

MARIST BROTHERS LINMEYER

HIGH SCHOOL STUDENT 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 the 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 Marist Brothers Linmeyer 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 educator 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 for a late stamp. It is compulsory to show the late stamp to their class educator. Students will receive a detention and a demerit for every three times that they arrive late for school.

ABSENTEES

1. Parents must inform the school telephonically or via the School App, 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 educator 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, Summative Assessment, Examination or an 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, a letter 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 Marist Brothers Linmeyer 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. 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/or email addresses. 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 the school.
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 excursion.
3. Students are expected to treat others in the respectful manner that they would like to be treated.

SCHOOL UNIFORM, DRESS AND PRESENTATION

Marist Brothers Linmeyer has a 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 self-worth and dignity.

SCHOOL UNIFORM AND DRESS

1. The official school uniform must be worn correctly to and from school every day and at all school functions, unless stipulated otherwise. 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 and will be sent home. Neatness is essential.
2. Blazers are to be worn at all times, excluding break time and during class. The blazer must have buttons.
3. The tie must be neatly knotted.
4. Students must be dressed correctly for all Physical Education lessons, sports practices and sports matches. Track suits must be worn with the official navy T-shirt. Appropriate sport shoes are white.
5. A uniform inspection will be carried out every morning during line-up. Matric students have full authority to insist that uniform regulations are carried out and need to set an example in this regard.
6. The correct colour socks should be worn; girls – white, folded in Summer and navy in Winter, boys – grey or navy all year round.
7. Jerseys must be navy and scarves; navy Grades 8 – 11, white Grade 12.
8. Shoes:
 - (a) Permissible shoes for girls are Baby Dolls with buckles or conventional plain, black lace-ups.
 - (b) Permissible shoes for boys are conventional plain, black lace-ups, no slip on shoes or pointed shoes.
 - (c) Shoes should be polished daily.
 - (d) Shoe laces must be tied.
9. Open neck short sleeve (Summer) and long sleeve (Winter) white shirts for both boys and girls. The shirt should be tucked into pants/skirts.
10. Undergarments may not be visible by means of contrasting colour or protrusion.
11. Students may not wear make-up. No eyelash extensions or permanent make-up is allowed.
12. Nails may not protrude beyond the flesh of the fingertips and may not be painted. A clear nail varnish is acceptable (No French manicures).
11. Tattoos may not be visible when students are involved in school activities.
13. Smart devices (like Smart watches etc.) must be placed at the front of the class during all assessments
14. 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.

PRESENTATION WHEN IN SCHOOL UNIFORM

HAIR: All students should arrive at school with their hair neat i.e. brushed and clean. The hair must not draw attention to the boy/girl, nor may it bring the school into disrepute. Hairstyles that are deemed unacceptable will be addressed.

GIRLS:

1. Girls hair must be tied up when it touches the collar of the blazer or is longer.
2. Fringes may not extend beyond the eyebrows. Hair must be clipped back if it falls over the eyebrows.
3. Hair clips, ties and bands may be black/navy. Fashion accessories are not acceptable.
4. Girls with pierced ears may wear one pair of small, plain studs or a pair of thin (1mm) sleepers – one per ear to be worn in the bottom of the ear lobe.
5. No other form of body piercing will be accepted (nose rings, tongue studs, etc.).
6. Girls' grey skirts may not be shorter than 5cm above the knee when kneeling and may not be rolled up at the waist.
7. Hair should be the student's own natural hair colour.

BOYS:

1. Hair should always be clean, short, neat and tidy.
2. Hair should be the student's own natural hair colour.
3. Hair must be off the collar, should be off the ears and not extend below the eyebrows.
4. No extreme contrasts in length; differing hair lengths must be blended/faded in.
5. Hair must not be tied up/clipped up (no 'man buns' or pony tails).
6. No patterned hairstyles or shavings.
7. Gel and mousse may be used to keep a hairstyle neat and flat.
8. Boys must wear grey trousers. They may not be tapered.
9. Boys must wear a plain black/grey leather belt with their trousers. (No ornamental buckles).
10. Boys are to be clean shaven at all times – sideburns should be no longer than half way down the ear. Boys 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 himself/herself to take pride in his/her work and strive to achieve to the best of his/her 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 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 result will be duplicated for the Midyear examination result. Midyear examinations missed can be written for practice purposes. If a doctor's note is provided, it must clearly state that the student was in poor health and not able to write the examination. Similarly, students who miss the November Examinations, the Midyear examination result will be duplicated for the November examination result.
6. Students who miss work through absence or illness are required to make arrangements with the educator concerned to catch up the work within 24 hours of returning to school.
7. No erasable pens may be used.
8. The Academic Support and Enrichment Timetable will be posted on the School App at the beginning of each term. Students are required to book an appointment with the relevant educator, at least one day prior to the session.

CLASSROOM BEHAVIOUR

At Marist Brothers Linmeyer, 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 is 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 educator enters the classroom. The same is required when another educator/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 in which he/she is sitting during a lesson.

SAFETY, SECURITY AND LOCKERS

1. To avoid any loss of personal belongings, there are lockers available for students who wish to make use of this facility.
2. Bags may be left in corridors against the wall and not in the path of other students. Bags may not be left in the stair wells.
3. 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.
5. 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.
6. All students who utilise iPads must ensure they make use of the iPad lockers provided.

INTERACTION WITH EDUCATORS

Considering the Christian principles on which the school is based, all interactions between students and educators 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 an educator has spoken to him/her or given him/her an order, he/she should discuss his/her grievance with the educator after the lesson, or at another time convenient for both the student and the educator.
2. No talking while the educator is teaching.
3. If the student has a question or comment, he/she should raise his/her hand and wait for the educator to ask for his/her comment.
4. Insolent behaviour will not be tolerated and will be dealt with severely.

INTERACTION WITH YOUR PEERS

1. No fraternising (intimate contact) during school hours, at any time when in school uniform, on a school excursion or when representing the school.
2. No racist or sexist comments/actions.
3. No intimidating behaviour or aggressive, threatening language.
4. No humiliation of others in public or at any other time.
5. When a classmate makes a comment in class, show respect by not talking while he/she is talking.
6. Students may be suspended if they are seen to be disrupting the education process.
7. No cyber-bullying of any kind will be tolerated and offenders will be dealt with severely.

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, develop 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 and to complete a minimum of 24 hours Community Service per year for Grade 8 to Grade 11, as per the Life Orientation criteria.
2. 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.
3. Absence from a meeting/practice/match must be explained in a letter from the Parents/Guardians and submitted to the coach/coordinator of the activity.
4. A demerit will be issued to the students who have not participated in an activity during the term.

SCHOOL OFFENCES

Marist Brothers Linmeyer 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 Marist Brothers Linmeyer:

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 or consumption of alcohol on the school property at any time; also no smoking or consumption of alcohol when a student is on a school excursion, 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 of another person's property 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 cell phones in order to contact parents before and after school. Should you need to contact your child urgently or in the case of an emergency, please phone reception and work through the school system. The school will not be held responsible for damage, loss or theft of cell phones, or any other item for that matter. Students must be responsible and keep valuables on them at all times. Cell 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. iPod/MP3 players may not be used during teaching time, without permission from the educator concerned. When using iPads the following must be noted: Inappropriate media must not be used as a screensaver or background photo. Sound must be muted at all times unless permission is obtained from the educator for instructional purposes. Internet games are not allowed on the iPads 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 off of the Light speed MDM once they have registered their iPad with the school. **During break time, there will be a "no-tech-time" policy i.e. No electronic devices may be used.**

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 Marist Brothers Linmeyer High School. 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. Service to school (2 points)
3. Top Achiever subject at the end of the year/Exceptional achievement in Olympiads (5 points)
4. Attendance 1 year (10 points)
5. Improvement of more than 10% per subject. Comparing Term 2 to Term 3. (10 points)
6. Badge Award – Cultural/Sport/Academics (10 points)
7. SRC Executive position (10 points)

- 8. Most-Improved Student Trophy (10 points)
- 9. External spiritual events (1 per term) (10 points)
- 10. Involvement in House Events - Merit for participation (10 points)
- 11. Marist Ethos Award (10 points)
- 12. Good work ethic (10 points)

2 STARS (15 points each)

- 13. Captain – Sport/Cultural
- 14. Junior Honours

3 STARS (20 points each)

- 15. Half Colours – Cultural/Sport/Academics
- 16. Prefect

4 STARS (30 points each)

- 17. Full Colours – Cultural/Sport/Academics
- 18. Colours Blazer Award

5 STARS (40 points each)

- 19. Honours Blazer Award
- 20. National Award/Colours – Cultural/Sport

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 (immediate).
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 and a certificate, as well as a gift voucher at the Honours Evening.

GRADING OF UNACCEPTABLE BEHAVIOUR - DEMERITS

LEVEL 1 (5 - 10 points each)

21. Late for class/school 3 times
22. Uniform offence
23. Punishment incomplete/not done
24. Homework incomplete/not done/copied (5 points)
25. Littering
26. Misbehaviour in class/disruption of school organisation
27. Misbehaviour at an extra-curricular activity or while representing the school
28. Use of foul language towards other students
29. Spitting in public/school
30. Verbal abuse of fellow students
31. Inappropriate use of iPad/cell phone/electronic device during lesson/break
32. Poor sportsmanship/misbehaviour
33. Leaving the school grounds without permission

LEVEL 2 (15 points each)

34. Non-participation in Extra-Curricular Activities for the term
35. Dishonesty/lying/disobedience
36. Inappropriate Behaviour (Minor Offences)
37. Fraud/forgery of documents or letters
38. Non-attendance at an extra-curricular activity when representing the school.
39. Vandalism of another student's property or school property (defacing desks, walls, etc.)
40. Misbehaviour during religious events
41. Fraternalising (in uniform/on tours/during breaks)
42. Truancy during any part of the school day
43. Threatening behaviour towards fellow students

LEVEL 3 (20 points each)

44. Fighting (Physical)
45. Verbal Abuse/Cheek/defiance to staff/adults
46. Possession of pornographic material
47. Truancy for a school day

LEVEL 4 (30 points each)

48. Inappropriate behaviour (Major Offences)

LEVEL 5 (50 points each)

49. Contravention of the school IT Code of Conduct
50. Smoking/in possession of any smoking paraphernalia at school activities/or school related activity/tour/event
51. Possession and/or consumption of alcohol at school/or at a school related activity/tour/event
52. Stealing/theft
53. Failure to attend detention
54. Intimidation/victimisation and bullying in any form
55. Being in possession of and/or use of any dangerous weapon or object could lead to **immediate expulsion**
56. Satanism – involvement/promotion of
57. Vandalism of a serious nature leading to loss of property/threat to safety of students/public/staff
58. Assault on staff/public or student leading to police charges
59. Possession/distribution of illegal substances
60. Cheating/Plagiarism during an Assessment/Examination. A result of zero will be incurred.

COURSE OF ACTION FOR UNACCEPTABLE BEHAVIOUR

ACCUMULATED LOSS OF POINTS:

POINTS	ACTION
20	Parents notified via email.
40	Parents notified via email and 1 st Warning Letter issued.
80	Disciplinary Hearing with Grade Heads and 2 nd 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 1 st Warning Letter issued. At the Principal's discretion Level 5 offences may be treated with severe sanctions. 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 issued will have a Friday detention attached. Detention will run from 14h15 – 15h45.**

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 that the seriousness of the offence warrants it.