



# Sacred Heart College

MARIST OBSERVATORY

EDUCATION WITH HEART



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## SACRED HEART COLLEGE STUDENT CODE OF CONDUCT

### Preamble to the Code of Conduct

As an extension of the Marist Ethos, it is important that the Code of Conduct be embraced in the spirit of understanding that this document exists, and is implemented, in order to ensure the well-being of all members within our school community.

Our Code of Conduct has been compiled to address all facets of daily school life (both on and off campus). The intention of this Code is to ensure the dignity and rights of all. As a document, it is regarded as a work-in-progress and as such is open to adaptation and amendment and due consultation with all stakeholders is welcomed.

### CODE OF CONDUCT

Adherence to the Code of Conduct is solely the student's responsibility, even if the student is excused by the Parents/Guardians.

### ATTENDANCE

Regular attendance at school is essential for all students. Erratic attendance often leads to important concepts being missed, incomplete notes and the resultant pressure of the student having to catch up work. Linked to attendance is the important life skill of being punctual which communicates respect for others and for school organisation.

1. School begins at 7h30. All students are to be punctual each day. Punctuality at school functions is essential.
2. Students are required to attend school on all official school days. Appointments for dental, medical and other treatments should be made outside of school hours, taking into account extra-curricular activities.
3. The practice of adding extra days to school holidays, weekends or long weekends is unacceptable.
4. As Sacred Heart College is a Catholic school and focus is placed on a Christian, Catholic ethos, it is expected that all students attend religious classes, celebrations and masses.
5. Students who miss work through absence or illness are required to make arrangements with the teacher concerned to catch up the work within 24 hours of returning to school.

### LATECOMERS

Students who arrive at school after 7h30 must report to Reception. Students will receive a demerit for every three times that they arrive late for school.

## **ABSENTEES**

1. Parents must inform the school telephonically or via email, if their child is absent from school. Students who are absent are requested to bring a letter of explanation from their Parents/Guardians and hand it to their class teacher on the day of their return. An absence of 3(three) days or more due to illness does require a Medical Certificate.
2. All students who miss an E-Day, Examination or Summative Assessment of any nature through illness are required to produce a Medical Certificate and will be expected to complete the assessment on the day of their return. 3. If a student needs to leave school early for any reason, an email from the Parents/Guardians requesting permission is required. In this case the student must be met at reception by the authorised person and signed out. No student will be permitted to leave school unattended.
4. Taking days off school during the term time is strongly discouraged, as this places unnecessary stress on the students in terms of catching up on work missed while away.

## **SICK STUDENTS DURING SCHOOL HOURS**

If a student falls ill during the day, a member of the office staff will contact the Parents/Guardians to collect the student. The student must be signed out at reception. Please note that by law, no staff member at Sacred Heart College is permitted to administer any form of medication to a student who is not feeling well. Students who need asthma pumps, epi-pens or other allergy medication, must have these with them at all times. Students needing to take prescribed medication at school must report to reception with written authorisation from their Parents/Guardians. This written permission must indicate dosage and type of prescribed medication to be administered at school and students must hand their medication in to the receptionist for safe keeping. Medication must not be left in lockers or school bags.

**Please keep the school informed of any change of physical address, telephone numbers, cell phone numbers and email address. We always require updated contact details in case of an EMERGENCY.**

## **COURTESY AND MANNERS**

The pride and dignity we have as individuals should be reflected in the way that we speak to and treat others. The everyday acts of greeting people, apologising for lateness, speaking to others in a respectful way, standing back at doorways and so on, communicate a great deal to others about our regard for them.

1. Students are required to greet any adult (staff, visitors or parents) whom they see at school and treat adults with respect.
2. Students are not to swear, use foul or crude language on the school property, when either wearing uniform or when representing the school in any activity or on any outing.
3. Students are expected to treat others in the respectful manner that they would like to be treated.

## **SCHOOL UNIFORM, DRESS AND PRESENTATION**

Sacred Heart College has a proud tradition going back to 1889 and the school uniform should be worn with pride. Each student who wears the uniform is an ambassador for the school at all times. Poor presentation or sloppy dress communicates a lack of pride in the school and will not be tolerated. Taking pride in our appearance is an important way of communicating to others our sense of selfworth and dignity.

### **SCHOOL UNIFORM AND DRESS**

1. The official school uniform must be worn correctly to and from school and at all school functions. Students visiting the school during school hours for academic support/extra lessons or completing practical work are expected to come to school in full school uniform. Students incorrectly attired will be dealt with. Neatness is essential.
2. When attending school events in civvies, students should be appropriately attired.
3. Blazers are to be worn at all times, excluding break time and during class. The blazer must have buttons.
4. The tie must be neatly knotted.
5. Students must be correctly dressed for all PE lessons, extra-curricular practices and matches/events. All students should arrive at school in full school uniform unless prior arrangements have been made or permission granted. Track suits must be worn with the official navy T-shirt. Appropriate sport shoes are white.
6. A uniform inspection will be carried out every morning during line-up. Prefects have full authority to insist that uniform regulations are carried out and need to set an example in this regard.
7. The correct colour socks should be worn: with skirts – white, folded in Summer and navy in Winter, pants – grey or navy. Stockings: Navy during Winter only.
8. Marist School Jerseys must be navy.
9. Scarves; navy Grades 8 – 11, white Grade 12. School beanies/caps/hats may be worn before school, at break or at sporting events only.
10. Shoes:
  - (a) Permissible shoes are Baby Dolls with buckles or conventional black, plain laceups, no slip on shoes or pointed shoes.
  - (b) Shoes should be polished daily.
  - (c) Shoe laces must be tied.
11. Summer: open neck short-sleeved white shirts must have the school badge on the pocket. Winter: Long-sleeved, stiff collar to be worn with a tie. The shirt should be tucked into pants/skirts.
12. Undergarments may not be visible by means of contrasting colour or protrusion.
13. No eyelash extensions or permanent makeup are allowed.
14. Nails may not protrude beyond the flesh of the fingertips and may not be painted. A clear nail varnish is acceptable (No French manicures).
15. Tattoos may not be visible.
16. Smart devices (like Smart watches etc.) must be placed at the front of the class during all assessments
17. Bracelets and other jewellery items are not permitted to be worn and will be confiscated until the end of the term. The only exception to the rule

is the wearing of a Medic Alert bracelet, a wristwatch or inconspicuous items of religious significance. For exceptional circumstances, an email can be sent to the Principal.

**Matric privileges will be reassessed on an annual basis and communicated to the school at the start of each academic year.**

**PRESENTATION WHEN IN SCHOOL UNIFORM** 1. **All students should arrive at school with their hair neat i.e. brushed and clean. The hair must not draw attention to a student, nor may**

it bring the uniform/school into disrepute. Hairstyles that are deemed unacceptable will be addressed.

2. Fringes may not extend beyond the eyebrows and hair must be clipped back if it falls over the eyebrows. No extreme contrasts in length; differing hair lengths must be blended/faded in. No patterned hairstyles or shavings.

3. Hair clips, ties and bands may be black or navy. Fashion accessories are not acceptable.

4. Earrings may be plain silver/gold small studs or thin (1mm) sleepers – one per ear to be worn in the bottom hole of the ear lobe.

5. No other form of body piercing will be accepted (nose rings, tongue studs, etc.).

6. Skirts may not be shorter than 5cm above the knees.

7. Hair should be a natural human hair colour.

8. Gel, mousse or hairspray may be used to keep a hairstyle neat and flat.

9. A plain black or grey leather belt must be worn with trousers (no ornamental buckles).

10. Students are to be clean shaven at all times – sideburns should be no longer than half way down the ear. Students will be sent to reception to shave.

## **ACADEMICS**

A sound academic foundation is essential if we hope to succeed in the competitive, demanding post-school world. Our studies are our first priority at school and striving for excellence and self-improvement should be the norm. Each student owes it to themselves to take pride in their work and strive to achieve to the best of their ability.

1. Students are required to take pride in their work. All work is to be neat, legible, well set out and presentable.

2. All students must complete all the homework that is set and must have it at school on the day required.

3. Students may not copy homework from classmates.

4. Cheating in class assessments or examinations is a serious offence and will be dealt with accordingly.

5. Students that do not write a midyear examination will receive an absent on their report. At the end of the year the November examination mark

will be duplicated for the midyear examination mark. Midyear examinations missed can be written for practice purposes. The doctor's note

provided, must clearly state that the student was in poor health and not able to write the examination.

6. Students who miss work through absence or illness are required to catch up the work that will have been provided on Google Classroom.

7. No erasable pens may be used.

8. No teachers' notes or resources may be shared with the public on any forum. All material is the intellectual property of Sacred Heart College.

### **CLASSROOM BEHAVIOUR**

At Sacred Heart College, the Code of Conduct is based on the Christian principle of respect for each and every person in the school. The rules are there to ensure that everyone is treated with respect and dignity and that every individual's right to be educated in the classroom needs to be protected. There are consequences, as well as help and remediation, for those students who violate another student's right to be educated, as well as violate their right to be treated with dignity and respect.

1. Students are required to change classes promptly and swiftly.
2. Students are required to be silent and stand when the teacher enters the classroom. The same is required when another teacher or visitor enters the classroom during a lesson.
3. No eating or drinking will be allowed during teaching time, apart from break or after school unless permission has been granted.
4. Chewing gum is forbidden during school hours and when representing the school.
5. Each student is responsible for the cleanliness around the desk at which they are sitting during a lesson.

### **SAFETY, SECURITY AND LOCKERS**

1. There are lockers available for students who wish to make use of this facility to avoid any loss of personal belongings.
2. Bags may be left in corridors against the wall and not in the path of other students before school or during break. Bags may not be left in the stairwells.
3. During lesson time, bags must be in a locker or carried with the student at all times.
4. Students are required to supply a good quality lock for their locker and a duplicate key is to be kept on their person. This will be the student's responsibility. The lock may be cut off, a new lock and keys will be for the student's account.
5. All students who utilise iPads are advised to make use of the iPad lockers provided.
6. No items may be stored on top of the lockers. Items that are found will be considered lost property.

### **INTERACTION WITH STAFF**

Considering the Christian principles on which the school is based, all interactions between students and teachers need to take place in a respectful manner.

1. Back-chatting will not be tolerated. If a student has a grievance as to the manner in which a staff member has spoken to them or given them an instruction, they should discuss their grievance with the staff member after the lesson, or at another time convenient for both the student and the staff member.
2. No talking while the staff member is teaching or addressing the student.
3. If the student has a question or comment, they should raise their hand and wait for the staff member to ask for their comment.
4. Insolent or disrespectful behaviour will not be tolerated and will be dealt with severely.

## **INTERACTION WITH PEERS**

1. No fraternising (intimate contact) during school hours, at any time when in school uniform, on a school outing or when representing the school.
2. No racist or sexist comments or actions.
3. No intimidating behaviour or aggressive, threatening language.
4. No humiliation, victimisation or intimidation of others at any time.
5. When a classmate makes a comment, show respect by not talking while they are talking.
6. Students may be suspended if they are seen to be disrupting the education process.

## **EXTRA-CURRICULAR ACTIVITIES**

In line with the school's Mission Statement ideal of providing a holistic, well-rounded education, we see participation in extra-curricular activities as an important part of school life. Students are also able to build team spirit, learn important skills of working together and develop pride in the school by representing the school in all areas.

1. Every student is required to participate in at least one extra-curricular activity per term. Demerits will be issued for lack of participation at the end of each term.
2. A total of a minimum of 60 hours of Community Service must be completed by the end of the Grade 11 year, as per the Life Orientation criteria. Community Service hours must be submitted to the High School reception, with an accompanying letter of proof.
3. Once registered for an activity, the student is expected to attend all practices/meetings/matches correctly attired in the appropriate school uniform for the activity.
4. Absence from a meeting/practice/match must be explained by an email from the Parents/Guardians and submitted to the coach/coordinator of the activity.
5. The Extra-Curricular timetable will be readily available on the School App at all times.

## **SCHOOL OFFENCES**

Sacred Heart College is committed to forming responsible young people. Certain behaviour or actions by a student indicate a serious lack of responsibility and need to be addressed in a way that ensures that the student involved begins to take steps towards a more responsible way of life. For this reason, the following rules are part of the Code of Conduct of Sacred Heart College:

1. No vandalising of school property (or property that does not belong to the individual concerned) will be tolerated.
2. There will be no smoking, smoking paraphernalia, consumption of alcohol, drugs or distribution thereof, on the school property at any time; also no smoking, consumption of alcohol or use of drugs when a student is on a school outing, representing the school or in school uniform.
3. No truancy, or leaving the school property during school hours without written permission, will be tolerated.
4. No racist or other derogatory comments, made to any student, staff member, parent or adult at the school, will be condoned.
5. If you are required to represent the school in a particular team or event, you are expected to honour the commitment.
6. No theft will be tolerated. This includes plagiarism, which is theft of intellectual property. A maximum of 15% similarity or less is acceptable.

## **ELECTRONIC DEVICES**

We do realise that it may be necessary for some students to carry cellular phones in order to contact parents/guardians before and after school. In the case of an emergency, please contact the school and work through the available communication channels. The school will not be held responsible for damage, loss or theft of cellular phones, or any other item for that matter. Students must be responsible and keep valuables on them at all times. Cellular phones must not be visible and must be switched off during school time. Ringing phones will be confiscated and kept in a safe place until the end of the day. Students encountered using or receiving any form of message during teaching time will be punished with a demerit. Please cooperate with us in this regard. Media players may not be used during teaching time, without the teacher's permission.

When using electronic devices the following must be noted: inappropriate images must not be used as screensavers or background photographs. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Internet games are not allowed on the electronic devices during school hours and whilst on the school's network. The student's school email address may only be used for school and educational purposes. A student may not remove themselves from the school network once they have registered their electronic devices with the school.

## **MERIT/DEMERIT SYSTEM**

Meaningful learning can only take place in a controlled, disciplined environment and for this reason a merit/demerit system is in place at Sacred Heart College. This system is linked to the academic database and all actions mentioned under commendable or unacceptable types of behaviour will be recorded on an ongoing basis. The accumulation or forfeiture of points will furthermore be linked to a prescribed course of action. A behavioural report together with the academic report will be issued at the end of each term, for both the parents/guardians and the school's record. Ideally, it is hoped that all students will earn merit points. The merit/demerit system is based on a yearly cycle, which means that at the beginning of the new year, all students will start with zero points. Points achieved cannot be carried over to the next year. Records will be kept on the student's file in the form of a yearly behavioural report. Merits/Demerits issued will be communicated to parents/guardians via email.

## **GRADING OF COMMENDABLE BEHAVIOUR – MERITS 1 STAR (2 - 10 points each)**

1. Donations/Contributions (2 per term, 2 points)
2. Involvement in House Events (2 points)
3. Service to school (5 points)
4. Top Achiever subject at the end of the year (5 points)
5. Good work ethic (1 per term per subject, 5 points)
6. Improvement of more than 10% per subject. Comparing Term 1 to Term 2.
7. Badge award – Academics and extra-curricular activities
8. SRC position
9. Marist trophy award
10. External spiritual events (1 per term)
11. Marist Ethos Award

**2 STARS (15 points each) 12.**  
SRC Executive position

13. Captain – Extra-curricular activity

**3 STARS (20 - 25 points each)**

14. Junior Honours - Academics and extra-curricular activities

15. Half Colours – Academics, extra-curricular activities and prefect

16. Half Colours – Senior Prefects (25 points)

**4 STARS (30 - 35 points each)**

17. Half Colours – Deputy Head Prefects

18. Full Colours – Academics and extra-curricular activities

19. Colours Blazer Award

20. Full Colours – Head Prefects (35 points)

**5 STARS (40 Points each)**

21. Honours Blazer Award

22. National Award/Colours – Extra-curricular activities (1 per year per activity)

**COURSE OF ACTION FOR COMMENDABLE BEHAVIOUR**

Acknowledgement of commendable behaviour may take place in 3 different forms according to the number of points earned and the duration over which they were awarded:

POINTS	ACTION
40 (accumulated)	Letter of Congratulations by Grade Head.
80 (accumulated)	Certificate of Commendation by Grade Head (end of term).
120 (accumulated)	A tuckshop voucher will be issued by the Principal.

**TOP MERIT STUDENT PER GRADE**

The student with the highest number of merit points in each grade at the end of the year will be acknowledged with a floating trophy, a certificate, as well as a gift voucher at the Honours Evening.



**GRADING OF UNACCEPTABLE BEHAVIOUR - DEMERITS LEVEL 1 (10 points each)**

23. Late for class/school 3 times
24. Uniform offence
25. Homework incomplete (following 2 break detentions)
26. Littering
27. Misbehaviour in class/disruption of school organisation
28. Misbehaviour or poor sportsmanship at an extra-curricular activity or while representing the school
29. Non-participation in extra-curricular (1 per term)
30. Inappropriate use of iPad/cell phone/electronic device

**LEVEL 2 (15 points each)**

31. Verbal abuse
32. Use of foul language
33. Dishonesty/lying/disobedience/disrespect/copying (zero will be given)
34. Fraud/forgery of documents or letters
35. Vandalism
36. Misbehaviour during religious events
37. Fraternalising
38. Truancy (during a part of the school day)
39. Inappropriate behaviour

**LEVEL 3 (20 points each)**

40. Threatening/intimidating behaviour towards others
41. Cheek/defiance to staff/adults
42. Truancy (for a school day)

**LEVEL 4 (30 points each)**

43. Inappropriate behaviour
44. Fighting (Physical)
45. Abuse – verbal/written
46. Contravention of the school IT Code of Conduct

**LEVEL 5 (50 points each)**

47. Smoking, smoking paraphernalia, consumption of alcohol, drugs or distribution thereof, in school uniform or when representing the school
48. Possession or distribution of pornographic material
49. Assault on staff/parent/student
50. Theft
51. Failure to attend Principal's detention
52. Intimidation/victimisation and bullying in any form
53. Being in possession of and/or use of any dangerous weapon or object

- 54. Satanism – involvement/promotion of
- 55. Vandalism of a serious nature
- 56. Cheating or plagiarism during an Assessment/Examination (zero will be given)
- 57. Inappropriate behaviour

**COURSE OF ACTION FOR UNACCEPTABLE BEHAVIOUR ACCUMULATED LOSS OF POINTS: POINTS ACTION**

POINTS	ACTION
20	Parents notified via email.
40	Parents notified via email and 1st Warning letter issued.
80	Disciplinary Hearing with Grade Heads and 2nd Warning letter issued.
120	Disciplinary Hearing with external chairperson and Final Warning letter issued.
Action after 120 accumulated	Final Disciplinary Hearing. Student may be requested to leave the school.

**IMMEDIATE LOSS OF POINTS**

POINTS	ACTION
20 (Level 3 single offence)	Parents notified via email.
30 (Level 4 single offence)	Parents called in for interview with Grade Heads. STUDENT MAY BE REQUESTED TO LEAVE THE SCHOOL.
50 (Level 5 single offence)	Disciplinary Hearing with Grade Heads and 1st Warning letter issued. At the Principal's discretion Level 5 offences will be treated with severe sanction. STUDENT MAY BE REQUESTED TO LEAVE THE SCHOOL.

**WRITTEN WARNING/LETTER OF SUSPENSION**

Single serious breaches in the Code of Conduct or repeated infringements are addressed with a written warning and/or a letter of suspension, issued by the Principal. Two written warnings may be issued to the student after which a final warning letter is issued. Any further serious offence can be met with a letter requesting the Parents/Guardians to remove the student from the school. **All warning letters will result in a Principal's detention.**

It should be noted that a final warning or letter requesting that the Parents/Guardians remove the student from the school may be issued without any previous warning letters, provided the seriousness of the offence warrants it.

*Please note that this is a working document that is subject to change.*

**STUDENT ACKNOWLEDGEMENT**

**STUDENT NAME:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_