts longer than two days.
- 14.2.2 Religious or cultural observances as disclosed to in advance and supported by the Principal.
- 14.2.3 Death of a family member.
- 14.2.4 Appointment at court, social services of other official agency, for which a Principal may require documentary proof.
- 14.2.5 Suspension.
- 14.2.6 Acts of nature (that is, events that are beyond human control).

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- 14.2.7 Exceptional circumstances for which, in the view of the Principal, a temporary absence from the college is in the best interest of the student or was unavoidable.

### **ABSENCE WITHOUT VALID REASON IS UNACCEPTABLE AND WILL BE FOLLOWED UP PROMPTLY AS SET OUT BELOW**

- 14.3 Roles and Responsibilities of the Principal
- 14.3.1 The Principal is responsible for developing a culture of punctual and regular attendance at the College.
  - 14.3.2 The Principal is responsible for fostering a caring college environment in which the teachers take an interest in each student's well-being and are alert to problems that might affect a student's attendance.
  - 14.3.3 Subject to the provisions of section 16A of South African Schools Act (SASA) of 1996 and section 4 of the Personnel Administrative Measures, the Principal may allocate responsibilities envisaged in this policy to members of staff.
  - 14.3.4 The Principal or the person appointed by the Principal must follow up student absence by confirming the validity of the absenteeism and the related documentation.
- 14.4 If the learner is absent without valid reason for two consecutive college days, the Principal must:
- 14.4.1 Inform parents of the importance of regular college attendance.
  - 14.4.2 Emphasise the student's duty to attend punctually and regularly in terms of the college's Code of Conduct.
  - 14.4.3 If the student is of compulsory school-going age, inform the parents of the legal implications of section 3 of the SASA.
  - 14.4.4 Inform the parents of the risk of the student's registration being cancelled because of continuous absence.
  - 14.4.6 Request the student's return to college.
  - 14.4.7 Where necessary, elicit the support of Senior Management.
- 14.5 If, despite the intervention of the Principal, a learner persist in being absent on a regular basis, the Principal may:
- 14.5.1 Charge the student with breach of the Abbots College Code of Conduct, or
  - 14.5.2 Cancel the student's registration if the student is absent without valid reason for at least 10 consecutive college days.
- 14.6 Roles and Responsibilities of administrators and teachers
- 14.6.1 School Management must be informed when a student is absent without explanation for two consecutive school days. Repeated absenteeism must be followed up with the parents.
  - 14.6.2 A teacher who has reason to believe that a student is absent for a period without valid reason must report such absence to the principal or senior management.
- 14.7 Roles and Responsibilities of Parents/Guardians
- 14.7.1 Parents/Guardians must ensure that the student attends college daily, on time and for the whole school day, unless there is a valid reason for absence.
  - 14.7.2 Parents/Guardians must ensure that the student is not taken out of college without valid reason (Family holidays/long weekends are not a valid reason).

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- 14.7.3 The college must be informed if the student is absent or expected to be absent or expected to be late for college, providing a valid reason for the absenteeism.
- 14.7.4 Parents are expected to co-operate with the college in resolving the problem if the student is absent from college without valid reason.
- 14.7.5 Parents/Guardians are encouraged to assist the student to make up for time lost as a result of valid absence from college.
- 14.8 Absenteeism during exams and other formal assessments
- 14.8.1 In case of illness during the writing of an exam, completion of a School Based Assessment (SBA), Practical Assessment Task (PAT), Language Oral Assessment, Mark Reading Assessment or any other formal assessment, a medical certificate, as issued by a registered medical practitioner must be submitted on the day of return to avoid being penalised. Once a medical certificate has been submitted, the student will receive an Absent (A). The missed test or exam will not impact on the student's overall result for that specific Mark Reading. In case of exams no re-writing will be allowed and the final mark will be calculated using marks on record if possible. In all other cases the students will receive an Absent (A).
- 14.8.2 Any Mark Reading test re-writes agreed to, will not be used for Mark Reading purposes unless a completely new test has been set.
- 14.8.3 All missed SBA tasks, PAT's and Language Oral Assessments must be completed under supervision on return to college. Failure to do so may eventually result in a Grade 12 student receiving an "incomplete result" after completion of the NSC exam.
- 14.8.4 Students absent for any formal assessment including exams, SBA, PAT, Language Oral Assessment or Mark Reading tests without a medical certificate will receive 0 (zero).
- 14.8.5 Grade 12 students who missed one or more SBA and/or PAT's will be given the opportunity to complete the outstanding task. Failure to do so may eventually result in the student receiving an "incomplete result" after completion of the NSC exam. Failure to complete outstanding work will negatively impact on the student's Effort Ratings.
- 14.8.6 Grade 10 and 11 students who missed any exam and/or formal assessment without a medical certificate in case of illness or valid reason for the absenteeism will receive 0 (zero). Failure to complete outstanding work will negatively impact on the student's Effort Ratings.
- 14.8.7 No back-dated medical certificates will be accepted. The validity of the medical certificate in terms of the date of absenteeism may be confirmed by the Principal if needed.
- 14.8.8 Medical certificates must correspond with the days absent and the days on which the assessment(s) took place.
- 14.8.9 Students suspended due to outstanding fees will receive 0 (zero) for any tests or exams missed.
- 14.8.10 It remains the parent's responsibility to ensure that school fees are paid up to date and that the student therefore has permission to attend school.
- 14.9 Late Coming
- Late coming is not only disruptive but students will miss valuable class time. If a student is late for college, a late note must be obtained from the office/staff member on duty before he/she will be allowed in class. Continuous late-coming will be addressed with parents. Disciplinary action may follow in cases where, after consultation with parents/guardians, late-coming is on-going. Continuous late coming will negatively impact on the student's Effort Rating.



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### 14.10 Compulsory Supervised Homework

There is Compulsory supervised homework every day of the week except for Wednesdays when school will come out earlier. Unauthorised absence from homework class is a serious offence and will be treated the same as unauthorized absence from school.

### 14.11 Leaving Early

If a student needs to leave school early, please contact the school or send a letter with the student explaining the reason. A final decision will be made by the Principal or senior management. Students under the age of 18 leaving early must be signed out at the office by a parent/guardian to ensure the student leaves the campus under the care/supervision of a parent/guardian.

## 15. Electronic Media Policy

This policy refers to any electronic data storage, receiver, transmitter or similar device, including but not limited to cell phones, PDA's, lap top computers, i-Pods, MP3 and any similar device ("electronic devices").

Abbots College recognizes that electronic devices are an integral part of social and educational technology, and that cell phones are also a means of security for many children, hence Abbots College will allow students to be in possession of electronic devices during school hours, or at school related functions, subject to the provisions below:

### General:

- 15.1 It is the student's responsibility to ensure that his/her electronic device is secure at all times.
- 15.2 Students will not be allowed to be in possession of any electronic device during assessments, or examinations, unless expressly authorised. While the school may attempt to safeguard property during such times, Abbots College will not be responsible for loss or damage to same.

### Usage:

- 15.3 Cell phones must be switched off and put away during class or assembly, and may not be visible during class, assembly or any other organized activities, unless specifically authorised to do so by the teacher in charge.
- 15.4 Students may not respond to calls, sms or communication of any kind during teaching and/or organized activities.

Transgression of any of these rules may result in the electronic device being confiscated by the Principal, or his or her nominated representative. The device (including Sim Card) will only be returned at the end of the week (1st offence), at the end of the Term (2nd offence) or at the end of the year (3rd offence) It is in the students own interest not to jeopardize his/her privilege to bring a cell phone to school.

The device can be "bought" back by donating R300-00 to the school CSI project fund. This option may only be used on two occasions.

### Content:

- 15.5 Crude or unacceptable sounds, text or graphics will not be tolerated.
- 15.6 Crude or socially unacceptable content may not be stored on the electronic device.

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- 15.7 Students will be held wholly responsible for all content stored on their electronic devices at all times. No excuses will be accepted for unacceptable programming or content. Abbots College reserves the right to search any media device brought onto the campus in order to obtain evidence related to an alleged misconduct.
- 15.8 Taking photographs, recordings or videos of an unseemly nature is prohibited. "Unacceptable" or "unseemly" content will include any pornographic, erotic, bad language, sexually explicit drawings or cartoons, inflammatory, racist or sexist related content and any other content considered socially unacceptable. A student suspected of using an electronic device contrary to these conditions, will be subject to disciplinary procedures for misconduct, under the Code of Conduct. In the case of a guilty verdict, the student will lose the right to carry an Electronic Device to school in addition to any other sanction.
- 15.9 A student in possession of an electronic device belonging to another person, without that student's or other person's express permission, will be deemed to be in possession of stolen equipment.

By allowing students the right to be in possession of electronic devices, Abbots College makes no judgement on, and accepts no responsibility for any health related matters that are possibly associated with electronic devices. Abbots College accordingly encourages parents to ensure that all electronic devices are used in a responsible and appropriate manner.

### 16. General

Good behaviour is a basic criterion for the attendance of all functions, activities and excursions. Student privileges may be revoked as a result of poor conduct. The learner will be informed by the Principal and the Campus Management Team in writing, of the denial or loss of privileges/re-instatement of such privileges.

- 16.1 Students are encouraged to take pride in their campus. Littering is unacceptable and cloakrooms are to be kept clean at all times.
- 16.2 Unauthorised eating or drinking in venues during lessons is not allowed.
- 16.3 Cheating in tests and examinations will be regarded as a serious offence. Plagiarism, whether from the Internet or from a printed source, is a form of cheating and will be dealt with appropriately. Any student found in illegal possession of an examination paper will receive the maximum penalty for cheating. Students using cellular phones or smart watches during tests or examinations will be considered to be cheating.
- 16.4 Cellular phones may not be switched on, or visible during lessons and assemblies. They may also not be used or visible during assessments, tests and examinations.
- 16.5 Swearing and other offensive language is not acceptable. This includes sexually, ethically, racially, culturally or socially insulting others.
- 16.6 Teachers and visitors to Abbots College must be treated with courtesy and respect.
- 16.7 In terms of the Education Laws Amendment Act, Act 50, 2002, no person may conduct or participate in any initiation practices of any student in a South African school. This prohibition covers all sports, cultural and additional extra-mural activities. Any student who violates this prohibition will be subject to disciplinary action.
- 16.8 All students participating in tours and outings, whether on or off the campus, are ambassadors of Abbots College and are bound by the provisions of the Code of Conduct.
- 16.9 Students are responsible for their personal belongings and valuables. Personal possessions and bags should not be left unattended.
- 16.10 Students may not involve themselves in socially unacceptable conduct.

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### 17. Homework and Late Homework

Supervised Homework Sessions are a normal part of the Abbots school day and are compulsory for all students unless Homework Release is earned.

### 18. Effort Rating

Abbots College assesses students on a routine basis. Each Mark Reading\* is accompanied by an Effort Rating based on Class Participation, Homework Quality and Assessment Preparations and Results per subject on a scale of 1 (minimum) to 6 (maximum). (See Addendum - Effort Rating Criteria)

- 18.1 A student will qualify for Homework Release (voluntary) until the next Mark Reading if he/she achieves a Total Effort Rating greater than 36 or a Total Effort Rating than 34 and a Mark Reading Average of greater than 70%. This applies from the second Mark Reading only.
- 18.2 A student will be required to attend Late Homework until the next Mark Reading if he/she achieves a Total Effort Rating of less than 21 or two or more Effort Ratings of 2 or less. A student is allowed a maximum of 3 Late Homework attendances. On the fourth such result the student will be required to leave the college subject to a Disciplinary Hearing.
- 18.3 Grade 12 students who qualify for Late Homework 4 will be allowed to complete all SBA tasks and PAT's but will not be allowed to attend or participate in any college activities.

\* The College Conducts 8 Mark Readings per year, and issues a Report after each Mark Reading.

### Code for Parents

Abbots College prides itself on the good relations it enjoys with parents. While parents can expect Abbots College to provide their children with the best possible education with the resources available to it, parents must also accept certain responsibilities which will help Abbots College achieve its goals. The parents must impress on their child the importance of adhering to the Abbots Code of Conduct and the disciplinary standards required by Abbots College.

Parents shall strive to:

1. Support educators in their efforts to teach their children i.e. monitor homework, mark reading results and help set goals.
2. Communicate with Subject Teachers, Mentors or College Management timeously regarding areas of concern before they become major issues.
3. Familiarise themselves with Abbots College admission documents and the Code of Conduct.
4. Nurture students learning through guidance, questioning, assisting and showing interest in their child's academic progress.
5. Provide the support and structure needed by their child to complete set scholastic work at home.
6. Ensure that their child arrives punctually for all Abbots College activities.
7. Support the College in the implementation and administration of the Code of Conduct.
8. Fulfill their financial obligation to Abbots College by paying the college fees as agreed upon in the Terms and Conditions of Enrolment.
9. Instill sound values and norms in their child to ensure that every child at Abbots College contributes to the establishment and maintenance of a stable learning environment.

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