

STUDENT CODE OF CONDUCT

From its foundation in 1998 the International School of Cape Town has been run on the principle of mutual trust and respect.

The International School of Cape Town (“the School”) has created a Code of Conduct that includes guidelines, rules, and a Disciplinary Code. All students are expected to follow this Code to help maintain a positive, caring, safe, and well-organised learning environment. The Code applies from the moment a student leaves their parent or guardian’s care until they are collected after school. It also applies during all school-organised trips and activities, both during and outside of term time. Each student and their parent or guardian receives a copy of this Code. It acts as an agreement between the student, their family, and the School. By signing the enrolment contract, parents or guardians agree to ensure their child follows the Code. They are also expected to support a calm and respectful learning environment. Following this Code helps create a space where everyone can learn well, interact positively, and where fair discipline is used when needed.

Guidelines for the Student Code of Conduct

The following guidelines explain the expectations and principles that form the basis of the Student Code of Conduct at the International School of Cape Town:

1. **Respect for Others**

All students are expected to show respect and consideration for the rights and needs of other students and staff. Attitudes and behaviour should reflect kindness, cooperation, and a sense of shared community.

2. **Trust and Accountability**

Any breach of the Code of Conduct is viewed as a breakdown in the mutual trust and respect that exists within our school community. Such behaviour will result in appropriate disciplinary action.

3. **Fair and Consistent Response to Misconduct**

When a student acts in an unacceptable manner, school staff will carefully investigate the situation. Sanctions will be applied based on the severity, intent, and specific context of the behaviour, following the school’s guidelines for managing misconduct.

4. **Serious Offences**

The school identifies certain types of behaviour as especially serious. In such cases, consequences may be more severe. Each incident is considered individually, taking into account the nature of the offence and whether it was intentional or thoughtless.

5. **Recognition of Positive Behaviour**

Positive conduct, exemplary effort, and outstanding achievements are celebrated and recognised as part of encouraging a culture of excellence and respect.

6. **When the Code Applies**

The Code of Conduct applies whenever a student is under the school’s authority. This includes time spent on campus, while travelling on school transport, when in school uniform, and during any school-organised trips or events. Students are expected to represent the school positively, even when off-campus, acting in ways that uphold the school’s values and reputation.

School Rules

Here is the list of school rules grouped under our school's core values: Respect, Citizenship, Trustworthiness, Compassion, Responsibility, and Fairness.

RESPECT - *Treating people, property, and the environment with consideration and care.*

1. Students are expected to behave in an orderly and courteous manner at all times to assist in the provision of a happy, stimulating environment for work, rest and play.
2. 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.
3. The use of offensive and abusive language is forbidden.
4. Students must respect their own property, the property of others, and school property. Destruction of property (private or belonging to the school), defacing of desks, walls, books, equipment, and vandalism of any kind is a serious offence and will be dealt with accordingly.
5. Textbooks should be treated with respect and, if lost or returned in poor condition, will need to be paid for. All exercise and textbooks must be covered in plastic.
6. Staff should be addressed by their chosen name and visitors on site should be greeted politely.
7. Common areas within the School should be kept neat and tidy.
8. 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 areas. The only exception is that Year 12 and Year 13 students may consume food and drink in their respective common rooms.
9. Students may not chew gum.
10. Litter must be placed in the bins provided. In an effort to promote environmental responsibility, we expect the use of the various recycling bins.

CITIZENSHIP - *Being a responsible member of the school and wider community.*

1. Students must follow the guidelines and expectations set out in school policies and handbooks such as the Student Social Media Policy, the Acceptable User Agreement Policy and School handbooks.
2. 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 organised trips. It is expected that all students, when off the campus, will behave in a manner that will bring honour to the school.

3. Any student behaving in such a way as to bring the good name of the school into disrepute will face serious disciplinary action - whether or not students are wearing school uniform or the activities are taking place at school - students will be held accountable to this code of conduct. This includes any conduct on social media or behaviour off the school premises which could bring the school into disrepute.
4. Offsite food delivery services are not allowed for students.
5. Students may not sell any articles at school, unless authorised to do so by the Principal.
6. Students are not to bring toys or collectables from home unless on designated days such as for Show-and-Tell.
7. Ball games are prohibited in all school buildings and on the middle tier. An exception is made for handball on the middle tier.

TRUSTWORTHINESS - *Being honest, reliable, and accountable.*

1. Any form of dishonesty or cheating is unacceptable. This includes copying the work of others, plagiarism or the use of undeclared artificial intelligence (AI) such as LLMs (e.g. ChatGPT) for assignments and assessments.
2. Stealing will not be tolerated, as is taking something without express permission from the owner.
3. Students must keep within the prescribed School Bounds. This means that students must remain, during the school day, within the school premises and in areas that are supervised by staff members.
4. Other than students on official School visits, all students leaving the premises before the end of School must have the permission of their Class Tutor or member of the Leadership Team and must report to the Receptionist and wait there for their parent/guardian to pick them up. On leaving, the parent/guardian needs to sign out their child. No child at ISCT may leave during the school day in a taxi such as Uber without permission being given to the Leadership Team directly from the parent/guardian. High school students may walk home after school and may use a taxi service if a student's parent/guardian informs the school of these arrangements.

COMPASSION - *Showing kindness, empathy, and support for others.*

1. In line with the constitutional right for all people to be treated with respect and with dignity, any form of racism, sexism or bigoted behaviour is unacceptable.

2. Students must not engage in hurtful behaviour or any form of violence.
3. Any form of harassment or bullying - cyberbullying, physical, verbal, or emotional - is forbidden.
(Refer to the Bullying Policy.)
4. Any instrument or material which could harm others is banned from school unless prior permission has been obtained from a member of management. This includes pocket knives, Leatherman tools and similar pieces of equipment.

RESPONSIBILITY - *Being dependable and taking ownership of one's actions.*

1. Students are expected to attend school throughout the year and are expected to arrive punctually for all school commitments.
2. Students should be in supervised areas outside the school building during breaks – except for wet breaks and cold breaks, during which students should be in their designated tutor classrooms, the loggia, or the library.
3. Students are expected to be organised. They should bring the correct equipment to whatever activity in which they are engaged.
4. Primary school students are not permitted to bring cellphones to school. If a high school student chooses to bring their phone to school, it must be locked away from 7:40 to 14:50. An exception to this rule is for Year 12 and Year 13 students who can use their phones in their Common Rooms.
5. The school will not dispense any medication unless this is provided by the parent/guardian and written permission to dispense this accompanies the medication. For camps, written authorisation to dispense over the counter medication must be provided by parents before a staff member is able to do so. 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 unauthorised medication will be taken from the student and returned to the parent/guardian at the earliest opportunity.

FAIRNESS - *Acting with integrity and ensuring equitable treatment of all.*

1. Disruptive behaviour in class that interferes with other students' right to learn is unacceptable and appropriate action will be taken to resolve the issue.
2. Cigarettes (including e-cigarettes such as vapes), nicotine patches, lighters, matches, alcohol, solvents, weapons and unauthorised drugs are by law regarded as illegal on the school property and

at school events. This means that the purchase, possession, distribution and use of any of the previously mentioned items is forbidden.

3. The school reserves the right to carry out spot checks for any banned substances or materials as necessary and where there is probable cause. The Principal reserves the right to exclude any student from the School – even if it is a first offence – if they are found in transgression of this regulation, in accordance with the Code of Discipline. This 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.

Clothing and Appearance

The school uniform should be worn in such a way as to project a professional image to the parent/guardians and public:

- Hats are to be worn by all KS2 students when playing outside.
- Throughout the school day from Monday to Friday, students should be in appropriate student uniform – ie full school uniform or full sports kit.
- When attending school outings, special events, assembly days and prize giving ceremonies, students will be informed of the required uniform.
- School skirts and trousers should be of an appropriate length for formal attire.
- Hair should be neat and clean and should not obstruct the student's vision. Hair accessories should be white, blue or black and hair must be a natural colour.
- While the school encourages a clean-shaven look, students who choose to grow facial hair must ensure that it is neatly trimmed, well-maintained, and presentable.
- Students may wear stud earrings or sleepers (small, thin hoops) in ears or as a nose ring as long as these do not pose a safety risk. Students may wear a single ring, bracelet and necklace. The necklace needs to be hidden below the shirt collar. All jewellery should be small and discrete in nature.
- A small amount of natural-looking makeup is permissible.
- Light natural-looking nail polish may be worn by students. Artificial nails are not permitted and the nail length must be in line with sports safety regulations.
- Students are not to have tattoos on any part of their skin that is not covered by the school uniform (e.g. hands, arms).
- When wearing civvies, clothing should be appropriate for a learning environment that is inclusive of many different cultures and beliefs.
- If there is a religious or cultural requirement for a student to deviate from the uniform code, including the sport code, the student may bring a note/letter to the Principal from their parent/guardian explaining the requirement for the deviation from the rule. Notable deviations would include Henna paintings for students after certain religious or cultural ceremonies.

Any deviations from this Code of Conduct are permissible only with the express permission of the Senior Leadership Team - namely the Principal or School Heads.

DISCIPLINARY CODE

The School has a number of specific rules, which define the kinds of behaviour expected of its students; students are advised of these rules and expected to conduct themselves within the rules provided. In general terms, Students should avoid any behaviour which could bring the school's reputation into disrepute and observe the following:

- Comply with instructions and the general rules of the school;
- Behave responsibly and not endanger the safety and welfare of others
- Respect and care for the property of the School and others
- Maintain sound relations with others at School, be courteous and respect the dignity and self-worth of others and their property
- Be punctual and observe the timekeeping practices of the School
- Demonstrate a positive attitude towards the opportunity to learn, and be diligent in their efforts to learn
- Behave honestly and conduct themselves with integrity
- Accept legitimate punishment and disciplinary action taken against them as being both consequential and corrective.

Principles of Corrective Engagement:

The ideal approach to discipline at the School is one of corrective and restorative engagement, where students should learn from their mistakes and develop an intrinsic self-discipline that is focused on values and principles of ISCT.

To this end, the students will be encouraged to think seriously about and answer the following important questions when they find they have breached the Code of Conduct:

- What did I do? (The charge)
- Why did I do it? (Mitigation)
- What was I thinking at the time?
- What have I thought about since?
- Who or what did I disrespect and how? (Community accountability)
- What can I do to rectify the situation now? (Consequence)
- What should I do to ensure it does not happen again? (Action to restore relationships)

Due to the developmental nature of children, there is a separate policy for primary school children which can be found at this link: [Behaviour and Discipline Policy for Primary Students](#)

Forms of Discipline:

It is impossible for this Code to list every possible rule infringement, therefore, we have set out the broad principles of fair discipline at the School. The Staff are entitled to apply action that they believe is appropriate in the circumstances, within the guidelines provided by this procedure.

Disciplinary measures are guided by sound educational principles and must be in proportion with the nature and severity of the offence. In applying its discretion, the School will seek to ensure that the consequence is logical or natural based on the offence.

Disciplinary measures may include one or a combination of the following consequences (listed in order of severity). School disciplinary processes use the civil standard (*"balance of probabilities"*), rather than the criminal standard (*"beyond reasonable doubt"*).

The School reserves the right to apply any other measure that is considered appropriate:

- Verbal or written reprimand of the student
- Verbal, telephonic, or written notice to parents in relation to an offence
- Confiscation of offensive or dangerous material or goods
- Setting of corrective and/or punitive tasks within or outside normal school hours
- Community service
- Suspension from selected school activities
- Internal suspension from school activities (including extra mural activities)
- Penalising assessment marks (e.g. in the case of cheating in a test or exam)
- Claiming the cost of damage caused by the student
- External suspension from the School
- Expulsion from the school

Any instances of bullying or peer on peer sexual harassment or abuse will be dealt with separately according to the Bullying and Peer on Peer Abuse Policy and Safeguarding and Child Protection Policy.

Categorisation of Behavioural Transgression:

Whenever disciplinary measures are applied, the School will typically be guided by the following broad categorisation of transgressions:

- **Category 1: Less serious offences**
- **Category 2: Serious offences**
- **Category 3: Extremely serious offences**

Transgressions in Categories 1 and 2 are generally dealt with by the Teachers and High School Head. Transgressions in Category 3 are generally (but not exclusively) dealt with by an internal disciplinary committee and/ or the Head.

Notice will generally be provided to the student's parents before taking disciplinary action considered to be in Categories 2 and 3. Disputes may be referred to an internal disciplinary committee for a disciplinary hearing (see below).

LEVEL 1 OFFENCES: Minor Offence Minor offences, will generally be dealt with by the Teachers Examples of Category 1 offences include, but are not limited to: • Lost property left lying around the school • Not returning school documentation (circulars, return slips) or not showing these to parents or not having them signed • Eating or drinking in class or library without permission • Disrupting the class • Uniform infringement (not wearing the uniform correctly, including PE uniform) • Poor punctuality • Homework not done or incomplete • Ill-equipped for class (no textbook, exercise book, phone pouch or relevant equipment) • Wearing headphones in the car park (safety risk) • Playing ball games in the car park • Chewing gum • Being at the Tuck-shop outside of break times (excluding Year 12 and 13) • Littering • Plagiarism (scores zero the first time, then becomes a Level 3 offense) • Ignoring a reasonable instruction from a member of staff • Purposefully removing a school device from Apple Classroom to avoid being monitored • Using rude language (online, verbal or written)	SANCTION: <i>If an offence has already been addressed and the behaviour continues, a Level 1 demerit will be issued.</i> Parents are automatically informed via email after the third demerit. Parents are invited for an interview with a member of SLT if there is excessive accumulation of Level 1 demerits.
LEVEL 2 OFFENCES: Serious Offences More serious offences, or repetitive minor offences, will generally be referred to the High School Head who may decide on the appropriate punishment or elect to refer the matter to the Principal or to an internal disciplinary committee. Examples of Category 2 offences include, but are not limited to: • Willful damage to school or others' property • Graffiti or vandalism • Disrupting library spaces or shared facilities • Taking or using someone else's property without permission • Using devices for non-educational purposes during lessons (gaming, shopping, videos) or accessing devices without permission (tampering with a phone pouch) • Searching for or accessing inappropriate content • Unauthorised photography or recording of community members • Dishonest use of AI or technology tools • Dishonesty in any form (lying, cheating, plagiarism)	SANCTION: First Level 2 demerit is referred to management who will place the event on record. Parents are notified after the second Level 2 demerit. The student may be suspended from lessons after the third Level 2 demerit in the same term. Parents will need



• Spreading false information or rumours • Impersonating another person • Selective recall or avoidance of truth • Offensive or abusive language (verbal, written, or online) • Rudeness toward staff, students, or visitors • Poor sportsmanship • Speaking negatively about the ISCT community and/ or its members online • Inappropriate displays of affection on school property • Deliberately disobeying staff instructions • Unauthorised absence from class, school, or activities • Insolence toward staff members • Non-adherence to specific school policies • Disruptive behaviour affecting the learning environment	to come to school for a meeting. Repeat offenders will face a disciplinary hearing.
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LEVEL 3 OFFENCES: Extremely Serious Offences Students will be reported directly to the High School Head or Principal. Examples of Level 3 offences include, but are not limited to: • Continual transgressions in Category 2 • Behaviour which endangers the safety of others including any online behaviour which ridicules or puts at risk the welfare of another student • Physical, verbal and/or online intimidation of others • Fighting and violence at school • Vandalism • Bringing dangerous weapons to school (without prior consent) including any item that could compromise health and safety, such as fireworks and explosives • Viewing, possession, or distribution of pornographic material • Any form of smoking, including electronic cigarettes or similar products (all schools are by law smoke-free zones) • Sexually inappropriate behaviour • Sexual harassment • Threatening a member of staff • Truancy / Bunking class • Dishonesty • Repeated plagiarism or cheating - including copying during tests/ exams, copying or forging signatures • Theft or possession of stolen property • Hateful language, racism or sexism • Illegal actions including, but not limited to, use or possession of drugs, alcohol, smoking, pornography • Any offence deemed criminal under the law • Bringing ISCT into disrepute through online behaviours	Disciplinary hearing Sanction in line with the table below.
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Repeated Level 3 Offences will be dealt with under Common Law. A sanction will be imposed with a given time period for rehabilitation and improvement. If this is repeatedly ignored, students could face partial or even permanent exclusion.

DISCIPLINARY HEARING: CODE OF DISCIPLINE AND PENALTIES

<u>Description of Offence</u>	1st Offence	2nd Offence	3rd Offence
Bringing a dangerous weapon to school (without prior consent from the school)	External suspension: Minimum 3 days; Counselling; community service. Final Warning	Permanent exclusion	
Violent behaviour (Outside of the Bullying code)	External suspension: Minimum 2 days; Counselling; community service. Final Warning	Permanent exclusion	
Substance abuse, or arriving at school under the influence of an unlawful substance.	External suspension: Minimum 3 days; Counselling, community service. Final Warning	Permanent exclusion	
Sale of narcotics or other banned substances on school property	Permanent exclusion		
Threatening a staff member	Permanent exclusion		
Viewing, possession, distribution of pornographic material including Ai-created images and sexting	Internal suspension: Minimum 2 days, Counselling, and Community service.	External suspension: Minimum 3 days; Counselling, community service. Final Warning	Permanent exclusion
Theft	Internal suspension: Minimum 2 days, Community service	External suspension: Minimum 3 days; Counselling, community service. Final Warning	Permanent exclusion
Cheating in a test/exam	Internal suspension: Minimum 2 days	External suspension: Minimum 3 days; Counselling, community service. Final Warning	Permanent exclusion
Repeated plagiarism	Internal suspension: Minimum 1 day	External suspension: Minimum 2 days; Counselling. Final Warning	Permanent exclusion
Truancy / Bunking class	Internal suspension: Minimum 2 days. Final Warning	Permanent exclusion	
Sexual activity on the school premises	Internal suspension;	External suspension:	Permanent



	Counselling, community service.	Min 3 days; counselling, community service. Final Warning	exclusion
Sexual harassment	External suspension: Min 3 days; counselling, community service. Final Warning	Permanent exclusion	
Hate speech in any form or inciting racial tension	External suspension: Min 3 days; counselling, community service. Final Warning	Permanent exclusion	
Any offence deemed criminal under the law	External suspension: Min 3 days; counselling, community service. Final Warning	Permanent exclusion	
Wilful damage to property or negligence resulting in damage or loss of property	Internal suspension: Min 2 days	External suspension: Min 3 days; counselling, community service. Final Warning	Permanent exclusion
Use of the image of a member of the school community without their consent to create inappropriate content	External suspension: Min 3 days, counselling, community service. Final Warning	Permanent exclusion	
Online sharing of a pornographic image of a member of the school community	Permanent exclusion		
Insubordination, insolence, abusive or insulting language/signs	Internal suspension: Min 2 days, counselling	External suspension: Min 3 days; counselling, community service. Final Warning	Permanent exclusion
Obstruction, subversion, incitement or intimidation of students	Internal suspension: Min 2 days, counselling	External suspension: Min 3 days; counselling, community service. Final Warning	Permanent exclusion
Bringing the School's name into disrepute	Internal suspension: Min 1 day	External suspension: Min 3 days; counselling, community service. Final Warning	Permanent exclusion
Smoking (in any form) at school	Community service (Min 2 hrs), Counselling	Community service (Min 8 hrs), Counselling	Internal suspension: Min 1 day

Disciplinary Guideline for Extremely Serious Offences:

When dealing with extremely serious offences, the Head or Principal may either (1) elect to deal with the matter summarily based on the evidence provided (typically where evidence/behaviour is not in dispute) or (2) refer the matter to an internal disciplinary committee (typically where evidence/behaviour is in dispute).

Internal Disciplinary Committee Hearing

An internal hearing will be convened at the School, and without the option for legal or paralegal representation. An internal disciplinary committee would generally include:

- The Head
- An additional member of the School's management team
- A teacher or the School Counsellor with knowledge of the situation

The internal disciplinary committee (under the leadership of the Principal) will meet to consider all available evidence, and identify any acts or behaviour under dispute. This committee shall ensure that at all times, the student is informed of the charge against them and that they are provided with an opportunity to produce evidence in their defence, and to tell their side of the story.

Where the hearing is conclusive and the behaviour is clear, the committee may recommend any allowable and appropriate form of discipline as mentioned earlier in the disciplinary code. The ruling shall be conveyed in writing to the parents of the student. The student or a parent may request that the internal disciplinary committee reconsider the initial decision. This needs to be done within 48 hours of the ruling in writing. This request should be based on new facts or evidence, or evidence in mitigation of punishment. The committee may in its sole judgement either revise or confirm its ruling. The ruling on reconsideration shall also be conveyed in writing to the parents of the student.

Once this process is exhausted, and only in the case of recommended expulsion from the School, there will be an automatic appeal to a formal disciplinary hearing by an appeal committee to be convened by the Head. In all other circumstances, the ruling of the internal disciplinary committee is final and binding on the School, the student and their parents.

Formal Disciplinary Hearing following Action Warranting Expulsion from the School

The appeal committee would generally be constituted by:

- The Head
- A member of the Board of Governors (appointed by the chairperson of the Board of Governors)
- A member of the School's management team, not the person used in the internal disciplinary committee (appointed by the Head)

The student may be accompanied to the formal disciplinary hearing by their parents. Save in exceptional circumstances legal representation at Disciplinary Hearings is not permitted. Application for such representation is made to the Principal, and leave for such representation is at the Principal's discretion. Assistance by teachers, parents or other students is permitted. If the student is to be accompanied by a legal representative, the School shall be entitled to appoint its own legal representative for the formal

disciplinary hearing. The parents will receive notice of the hearing at least three days in advance of the hearing, but may waive this notice period. The student may be placed on full external suspension until the hearing has been held and the outcome determined.

The appeal committee shall, at its discretion, determine an appropriate procedure for the formal disciplinary hearing. In doing so, the appeal committee shall ensure that the student and their parents are aware of the findings of the internal disciplinary committee and the possible sanctions which the appeal committee may determine, and are provided with an opportunity to state the student's defence. The ruling made by the appeal committee is final and binding on the School, the student and their parents.

Links to Additional Policies:

- **Bullying and Peer on Peer Abuse Policy - [Link](#)**
- **Transformation & Diversity Policy - [Link](#)**
- **Disciplinary Procedure for Students - [Link](#)**
- **Safeguarding & Child Protection Policy - [Link](#)**
- **Social Media Policy for Students - [Link](#)**

Signed by: _____ on _____.
Student Name Date

Last revised in July 2025