

## CODE OF CONDUCT FOR STUDENTS

From its foundation in 1998 the International School of Cape Town has been run on the principle of mutual trust and respect: *“Love your neighbour as you love yourself” (Mark 12.31).*

The following Guidelines, Rules and Procedures have been drawn up into a *Code of Conduct* in order that the School may run efficiently by providing a happy, caring, stimulating and secure school environment with a consistent, well disciplined and effective organization. They remain in force from the time a student leaves the care of his/her parents or guardian until he/ she returns. They apply during all official School organized visits/excursions in or out of term time. This *Code of Conduct* is given to all students and their parents and serves as a contract between the student and his / her parents with the School.

### Guidelines

1. All students must consider the needs and rights of other students and staff before their own and their attitudes and behaviour must show this consideration.
2. Any breach of the *Code of Conduct* will be seen as a breach of the mutual trust and respect which exists between us all and individuals concerned will be disciplined accordingly.
3. Likewise, notable examples of good behaviour, high standards and outstanding performance will receive due acknowledgement and honour.
4. Where a student acts in a way that is unacceptable, relevant staff will investigate that particular situation and impose the most appropriate sanction, according to the guidelines concerning unacceptable behaviour of students.
5. The School does set down some areas of discipline that are viewed most seriously, as well as the likely consequences for infringements. Clearly, the circumstance, the severity of the offence and the degree of either willfulness or thoughtlessness particular to each situation will determine the actual penalty.
6. The rules apply to all students under the jurisdiction of the school: students are under the jurisdiction of the school at all times while on the campus, in school transport, coming to school and going home from school in school uniform, or on any school organized trips. It is expected that all students when off the campus will behave in a manner which will bring honour to the school.

### Rules

1. Students must keep within the prescribed *School Bounds*. This means that students must remain, during the school day, within the school premises and out of the out-of-bound areas (which includes the area behind the tennis court.)
2. Students should be outside the school building during breaks – except for wet breaks and cold breaks, during which students should be in basement assembly area.
3. Students must be punctual at all times.
4. Other than students on official School visits, all students leaving the premises before the end of School must have the written permission of their Class Tutor or member of Management and must report to the Receptionist (with their permission slip) and wait there for their parent to pick them up. On leaving, the parent needs to sign their child out.
5. Cigarettes, lighters, matches, alcohol, solvents, unauthorized drugs and weapons are regarded by the School as illegal. This means that the purchase, possession, distribution and use of any of the previously mentioned is forbidden. The School reserves the right to carry out spot checks for these

banned substances and materials as necessary. The Principal reserves the right to exclude any student from the School who is found in transgression of this regulation, even as a result of a first offence.

6. The above regulation applies in all situations where the student falls under the authority of the International School of Cape Town, whether the student is in school uniform or not.
7. Primary school students are not permitted to carry cell phones.
8. The school will not dispense any medication unless this is provided by the parent and written permission to this accompanies the medication. Any student bringing medication to school must have the written permission of their parent / guardian to do so. Students use these medications at their own risk and they should keep them secure from use by other students. Any unauthorized medication will be taken from the student and returned to the parent at the earliest opportunity.
9. Any student behaving in such a way as to bring the good name of the School into disrepute will face serious disciplinary action.
10. Any form of bullying – physical, verbal or emotional - is forbidden.
11. Any form of dishonesty or cheating is totally unacceptable.
12. Physical contact between students should be appropriate and entirely platonic in nature. Platonic affection is defined as that which occurs between friends and is non-sexual in nature.
13. The use of abusive language is forbidden.
14. Disruptive behaviour in class that interferes with other students' right to learn is unacceptable and appropriate action will be taken to resolve the issue.
15. Destruction of property, defacing of desks, walls, books and vandalism of any kind is a serious offence and will be dealt with accordingly.

### General Procedures

Students are expected to behave in an orderly and courteous manner at all times. These procedures are designed to assist in the provision of a happy, stimulating environment for work, rest and play.

1. School starts each day Monday to Friday promptly at the following times:
  - Key Stages 2, 3, 4 and 5: 7:45.
  - Key Stage 1: 7:50 or 8:15
2. Students must be in School at least five minutes before the start of each day in order that there can be a prompt start to the day.
3. Should a student be unable to attend school it is expected that the School will be notified in advance in writing for a known absence, for instance an unavoidable medical appointment. When a student returns after an absence they are required to bring a note from their parent/guardian explaining the absence or, alternatively, the parent/guardian should phone the school to explain the absence.
4. Staff should be addressed by their title and surname (eg "Mr Smith", "Mrs Young") or as "Sir" or "Ma'am". Visitors should be greeted, and addressed as "Sir" or "Ma'am".
5. Food may be ordered at the beginning of each term or on a weekly basis from the school caterers. Primary school students are not permitted to purchase items from the tuck-shop except on allocated days, nor may they bring sweets to school. Food brought to school for lunch must be in suitable containers and any drinks must be in a screw top or disposable container.
6. Food and drink should be consumed outside the building, except in the case of wet days when they may be consumed in the designated wet break area. The only exception is that Year 12 students may consume food and drink in their common room.
  - Students must refrain from chewing gum.
  - Litter must be placed in the bins provided.

7. Students should carry their books in a bag that is strong enough and of suitable shape and size that will protect their books and maintain them in good condition. Books should be treated with respect and, if lost or returned in poor condition, will need to be paid for. All exercise and text-books must be covered in plastic.
8. Clothing and appearance:
  - The school uniform should be worn in such a way as to project a professional image to the parents and public.
  - All clothing, including shoes and other personal possessions, should be clearly marked.
  - Throughout the school day from Monday to Friday students should be in appropriate uniform – ie full school uniform or full sports kit.
  - School dresses / skirts should be of an appropriate length – no shorter than four fingers above the knee.
  - Shirts should be firmly tucked in at the waist.
  - Primary school students are required to wear official ISCT hats/caps at break times and during afternoon sports in the summer months.
  - Girls' hair should be neat and clean and hair of longer than shoulder length should be tied back off the face.
  - Hair bands or ties should be plain blue, black or white.
  - Hair must be a natural colour.
  - The school wishes to project a professional image and so will not allow exotic and attention seeking hairstyles.
  - Boys should be clean shaven and their hair neat, clean and above the collar. Hair may partially cover the ears provided it is neat and lies flat against the head. Hair types that do not naturally stay flat against the head will, most likely, require a shorter cut so as to maintain the desired neat, professional appearance.
  - The school wishes to project a professional image and so will not allow exotic and attention seeking hairstyles.
  - Jewelry: Medic alert bracelets and wrist-watches may be worn, and female students may wear one pair of stud ear rings or sleepers in the lower ear lobe only. Otherwise, no other jewelry may be worn with School uniform. An exception is that Year 12 students may wear one metal ring and one bracelet and for girls, two earrings in each ear may be worn. These should all be discreet, small and plain in nature.
  - Make up may not be worn by students, except for a natural base. Female Year 12 students are advised that a small amount of make-up is permissible.
  - Clear nail varnish may be worn by female students.
  - Students are not to have drawings or writing on their skin which is not covered by the school uniform (eg. hands, arms).\*

Any deviations from this Code of Conduct are permissible only with the express permission of the Senior Management Team.

\*If there is a religious or cultural requirement for a student to deviate from the uniform code and rule the student may bring a note/letter to the Principal from their parents explaining the requirement for the deviation from the rule. Notable deviations would include nose studs and Henna painting for female students of the Hindu faith.

Last revised in April 2016

**CODE OF CONDUCT  
TO BE SIGNED AND RETURNED**

Please sign and return this page to indicate that you have received and read the full contents of the International School of Cape Town's Code of Conduct and agree to abide by this Code of Conduct.

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Name of Student	Signature of Student (if applicable)	Date

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Name of Parent	Signature of Parent	Date