



ST BENEDICT'S COLLEGE

A GUIDE TO POLICIES AND PRACTICES

GENERAL

A Catholic School	3
Life Orientation	4
Community Service	4
The College's Moral Framework	4
Aims of the Pastoral Policy	5
The St Benedict's Pastoral Structure	5
Medical Concerns	6
Miscellaneous Matters	7
Whom to Contact on Pastoral Matters	7

DISCIPLINARY MATTERS

Disciplinary Policy – A Broad Outline	9
Behaviour Guidelines	10
Rewards and Sanctions	10
Drugs Policy	11
Steroid Testing Policy	11
High School Code of Conduct	13
The Demerit System	14
Schedule of Misconduct and Recommended Actions/Sanctions	15
Policy on Bullying	22

ACADEMIC MATTERS

Curriculum	23
Minimum Promotion Requirements	23
Reporting to Parents	24
2016 Reports	24
Acceptable User Policy	25
Plagiarism and Referencing	28

EXTRAMURAL MATTERS

Involvement in College Activities	30
The Extra Curricular Council Constitution	31
House System	32
Sports Captains and Cultural Heads	32
Regulations for Awards	32
Academic Dux Awards	35
Overall Dux Awards	35
Cultural Colours	35
General	37
Honours Blazers	37
Magna Cum Laude	38
Leadership Awards	38
Age Group Policy	38
Parents' Charter	39

A CATHOLIC SCHOOL

St Benedict's is a Catholic School:

- Everyone is welcome. No-one is excluded because all members of the College community are created in God's image and are therefore good.
- It has a strong value system based on Gospel values with Christ as the centre of the school. It is a faith community that fosters positive, relationships among boys, teachers and parents.
- The religious atmosphere fosters formation of the whole child. Worship and prayer are integral and central to school life. Everyone has the right to be treated with dignity and must treat others in the same way.
- St Benedict's resists individualism. It is concerned about justice and the well-being of the whole community – we are our sisters' and brothers' keepers.
- The best is expected from boys because teachers believe in them.
- Clear standards of behaviour from all members of the school community are defined and expected.
- A sense of social responsibility based on Gospel values is fostered. This helps boys to become worthwhile citizens who will hopefully make a difference to society. These values should permeate all the College's endeavours.
- The College provides a broad curriculum which is meaningful to boys and relevant to their community.
- School leadership attempts to develop positive morale amongst the boys and staff and gives priority to people.
- Collaborative decision-making is encouraged and the gifts of each individual are recognised.
- Parental involvement and collaboration is vital for a true community to develop – a community that has the development and well-being of every member as its vision.

It is our goal at St Benedict's that boys come to a more mature understanding of all that is implied in the concept of person: intellect and will, freedom and feelings, the capacity to be an active and creative agent; a being endowed with rights and duties, capable of interpersonal relationships, called to a specific mission in the world.

At St Benedict's, it is the Catholic Faith that is taught throughout. Christian principles and moral values are inculcated not only through Religious Education classes and Liturgical programmes, but throughout the academic curriculum in the classroom and on the sports fields. We believe that the Catholic School's task is fundamentally a synthesis of culture and faith, and a synthesis of faith and life – the first is reached by integrating all the different aspects of human knowledge through all that is taught in the light of the Gospel; the second in the growth of the virtues characteristic of the Christian in prayer, in worship and in relationships with other people.

The staff of the College contributes in practical ways, so that all may discover the meaning of sound Christian values, in thought, word and deed. Our goal is that our boys may become a generation of adults who have hope in themselves, hope in Christ and hope in the promise of fullness of life.

In line with the College's aims and objective, boys attend Mass on a regular basis. The entire College celebrates Mass as a whole-school community on the first Friday of every month and boys attend a Grade Mass once a term. Our boarders celebrate Mass once a week on a Wednesday evening and all boys and parents are most welcome to be part of this Mass. In addition, our RE department facilitates a retreat for each Grade once a year.

LIFE ORIENTATION

Life Orientation is designed to help boys' religious, personal, moral, social and physical development. It aims to identify issues and problems that individuals and society in general might face and through a structured programme, investigate those issues so that the boys are well-informed and, therefore, better able to establish their own perspectives and values. It is hoped that both Life Orientation and Religious Education will help our boys to make considered choices when faced with dilemmas and problems and thus develop better control over their lives and be able to grow into socially active and responsible adults.

Life Orientation and Religious Education address directly the following four learning outcomes.

Personal Well-being
Citizenship Education
Recreation and Physical well-being
Career and Career Choices

The College has a duty to promote the good health and well-being of its boys and make them aware of the consequences of their actions. Life Orientation should help boys to be well-informed about health matters, be able to make considered judgments and avoid unnecessary risks and dangers. A variety of health issues are addressed: drug abuse, alcohol and smoking; diet, healthy styles of life, physical fitness; sex education (including HIV and AIDS education). Staff adopt an unashamedly Catholic approach when addressing such issues as pre-marital sex and birth control. Boys are encouraged to consider the importance of self-restraint, dignity and respect for themselves and others. They should be helped to recognize the emotional, moral and physical risks of casual or promiscuous sex.

COMMUNITY SERVICE

All boys from Grade 8 to 11 are expected to do a minimum of 20 hours community service a year. This is recorded on a Community Service Card issued to each boy at the start of the academic year. Community service issued as a sanction for bad behaviour is not credited on the Community Service Card.

THE COLLEGE'S MORAL FRAMEWORK

Although we are unashamedly a Catholic school, St Benedict's College draws boys from a wide variety of religious, ethnic and cultural backgrounds. Nevertheless, there are clear moral standards which we expect all boys to uphold. These are not enshrined in the prohibitions of College Rules or Code of Conduct. Indeed, they represent values which should minimize the need for regulation

Honesty

It is a central principle of the College that boys be honest in their behaviour and we expect them to take responsibility and accept accountability for their actions.

Courtesy

We expect all boys to be courteous, showing to others good manners which they have a right to expect in return. In particular, older boys should show consideration to younger boys – helping them wherever and whenever possible and setting a good example.

Loyalty

Boys expect a great deal from the College and its staff, who give generously of their time and energy. In turn, the College expects much of its pupils in terms of commitment. We encourage all

boys to take pride in their School and to contribute towards its achievements in all areas as a matter of loyalty to the community of which they are a part.

Commitment to work

St Benedict's College is first and foremost an academic institution and we pride ourselves on the academic achievements of our boys and the academic history of the College. Boys come to the College to realise their talents by working hard, in co-operation with their teachers. We expect boys to try their best and commit themselves to the highest standards they can possibly achieve. It is the responsibility of each boy to hand in homework promptly, to be prepared for lessons, to bring the required books and equipment to lessons and to catch up on any work missed. There should be no need to be told to do this.

Punctuality and Attendance

Boys are required to ensure that they are in the right place at the right time, whether it be registration, assembly, lessons, sports practices or any other organized activity. Failure to do this disrupts the smooth running of the College and is discourteous.

Dress

Boys should dress appropriately and smartly while at school, on the sports field, on College trips or excursion visits and while journeying to and from the College. While in uniform they represent the College and should behave accordingly.

Self-Discipline

Underlying all the principles set out above is the need for boys to exercise self-discipline. We also expect boys to familiarize themselves with the College Code of Conduct and abide by it.

AIMS OF THE PASTORAL POLICY

The purpose of the College's Pastoral Policy is to give individual attention to every boy enrolled in Grades 8 to 12. We aim to complement the work of the family in developing a boy's moral views, his sense of responsibility, his self-reliance and his awareness of himself in relation to other people and the community. In so doing, we hope that we will prepare and empower each boy entrusted to our care to meet the challenges of life.

The Pastoral Policy contributes to the ethos of the College by attaching importance to the personal and social development of its boys, thus putting into perspective the many areas of College Life in which each boy participates. The aim is to offer the secure conditions which enable the individual to thrive among friends, and to create an environment which is stimulating, varied and challenging so that he recognises the diversity and individuality of others and the potential, importance and impact of his own attitudes, behaviour and efforts. It encourages each boy to develop a sound moral and practical philosophy.

The College's Pastoral Policy aims to assist every boy so that he himself is able to deal successfully with those practical matters affecting his school and social life, and to utilise to the full, the academic, sporting, cultural and other opportunities offered by the College, including those leading to Tertiary Education and future careers.

THE ST BENEDICT'S PASTORAL STRUCTURE

Tutor System

Throughout the College boys are allocated to a Register Class according to their Grade. There are six Register Classes in Grades 8 to 12. In line with Board Policy, class size is capped at 28 boys. Our register classes are named after prominent religious figures whose lives and works bear special significance for the College:

B – St Benedict
E – Fr Erasme'
F – St Francis
J – Blessed Joseph Gerard
M – Mary immaculate
T – St Thomas Aquinas

Each register class has a register teacher who controls and manages the boys in his/her class.

Register Teacher

The Register Teacher is responsible for the supervision, guidance and care of the boys in his/her Register Class, meeting them every morning at 7:20 am and (usually) teaching them one of their subjects during the week. Register Teachers keep records of attendance and academic progress for each boy in the group and are also aware of individual circumstances and needs.

In each Grade, Register Teachers are assisted by an affiliated Grade 12 College Leader, who regularly joins the class during Registration to conduct uniform and dress inspections. The leader may, on occasion, conduct the morning prayers and is available to offer help and advice to younger boys.

Year Heads

Each Grade has two Year Heads and a Deputy Headmaster who are responsible for the co-ordination of policies and practices within the grade. They take charge of all the arrangements and particular issues which affect that Year including pastoral care, disciplinary matters, academic progress and the administration of detentions.

Should parents feel that it is necessary to meet with representatives of the College to discuss, in particular, academic or behaviour concerns they may have about their son, they will meet with the Year Heads and the Deputy Headmaster.

Counselling Services

The College has a full time School Psychologist, Ms T Lennox and Counsellors Dr D Oerson and Mr R Maarman. They are available to boys who wish to consult someone other than their tutor or another member of staff. The School Psychologist and Counsellors, offer a confidential service to help and support boys who have needs which cannot be fully dealt with by the regular pastoral structure. Boys wishing to use this service should contact either Ms Lennox, Dr Oerson or Mr Maarman personally for an appointment. Appointments may be scheduled during or after the school day. There is no cost.

Father Tony Daniels

The College also has a part-time Chaplain, Father Tony Daniels. Boys, parents and families in need or crisis may visit with Father Marole. Appointments are made through the Headmaster's Secretary. There is no cost.

MEDICAL CONCERNS

Medical concerns can be directed to the Year Head.

In general, if it is decided that a boy is not fit for lessons and should be sent home, the College Secretary will contact the parent or guardian and request that the boy be collected. When boys leave the school prior to the normal end of day, they are signed out by their Year Head/Deputy Headmaster. Parents sign boys out at the College Reception and must ensure that they collect an exit slip which must be presented to the security guard on duty at the main gate in Harcus Road. Boys are not usually signed out before first break or during the Integrated Day.

If a boy requires hospitalisation he will be taken either by ambulance or school minibus and will be escorted by a member of staff. His parents will be notified immediately and the escort will stay at the hospital until he/she is relieved by either parent or guardian.

Requests for leave of absence should be addressed to the Year Head. In cases of illness, parents should phone the College on the first day of their son's absence. On the boy's return to school, he must bring a note from his parents to his Register Teacher. For periods of lengthy absence, parents will be requested to sign an Academic Indemnity in which they undertake to ensure that they supervise the "catching" up of work lost.

Boys can take any questions or problems to their Register Teacher, Year Head of Class Leader (if it is preferable to make an initial approach to a boy rather than a member of staff). If they would prefer to speak directly to another member of staff, that is perfectly acceptable and the outline of responsibilities above may be helpful.

MISCELLANEOUS MATTERS

Boys should not bring to school expensive items and large sums of money. If this is unavoidable they may be handed to staff for safe custody, particularly during Integrated Day and sport practices/fixtures. Boys should report any loss or damage to personal property to their Year Heads and, where an item has been thought to be stolen, also to the Deputy Headmaster. Boys must make use of storage racks and lockers provided to store their sports bags during the academic day. These racks are covered by a CCTV camera.

Although cell phones are allowed, these must be switched off during school times. Boys' personal property should be marked clearly with their name if possible: it is very difficult to return unlabeled lost property to its owner. A lost property office is run from the College Reception. At the end of each term, unclaimed lost property is sent to the College's second hand shop or donated to charity. The second-hand shop operates from the prep school admin block on a Monday, Tuesday and Thursday from 13:30 to 15h00

WHOM TO CONTACT ON PASTORAL MATTERS

The College takes complaints from parents very seriously and seeks to ensure that they are dealt with thoroughly, by the correct person at the appropriate level. Every reasonable endeavour will be made to respond to parents within 24 hours of the complaints being lodged in writing.

If a parent does not feel that the complaint has been dealt with properly, he/she should contact the College Headmaster in the first instance.

All staff may be contacted during school hours at (011)4551906/7/8/. Please bear in mind that the pastoral team are also subject teachers and it may be necessary for you to leave a message or to make an appointment.

Concerns about day-to-day administration, morale, academics, homework, extra-curricular activities or behaviour should be addressed to one of the Year Heads. The Year Head and the Headmaster should be informed of any major change in family circumstances. Should parents' addresses or cell phone numbers change, this change should be brought to the attention of the Headmaster's Secretary.

The Deputy Headmaster should be approached if parents have concerns about the operation of the pastoral system. Issues of a purely academic nature can be addressed to the Head of Department or the Headmaster of the College. If in doubt, it may be best to ask the Year Head for advice as to whom to contact first.

CONTACTS

PASTORAL TEAM

Grade 8 Year Head – Mrs N de Reuck	dereuckn@stbenedicts.co.za
Grade 8 Year Head – Mr F Van Der Linde	vanderlindf@stbenedicts.co.za
Grade 9 Year Head – Mrs T Nel	nelt@stbenedicts.co.za
Grade 9 Year Head – Mr S Ramsurwaj	ramsurwajs@stbenedicts.co.za
Grade 10 Year Head – Mr D Edwards	edwardsd@stbenedicts.co.za
Grade 10 Year Head – Mrs E Mathey	mathey@stbenedicts.co.za
Grade 11 Year Head – Ms A Stothard	duplooy@stbenedicts.co.za
Grade 11 Year Head – Mr A Evans	evansa@stbenedicts.co.za
Grade 12 Year Head – Mr J Brouard	brouardj@stbenedicts.co.za
Grade 12 Year Head – Mrs U Smith	smithu@stbenedicts.co.za
Counsellor - Mr R Maarman	maarmanr@stbenedicts.co.za
School Psychologist – Mrs T Lennox	lennox@stbenedicts.co.za
Deputy Headmaster (Gr 8 and 9) – Mr T Craig	craigt@stbenedicts.co.za
Deputy Headmaster (Gr 10 and 11) – Mr M Nel	nelm@stbenedicts.co.za
Headmaster (Gr 12) – Mr D Jeffrey	jeffreyd@stbenedicts.co.za
Campus Headmaster – Dr D Oerson	oersond@stbenedicts.co.za

HEADS OF DEPARTMENT

English – Mrs M Nichas	nichasm@stbenedicts.co.za
Afrikaans – Mrs U Smith	smithu@stbenedicts.co.za
Mathematics – Mrs M Povall	povallm@stbenedicts.co.za
Life Orientation – Mr R Maarman	maarmanr@stbenedicts.co.za
Physical Science Mrs C Esterhuizen	esterhuizenc@stbenedicts.co.za
Life Sciences – Mrs L Muller	mullerm@stbenedicts.co.za
Geography – Mr G Cimma	cimmag@stbenedicts.co.za
History – Mrs J Mogg	moggj@stbenedicts.co.za
Visual Art – Miss M Coetsee	coetzeem2@stbenedicts.co.za
Music – Mrs J Chalmers	chalmersj@stbenedicts.co.za
Dramatic Arts – Mrs K McAnda	mcandak@stbenedicts.co.za
Accounting, EMS – Mrs A Dunn	dunna@stbenedicts.co.za
IT, CAD and Computers – Mrs D Kench	kenchd@stbenedicts.co.za

COLLEGE SPORT

Sports Council Chairman - Mr M Nel	nelm@stbenedicts.co.za
Sports Council Secretary – Mrs J Walker	walkerj@stbenedicts.co.za
Head of Sport - Mr C Norris	norrisc@stbenedicts.co.za
MIC Air Rifle Shooting – Mr G Cimma	cimmag@stbenedicts.co.za
MIC Athletics - Mr M Julian	julyanm@stbenedicts.co.za
MIC Basketball – Ms M Ramatsoga	ramatsogam@stbenedicts.co.za
MIC Cricket - Mr C Tomsek	tomsekc@stbenedicts.co.za
MIC Cross Country – Mr M Julian	julyanm@stbenedicts.co.za
MIC Golf - Mr C Norris	norrisc@stbenedicts.co.za
MIC Hockey - Mr B Tennant	tennantb@stbenedicts.co.za
MIC Rowing – Mr D Roff	roffd@stbenedicts.co.za
MIC Rugby - Mr M Nel	nelm@stbenedicts.co.za
MIC Soccer - Mr G Hanouch	hanouchg@stbenedicts.co.za
MIC Squash - Mr D Edwards	edwardsd@stbenedicts.co.za
MIC Swimming – Mr D Upman	upmand@stbenedicts.co.za
MIC Tennis - Mr N Hamman	hammann@stbenedicts.co.za
MIC Waterpolo – TBC	

DISCIPLINARY POLICY – A BROAD OUTLINE

St Benedict's College is committed to providing a safe and orderly learning environment for all boys and staff. All boys are required to conduct themselves in an appropriate and acceptable manner at all times. Responsible and mature citizenship ensures a positive and productive campus environment.

St Benedict's College and its management believe that it is important for boys to understand that they have a choice for their actions and that appropriate conduct benefits both them and others. St Benedict's College envisages a discipline policy that reinforces the underlying belief that boys are responsible for their own behaviour. This Discipline Policy is linked to a Code of Conduct and a Demerit System. Staff, Year Heads and Senior Management deal with disciplinary matters on an immediate and continual basis and ensure that inappropriate and damaging behaviour is addressed. Consequently, boys learn that there are always consequences for their actions as they gradually develop into upright and morally sound citizens of the College and society.

The Discipline Policy is a paradigm for achieving appropriate, productive behaviour and ultimately increasing achievement. Boys will receive a "Notice of Disciplinary Action" each time they are assigned demerits as a consequence of their actions. This notice will state the number of demerits the boy received for that particular incident as well as the total number of demerits the boy has accumulated. A copy of this notice will be sent home to parent's to ensure that parents or guardians are aware of their son's behavioural status. This Discipline Policy is effective for all boys because it reinforces the belief that boys can make appropriate decisions regarding their behaviour.

Each teacher has specific expectations regarding student behaviour in his/her classroom. The following rules, however, apply to every boy on campus:

1. Treat others with consideration, dignity and respect.
2. Respect the authority of ALL adults on campus.
3. Follow the directions of ALL staff members.
4. Respect the property of others.
5. Be punctual and prepared for class.
6. Contribute positively to the learning environment.
7. Abide by the College Dress Code.
8. Abide by all College rules and regulations

DISCIPLINARY ACTIONS WILL INCLUDE, BUT ARE NOT LIMITED TO:

1. Verbal reprimand from staff member
2. Interviews with and reprimands from Year Heads / Deputy Headmasters / Headmaster
3. Assignment of demerits
4. Parent/Guardian Interviews
5. Teacher-assigned detentions (Level 1)
6. Year Head/Deputy Headmaster/Headmaster's Detentions (Level 2)
7. Community service
8. Manual Labour detentions
9. Suspension
10. Suspension pending Disciplinary Hearing
11. Expulsion

Extenuating circumstances may create unique situations for which the disciplinary action will be subject to the discretion of the Year Head/Deputy Headmaster/Headmaster.

BEHAVIOUR GUIDELINES

Every boy is entitled to a safe and orderly learning environment. The majority of boys have a positive attitude towards school and are conscientious about their academic and extracurricular performance. Unfortunately some boys experience difficulty in maintaining an appropriate and respectful attitude toward College rules.

Inappropriate behaviour creates problems for the boys themselves, as well as for peers, their parents/guardians, and College staff. When difficulties occur, disciplinary action must be taken in order to maintain a safe, orderly learning environment.

Boys will be asked to sign their acceptance of safe school and network-use responsibilities. Boys who display excessive absenteeism or behavioural problems are asked to sign behavioural agreements.

Refusal to sign acceptance of the Code of Conduct and Discipline Policy in no way indicates these rules are not binding. It should also be noted that all inappropriate behaviour taking place off campus in school uniform or to and from College or at College activities will be addressed under the Discipline Policy.

In addition to College discipline, boys may be cited for fighting, possession of controlled substances including tobacco, truancy, weapons, vandalism, and other unlawful behaviours. Driving and parking violations are also subject to disciplinary measures but the College reserves the right to refer such offences to the SAPS. Consequences may vary according to the seriousness of the infraction per administrative discretion.

REWARDS AND SANCTIONS

Good work and effort – be it academic, sporting or cultural – is rewarded with public acknowledgement through the College’s Colours Policy. At the end of each cycle, the academic achievement of the Top 20 boys in each grade is publically acknowledged and rewarded. In addition, boys in Grade 12 are accorded certain privileges to acknowledge their growing maturity and the increasing responsibility that they accept within the College.

The College Code of Conduct and Demerit System provide a framework for an orderly environment within which boys must operate and the College has a series of sanctions which are imposed on those boys found to be contravening College rules.

Minor offences are dealt with by rebuke and reprimands as well as Conduct Record Entries. A Friday afternoon detention is given for repeated occurrences of minor offences or more serious offences. College detention involves boys being kept in school on a Friday afternoon from 14:30 to 15:30. Boys are always given twenty-four hours’ notice of a detention so that they may make alternative arrangements for travelling home. Level 2 detentions take place on Friday afternoons and consist of a minimum of three hours work and are supervised by a member of the Senior Management Team.

In the most extreme circumstances, the Headmaster may exclude or suspend a boy from the College. In some cases, a boy will be expelled following a Disciplinary Hearing. Although the boy’s best interests will be taken into consideration, the interests of the other boys and the College community will be of particular significance.

DRUGS POLICY

St Benedict's College has a zero-tolerance policy towards the misuse of drugs and steroids and towards the illegal possession or storage of such substances on its premises. Boys are expelled for contravening this policy. This prohibition applies to all College activities and includes the use of steroids and other performance enhancing substances.

Random drug testing takes place on a regular basis and testing for the use of steroids occurs on reasonable grounds of suspicion.

As part of our responsibility for the welfare of our boys, the College believes it has a duty to educate and inform them of the consequences of drug use and the misuse thereof. This includes the dangers involved in the smoking and drinking.

STEROID TESTING POLICY

Reason for the policy

The desire to achieve a desirable body image, to succeed on the sports field, or play for the first or provincial team are strong motivators and influences. These influences can cause boys to risk their long-term health by using performance-enhancing substances as a short cut to meeting their goals. This is cheating and a violation of the honesty and integrity of fair participation. St Benedict's College is committed to act against this behaviour by introducing a steroid testing programme and to educate boys on the health dangers of taking anabolic steroids. The Headmasters of the boys' schools have also agreed to work together in eradicating this behaviour by introducing testing in their schools.

Reasons for testing

- Using steroids without a prescription can cause serious, adverse health effects.
- Using steroids and other performance-enhancing drugs can give an unfair advantage over the competition, and is cheating.
- Testing for steroids can help deter their use among school pupils.
- Steroids are drugs that should only be used to treat medical conditions. Possession, use or dealing of most steroids without a prescription is illegal.

St Benedict's College recognizes that it will take a community-wide effort by parents, coaches, pupils, teachers and physicians to attack this growing challenge. Steroid testing is one tool that can assist in discouraging pupils from taking steroids.

Definition of Steroids

Anabolic steroids, officially known as anabolic-androgen steroids (AAS) or colloquially simply as "steroids", are drugs which mimic the effects of the male sex hormones testosterone and dihydrotestosterone. They increase protein synthesis within cells, which results in the build-up of the cellular tissue (anabolism), especially in muscles. Anabolic steroids also have androgenic and virilising properties, including the development and maintenance of masculine characteristics. www.wada-ama.org.

The policy definition

It shall be considered a violation of the sportsmanship code of conduct for any student to possess, ingest or otherwise use any substance on the list of banned substances as indicated by the South

African Institute for Drug Free Sport (SAIDS), without written prescription by a fully-licensed physician as recognised by the South African Medical Association, to treat a medical condition.

In short, use of performance-enhancing drugs by pupils at St Benedict's College is considered to be cheating and will be penalized. The testing programme:

- Testing can be conducted at any time of the year, pre-season, during a particular season or after.
- Testing will not be restricted to any one particular sport.
- The testing will be administered at the College through the South African Institute of Drug Free Sport <http://www.drugfreesport.org.za/> and/or Drug Detection International
- The process is as follows:
 - Interview - Medical information i.e. current medication being used, including any and all drugs being used, either over the counter or prescription
 - Collect urine sample
 - Complete Chain of Custody Form
 - Seal and sign chain of custody procedure
 - Send specimens to the laboratory
 - Return of results to the College within a framework of complete confidentiality between the client, St Benedict's College, and SAIDS.
- The substances tested for will include any substances that are banned by the South African Institute for Drug Free Sport (SAIDS) which falls under the banner of the World Anti-Doping Agency (WADA). Using any substance belonging to a banned class violates the rules of sportsmanship, can be detrimental to the pupil's health and is considered cheating.
- Nutritional and dietary supplements are not on the banned substances list but all pupils must be aware that many supplements are not on the banned substances list due to the unregulated supplement industry. Impure supplements may lead to positive test results because the purity and safety of nutritional dietary supplements cannot be guaranteed. The use of supplements is at the student's own risk.

Testing Sample

Testing will be conducted three times per year and will include, but may not be limited to, 15 boys per round of testing. The breakdown of boys tested will be drawn from a broad cross section of sports and age groups and may include suspected recreational users. St Benedict's College reserves the right to conduct the appropriate medical tests if in the opinion of the relevant Headmaster, such tests are indicated as being necessary to confirm or disprove the use of steroids.

Recommended consequences for violating the steroid policy

Any person, who tests positive in a test, or any person who refuses to provide a testing sample will:

- Be informed, along with his parents, according to the same process as per the substance abuse policy, of the consequences in regards to the violation.
- Will be required to attend a Disciplinary Hearing
- If found guilty, will be obliged to leave St Benedict's College immediately.

Any pupil who deals in steroids is in violation of the substance abuse policy and will be called before the Disciplinary Council with his parents. The consequence of selling drugs at St Benedict's College may lead to expulsion.

HIGH SCHOOL CODE OF CONDUCT

1. I have the **right** to be educated in an orderly and disciplined environment, and the **responsibility** to be co-operative, attentive and not disrupt lessons or distract others.
2. I have the **right** to voice my opinions in a polite and respectful manner, and the **responsibility** to listen to and consider the opinions of others.
3. I have the **right** to have my work marked and returned within a reasonable time, and the **responsibility** of ensuring that my homework and assignments are completed and handed in on time.
4. I have the **right** to be treated fairly, and the **responsibility** to uphold honest behaviour, refrain from cheating and from any form of aggressive or abusive behaviour towards others. Respect should be shown to all those who hold positions of authority, **as well as** those who do not.
5. It is my **right** that my property be safe and secure, and my **responsibility** to show respect for the property of others by not damaging, stealing or in any way interfering with property which is not my own.
6. It is my **right** to be treated with respect by other members of the school, regardless of personal, cultural, racial or religious differences, and my **responsibility** to display tolerance and consideration and refrain from ridiculing others.
7. I have the **right** to have all school activities and lessons commence punctually, and the **responsibility** to arrive at school and at lessons on time.
8. I have the **right** to benefit from the good reputation and facilities of the school, and the **responsibility** to respect and maintain these facilities, to uphold the name of the College, and to behave and dress in such a way that I bring no discredit to the College.
9. I have the **right** to the support of the College in sporting, cultural, academic and religious matters, and the **responsibility** to abide by the norms of good sportsmanship, good manners in my interaction with other schools or the general public, and to show loyalty and commitment toward my team.
10. I have the **right** to work in a healthy and litter free environment, and the **responsibility** to ensure that the school premises are kept clean and that no littering, graffiti or despoiling of any area occurs.
11. **My parents have the right** to be fully informed of my academic progress and behaviour at school, consequently it is my **responsibility** to ensure that information entrusted to my care, e.g. Progress Files, Term and Cycle Reports, Detentions slips, etc. are directly and speedily conveyed to my parents.

PROCEDURE

Demerits are allocated for conduct that contravenes the College's Code of Conduct. The number of demerits is determined by the severity of the incident and progressively increase each time a boy is referred for a violation of College rules. Demerits are allocated at the discretion of the Headmaster, a Deputy Headmaster or a Year Head (in consultation with a Deputy Headmaster).

1. Year Heads and Deputy Headmasters follow-up on all referrals made by staff members as well as entries made by staff on a boy's Conduct Record.
2. After the Year Head or Deputy Headmaster has dealt with instances of misconduct, the Deputy Headmaster may allocate demerits. The boy must be present when this is done. Demerits are recorded on the boy's Code of Conduct card which will be kept in the boy's personal file (EdLab).
3. Boys will receive a "Notice of Disciplinary Action" each time they are assigned demerits as a consequence of their actions. This notice will state the number of demerits the boy received for that particular incident as well as the total number of demerits the boy has accumulated.
4. The "Notice of Disciplinary Action" letter is sent home to parents along with a "College Copy" which is to be returned to the College by the stipulated date. This notice ensures that parents are aware of their son's behavioural status.
5. These procedures allow the Year Heads, Deputy Headmasters and Headmaster to deal with most of the everyday problems.
6. A maximum of 50 demerits will be permitted for a boy who joins the College at the start of Grade 8. A sliding scale applies for boys enrolled at the College after the start of Grade 8.

Grade	Maximum Demerits	Interview 1 Deputy Headmaster	Disciplinary Hearing
8	50	25	40
9	40	20	30
10	30	15	20
11	20	10	10
12	10	5	5

7. When a boy accumulates 25 demerits he will be interviewed by a Deputy Headmaster. The boy's parent/parents will be required to attend this interview.
8. A boy who has accumulated 40 demerits will appear before a disciplinary enquiry convened by a Deputy Headmaster. The boy's parents will be required to attend this disciplinary enquiry. This enquiry is convened once the boy's ongoing behavior has demonstrated that he is unresponsive to corrective measures and will not/cannot modify his behaviour.
9. Following this disciplinary enquiry, a Notice of Final Warning must be issued to the boy and his parents. A copy of this letter must be placed in the boy's Personal Record file.
10. A copy of this letter must be tabled at the following Board Meeting. The Board, at their discretion, reserves the right to interview the parents and boy.

11. At the discretion of the Headmaster and Board of Governors, a boy who accumulates 50 demerits will be asked to leave the College.
12. **Demerits are cumulative and are carried from one grade to the next.** If a boy leaves the College and then returns, previous demerits will be re-instated.

SCHEDULE OF MISCONDUCT AND RECOMMENDED ACTIONS AND SANCTIONS

ALLEGED MISCONDUCT	1 ST INCIDENT	2 ND INCIDENT	3 RD INCIDENT
Each learner has the right to be educated in an orderly and disciplined environment, and the responsibility to be co-operative and attentive and not disrupt lessons or distract fellow learners. He should exercise self-discipline and be committed to academic progress for all			
<i>Acts or behaviour that creates a hostile or threatening College environment or that may reasonably have resulted in such an environment.</i> <i>The wilful disruption or interference with College activities and conduct that is designed to be prejudicial to good order or discipline at the College</i>	Level 2 Detention/s Community Service Suspension Exclusion Expulsion	Expulsion	
	10 – 20 DEMERITS		
<i>Noisy, disruptive and unco-operative behaviour which disturbs the activities of others inside and outside of the classroom and behaviour that wilfully obstructs/ hinders/prevents the teacher from the efficient execution of his/her duties</i>	Conduct Record Entry Warning Staff Detention	Conduct Record Entry Parental Contact Level 1 Detention Exclusion	Parental Contact Level 2 Detention Suspension Expulsion
			3 DEMERITS
<i>Eating or drinking during lessons or College events/activities when consumption may be considered inappropriate or is not permitted</i>	Conduct Record Entry Warning Staff Detention	Conduct Record Entry Parental Contact Level 1 Detention Exclusion	Parental Contact Level 2 Detention Suspension Expulsion
			3 DEMERITS
Each learner has the right to voice his or her opinions in a polite and respectful manner, and the responsibility to listen to and consider the opinions of others.			
<i>Being unreasonably intolerant of others and their personal beliefs, religion, traditions, appearance or of diversity</i>	Parental Contact Counselling Level 1 Detention	Level 2 Detention Exclusion	Suspension Expulsion
	5 DEMERITS	10 DEMERITS	15 DEMERITS
Each learner has the right to have his or her work marked and returned within a reasonable time, and the responsibility to ensure that homework and assignments are completed and handed in on time			
<i>Academic Non-compliance: refusal or failure to complete homework or meet deadlines, poor application to studies, school work or assignments</i>	Conduct Record Entry Warning Staff Detention	Parental Contact Level 1 Detention	Level 2 Detention Exclusion Suspension Expulsion
		3 DEMERITS	6 DEMERITS
<i>Lying, dishonesty or copying of homework or assignments and allowing of others to copy homework, assignments or tests</i>	Parental Contact Level 2 Detention Possible zero mark	Exclusion Suspension Expulsion	
	5 DEMERITS	10 DEMERITS	
<i>Plagiarism and the use of another individual's intellectual property without proper referencing and/or acknowledgement of sources</i>	Parental Contact Counselling Level 2 Detention	Level 2 Detention Suspension Exclusion	Level 2 Detention Exclusion Suspension Expulsion
	5 DEMERITS	10 DEMERITS	

ALLEGED MISCONDUCT	1 ST INCIDENT	2 ND INCIDENT	3 RD INCIDENT
Each person has the right to be treated fairly and the responsibility to refrain from any form of aggressive or abusive behaviour towards others. Respect should be shown to all those who hold positions of authority, e.g. Headmaster, Deputy Headmasters, Teachers, students, administrative and other support staff.			
<i>Malicious teasing, verbal or insulting abuse of others, victimisation, intimidation, bullying or initiation of any sort including fighting, battery, violent, abusive or threatening behaviour (verbal, virtual or physical) or threatened assault of others</i>	Level 2 Detention/s Suspension Final Warning Community Service Expulsion (depending on severity)	Expulsion	
	10 DEMERITS		
<i>Inciting, rewarding or advising others to perform violent, offensive or threatening acts or any "gang" related activity that may threaten the safety and welfare of others (at the College or at College events)</i>	Level 2 Detentions Suspension Final Warning Community Service Expulsion (depending on severity)	Expulsion	
	10 DEMERITS		
<i>Transferring, using or being in possession of a dangerous weapon, fireworks, explosives or any object that may be considered potentially dangerous</i>	Parental Contact Suspension Community Service	Expulsion	
	10 – 15 DEMERITS		
<i>Sexual harassment, racism, sexism, cultural or religious intolerance</i>	Parental Contact Suspension Community Service	Expulsion	
	10 – 15 DEMERITS		
<i>Obscene, indecent or sexually explicit behaviour and gestures or attempts to make unwanted physical contact (in uniform or not, with or without another learner)</i>	Expulsion		
<i>Playing of obscene games</i>	Parental Contact Level 2 Detention/s Suspension Community Service	Expulsion	
	10 DEMERITS		
<i>Defiance, insolence, disrespect or discourteous behaviour towards College authorities, parents, visitors or senior peers</i>	Final Warning Counselling Level 2 Detention/s Parental Contact	Parental Contact Community Service Exclusion	Suspension Expulsion
	8 DEMERITS	10 DEMERITS	15 DEMERITS
<i>Playing games or indulging in dangerous, physical horseplay where others may be injured or where property may be damaged</i>	Final Warning Level 2 Detention	Community Service Exclusion Suspension	Expulsion
	8 DEMERITS	10 DEMERITS	
<i>Riding skateboards, bicycles, motorbikes or vehicles in areas where such activities are prohibited or in such a way that they may cause injury to others</i>	Final Warning Level 2 Detention	Community Service Exclusion Privileges revoked Suspension	Expulsion
	8 DEMERITS	10 DEMERITS	
<i>Abuse of privileges, seniority status or position of authority</i>	Level 2 Detention	Privileges or position revoked	
	8 DEMERITS		

ALLEGED MISCONDUCT	1 ST INCIDENT	2 ND INCIDENT	3 RD INCIDENT
Each person has the right to be secure in person and property, and the responsibility to uphold honest behaviour and security in the school, to show respect for others' property and not damage, deface, steal or in any way interfere with any property which is not his own.			
<i>Theft, attempted theft or the sale of another's/stolen property or the theft of College property</i>	Expulsion		
<i>Being in possession of stolen property or tampering with the possessions and equipment of others</i>	Suspension	Expulsion	
	20 DEMERITS		
<i>Being an accessory or an accomplice to the theft of property belonging to another</i>	Exclusion Community Service	Suspension	Expulsion
	20 DEMERITS	25 DEMERITS	
<i>Being in possession of or distributing material or information that may give an unfair advantage in a test or exam or the submission of work that is not one's own for assessment purposes</i>	Parental Contact Final Warning Suspension	Expulsion	
	20 DEMERITS		
<i>Cheating, copying or tampering with test or exam results, reports or assignments</i>	Parental Contact Final Warning Level 2 Detention/s Suspension	Expulsion	
	20 DEMERITS		
<i>Forgery or falsification of College documents and reports and refusal to identify oneself upon request by a College authority</i>	Parental contact Final Warning Level 2 Detention/s Suspension Community Service	Expulsion	
	8 DEMERITS		
<i>Sabotage, malicious or wilful damage to College or other's property</i>	Parental Contact Restitution Community Service Suspension Expulsion	Expulsion	
	20 DEMERITS		
<i>Trespassing or entering the College premises without permission and/or without supervision after school hours or use of College equipment and facilities without permission</i>	Exclusion Community Service	Suspension	Expulsion
	10 DEMERITS	15 DEMERITS	
Each learner has the right to be treated with respect by other members of the school community, regardless of personal, cultural, racial and religious differences and the responsibility to display tolerance and consideration towards others. He should not ridicule others.			
<i>Denigration/ taunting (verbal or virtual) of others because of race, religion or any other personal 'difference'.</i>	Parental contact Counselling Detention Community service Exclusion Suspension Expulsion	Expulsion	
	25 DEMERITS		

ALLEGED MISCONDUCT	1 ST INCIDENT	2 ND INCIDENT	3 RD INCIDENT
Each learner has the right to have school activities and lessons commence punctually and the responsibility to arrive at school and at lessons on time.			
<i>Poor timekeeping practices (late arrival for school or class)\</i>	Progress File entry Level 1 Detention	Final warning Level 2 Detention	Community service Exclusion Suspension Expulsion
		5 DEMERITS	8 DEMERITS
<i>Unexplained absences from class or leaving class without permission</i>	Progress File entry Level 1 Detention	Final warning Level 2 Detention	Community service Exclusion Suspension Expulsion
		8 DEMERITS	10 DEMERITS
<i>Absence from school without parental knowledge and/or permission</i>	Parental contact Final warning Level 2 Detention/s Community service	Suspension Expulsion	
	10 DEMERITS		
<i>Leaving the College campus during school time without obtaining the necessary permission</i>	Parental Contact Final Warning Community Service Level 2 Detention/s	Suspension Expulsion	
	10 DEMERITS		

ALLEGED MISCONDUCT	1 ST INCIDENT	2 ND INCIDENT	3 RD INCIDENT
<p>Each learner has the right to benefit from the good reputation of the school and the variety of facilities it offers, and the responsibility to respect and maintain these facilities, to uphold the values of the school and to behave in such a way that no discredit will be brought to the school. Unless specifically stated this applies to any situation whether or not the learner is wearing the College uniform or kit, is participating in a College activity or event or can be identified as a learner of the College.</p>			
<p><i>Hair, dress and apparel that is not in accordance with the College rules and standards. Boys may not have fashion hairstyles, nor may they wear any form of bodily piercing.</i></p>	<p>Conduct Record Entry Warning Staff Detention</p>	<p>Conduct Record Entry Parental Contact Level 1 Detention Exclusion</p>	<p>Parental Contact Level 2 Detention Suspension Expulsion</p>
		<p>3 DEMERITS</p>	<p>5 DEMERITS</p>
<p><i>Poor grooming/unshaven facial hair, unhygienic personal habits and improper use of school ablution facilities.</i></p>	<p>Conduct Record Entry Warning Staff Detention</p>	<p>Conduct Record Entry Parental Contact Level 1 Detention Exclusion</p>	<p>Parental Contact Level 2 Detention Suspension Expulsion</p>
		<p>3 DEMERITS</p>	<p>5 DEMERITS</p>
<p><i>In the event of a boy having a tattoo, it may not be visible at any stage during school hours nor during sporting events.</i></p>	<p>Conduct Record Entry Warning Staff Detention</p>	<p>3 DEMERITS</p>	<p>5 DEMERITS</p>
		<p>3 DEMERITS</p>	<p>5 DEMERITS</p>
<p><i>Swearing and use of abusive, vulgar, profane or blasphemous language</i></p>	<p>Chart Entry Warning Level 1 Detention</p>	<p>Parental contact Final warning Level 2 Detention/s Exclusion</p>	<p>Suspension Expulsion</p>
		<p>10 DEMERITS</p>	<p>15 DEMERITS</p>
<p><i>Smoking or being in possession of tobacco (including tobacco related products/hublies) or cigarettes (including electronic cigarettes) whilst in school uniform/sports kit, on the College campus, on College excursions or at College events or where he can be identified as a learner of the College</i></p>	<p>Parental Contact Final Warning Community Service Suspension Community Service</p>	<p>Expulsion</p>	
<p><i>Being in possession of, or under the influence of alcoholic substances, or distributing, storing or consuming any such substances whilst in school uniform/sports kit, on the College campus, on College excursions or at College events or where he can be identified as a learner of the College</i></p>	<p>Parental Contact Final Warning Suspension Community Service</p>	<p>Expulsion</p>	
<p><i>Storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, emails, text, SMS, MMS, cartoons or objects and use of digital media to film and/or distribute material which may cause harm to another individual or bring the College into disrepute</i></p>	<p>Parental contact Final warning Level 2 detentions Suspension</p>	<p>Suspension Expulsion</p>	
<p><i>Being in possession of, or under the influence of hallucinogenic or dangerous/prohibited substances, or distributing, storing or consuming any such substances</i></p>	<p>Expulsion</p>		
<p><i>Committing any criminal offence (including off-campus criminal misconduct that disrupts the school-pupil relationship and the educational process)</i></p>	<p>Expulsion</p>		

ALLEGED MISCONDUCT	1 ST INCIDENT	2 ND INCIDENT	3 RD INCIDENT
Each learner has the right to enjoy the support of the school in his cultural, sporting and academic matters, and the responsibility to abide by the norms of good sportsmanship on the sports field and in his interaction with other schools or the general public, and to show loyalty and commitment towards the College, teams, clubs, societies and committees to which he has pledged support.			
<i>Failure to attend a match, fixture, gala or gathering</i>	Conduct Record Entry Warning Level 2 Detention	Parental contact Final warning Level 2 Detention/s Exclusion 10 DEMERITS	Suspension from sport Expulsion
<i>Use of excessive or inappropriate force during games or sport</i>	Parental contact Final warning Formal apology Exclusion Level 2 Detention/s 10 DEMERITS	Counselling Community service Exclusion from team 15 DEMERITS	Suspension from sport Expulsion 20 DEMERITS
<i>Poor sportsmanship characterised by bad language, gesturing and 'backchatting' the referee/umpire</i>	Parental contact Final warning Formal apology Level 2 Detention/s Exclusion 10 DEMERITS	Exclusion from team Suspension from sport 15 DEMERITS	Suspension from sport Expulsion 20 DEMERITS
<i>Inappropriate behaviour or comments in public or at College events that brings the College into disrepute</i>	Parental contact Final warning Formal apology Exclusion 15 DEMERITS	Exclusion Suspension 20 DEMERITS	Suspension Expulsion 21 DEMERITS
Each learner has the right to work in a healthy and litter free environment, and the responsibility to ensure that the school premises are kept clean and hygienic, and that no littering, graffiti or deliberate despoiling of any area occurs.			
<i>Littering</i>	Entry in Progress File Warning Staff Detention	Parental contact Level 1 Detention 5 DEMERITS	Level 2 Detention Community service 8 DEMERITS
<i>Wearing earphones between lessons or during the course of the school day</i>	Warning	Confiscation Conduct Record Entry Warning Staff Detention	Conduct Record Entry Parental Contact Level 1 Detention 3 DEMERITS
<i>Failure to adhere to the cap and hat policy (headwear being worn with the incorrect dress, being worn indoors or not being doffed or removed as appropriate)</i>	Warning	Conduct Record Entry Warning Staff Detention	Conduct Record Entry Parental Contact Level 1 Detention 3 DEMERITS
<i>Vandalising property (including graffiti) or equipment (College and others)^F</i>	Community Service Expulsion 20 DEMERITS		
Learners will comply with general rules of the College.			
Withholding report from parents, refusal to return reports, reply slips or letters to parents or the College	Parental contact Final warning Level 2 Detention/s Community service 10 DEMERITS	Suspension Expulsion 15 DEMERITS	

ALLEGED MISCONDUCT	1 ST INCIDENT	2 ND INCIDENT	3 RD INCIDENT
Each learner has the right to enjoy the support of the school in his cultural, sporting and academic matters, and the responsibility to abide by the norms of good sportsmanship on the sports field and in his interaction with other schools or the general public, and to show loyalty and commitment towards the College, teams, clubs, societies and committees to which he has pledged support.			
Unreasonable refusal to participate in school activities or to attend compulsory events	Parental contact Final warning Level 2 Detention/s Suspension	Expulsion	
	10 DEMERITS		
Unreasonable refusal to participate during Integrated Day, inability/refusal to submit a doctors letter or satisfactory parental letter of excuse	Conduct Record Entry Warning Level 1 Detention	Parental contact Final warning Level 2 Detention/s Exclusion	Expulsion
		10 DEMERITS	
Failure to adhere to the Sport Dress code during integrated day	Warning Conduct Record Entry	Conduct Record Entry Warning Parental Contact Level 1 Detention	Conduct Record Entry Parental Contact Level 2 Detention
			3 DEMERITS
Failure to adhere to the Sport Dress code during integrated days or sport fixtures	Conduct Record Entry Warning Parental Contact Level 1 Detention	Conduct Record Entry Parental Contact Level 2 Detention	Parental contact Final warning Level 2 Detention/s Suspension Exclusion
			5 DEMERITS
Three or more Conduct Record Entries for the same offence (minor)	Level 2 Detention		
	3 DEMERITS		
Failure to attend a Level 1 Detention	Level 2 Detention		
	5 DEMERITS		
Failure to attend a Level 2 Detention	Parental Contact Exclusion Suspension	Expulsion	
	10 DEMERITS		

POLICY ON BULLYING

With an enrolment of over 680 boys, some incidents of bullying are unfortunately inevitable. However, bullying is an offence listed in our Code of Conduct that carries severe sanctions. Our Code of Conduct states that "Each person has the right to be treated fairly and the responsibility to refrain from any form of aggressive or abusive behaviour towards others."

Depending on the severity a first offence carries a sanction of four hours detention, suspension, community service and/or expulsion. A second offence automatically leads to expulsion. Throughout the history of St Benedict's, boys who have been found guilty of bullying have been disciplined and expelled in accordance with this Code of Conduct.

We believe that we have appropriate structures in place to raise awareness amongst our boys and to educate them with regards to bullying. We believe, too, that we have appropriate policies and procedures in place for boys and parents to bring incidents of bullying to our attention so that action can be taken against the perpetrators.

For the first six weeks of their Grade 8 year our boys complete an Anti- Bullying Programme. During the course of their orientation at the College, our Grade 8's and their parents are also introduced to the College's Pastoral Care structures.

St Benedict's is a school that prides itself on its strong academic tradition and achievements. We treasure a safe and supportive environment in which all boys can maximise their learning. The College's academic achievements are not up for discussion here, but they certainly reveal that we are successful in establishing that environment. Our academic success over the years has always been built on:

- the close interest staff take in the progress of each boy;
- the good relationships between staff and boys;
- and good communication with parents.

Boys and parents are also regularly encouraged to use the Pastoral Care structures that are in place to draw attention to problems they may be experiencing. This structure is used effectively by boys and parents to draw attention to a wide range of concerns, problems and conflict; to address concerns regarding unfairness (especially with regard to academic assessment) and to appeal decisions and actions of staff members that may have a negative impact on boys.

When an incident is reported to the Year Heads, Deputy Headmaster or Headmaster (or any other person in authority), a thorough investigation is done. When necessary, the investigative and disciplinary process conducted by the staff is informed and guided not only by the College's Code of Conduct, but also ISASA's Employment Relations Manual (which includes comprehensive guidelines for learner discipline) and input from legal representatives on the College's Board of Governors.

Disciplinary Hearings, when convened, are governed by the guidelines laid down by law, including procedural and substantive fairness. From a substantive fairness perspective, acceptable universal norms must apply and these include (a) a presumption of innocence until the contrary is proven by the accuser; (b) action taken should primarily have a corrective intention and be focused on preventing a re-occurrence and (c) the penalty, or "punishment" must be appropriate to the seriousness of the transgression.

Boys and parents who are uncomfortable using the extensive structures that are already in place will be able to approach the School Psychologist (Ms Lennox) or one of the counsellors (Dr Oerson or Mr Maarman). They can also phone the BE COUNSELLED HELPLINE on 082 490 7161.

The College also runs a “Family Wellness Programme” that addresses a number of issues which we believe are prevalent for today’s youth and parents.

ACADEMIC MATTERS

CURRICULUM

Although St Benedict's is a relatively young institution it has long been known in the local community for its high academic standards and the success its pupils have attained at university level. St Benedict's follows the South African National Curriculum from Grade 1 to Grade 12. At the end of Grade 9, all boys participate in the requirements of the GETC Certificate and the Grade 12 boys write the examinations of the Independent Examinations Board.

The following subjects are offered at St Benedict’s:

GRADE	COMPULSORY	CHOICE
10 – 12	English 1st Language Afrikaans 2nd Language Mathematics OR Mathematical Literacy Life Orientation Religious Education	Accounting Business Studies Dramatic Art Geography History Information Technology Life Sciences Music Physical Sciences Visual Art Advanced Programme Mathematics and Advanced Programme English (by invitation only)
8 – 9	English First Language, Afrikaans OR Zulu (grade 8 and 9 only) First Additional Languages, Mathematics, Science and Biology, Geography and History, EMS and Accounting, Visual Art, Dramatic Art, Music, Information Technology, Life Orientation and Religious Education	

MINIMUM PROMOTION REQUIREMENTS

The following minimum promotion requirements apply for Grades 8 – 11:

- English and Mathematics 50%
- Afrikaans OR isiZulu and Life Orientation 40%
- All remaining subjects 50%

Boys who fail to meet these requirements will be required to repeat a grade.

REPORTING TO PARENTS

Three formal procedures exist for keeping parents informed of the academic progress of their sons: reports, parents' evenings and one-on-one interviews. These procedures ensure at least two points of contact between the College and parents for most boys in each full term.

2016 REPORTS

Assessment and reporting for Grades 8 – 12 at the College will occur across THREE cycles (one per term):

	Assessment Cycle	Report Issued	Grades	Report Details
Cycle 1	14 Jan – 8 April	16 April	8 - 12	<p>Reports given out and followed by a Parent's Evening</p> <p>Report breakdown is:</p> <p>1) Grades 8: 60% Formal and 40% Portfolio</p> <p>2) Grades 9 – 12: 75% formal and 25% Portfolio</p> <p>No comments as Parent's Evening follows issuing of Reports</p>
Cycle 2	5 May – 31 July	7 August	8 - 12	<p>Report breakdown is:</p> <p>3) Grades 8: 60% Formal and 40% Portfolio</p> <p>4) Grades 9 – 12: 75% formal and 25% Portfolio</p>
Cycle 3 (Final)	8 Sept – 31 November	4 December	8 - 11	<p>Report breakdown is:</p> <p>1) Grades 8: 60% Formal and 40% Portfolio</p> <p>2) Grades 9 – 11: 75% formal and 25% Portfolio</p>

PARENT'S EVENINGS

Two Parent's Evenings have been scheduled.

1. Parents' Evening after Cycle 1 report issued: 5 April 2016 in the Cricket Centre from 15:00 to 19:00.
2. Parents' Evening after Cycle 2 report issued: Grades 8 – 12 on 15 September 2016 from 15:00 to 19:00 (Bookings are essential and can be made in the College Foyer from 7 August 2015)

Any enquiries regarding reports may be emailed to Mr J Brouard at pencilbox.admin@stbenedicts.co.za

PUPILS' ACCEPTABLE USER POLICY

Introduction to the Policy

Pupils are expected to demonstrate appropriate behaviour at school when using the College's technology facilities and IT equipment as well as their own personal devices just as they are expected to in any classroom situation.

The College is aware and acknowledges that increasing numbers of individuals across the world are using many forms of e-communication privately and at school. These activities bring many opportunities for people to understand, engage and communicate in new ways, but at the same time offer dangers from which we need to be protected through education. It is therefore important that these technologies and services are used effectively and responsibly.

E-communication on the internet is often public in nature and general school rules for behaviour and communication therefore apply. St Benedict's College encourages the use of technology in all spheres of the College's activities and therefore the guidelines discussed in this policy encourage the efficient and safe use of all the College's technological resources, as well as limiting any negative consequences. It is expected that users will comply with the specified guidelines and rules set out below. Necessary disciplinary action described in the Pastoral Care Handbook will be taken against Pupils who transgress this policy.

The policies, procedures and information within this document apply to all IT devices used in the College. These include iPads, personal tablets/devices, iPods, cell phones, other IT handheld devices, laptops, computers, iMacs, cameras, video recorders, voting systems, printers etc.

Terms of use

The St Benedict's College network has not been established as a public access service or a public forum, but to provide technology resources at St Benedict's College to facilitate the availability of information for the sake of education, by providing access to resources and the opportunity for collaborative research. St Benedict's College therefore reserves the right to place reasonable restrictions on material/software accessed or material/software published through the system.

Electronic communications facilities (such as, but not limited to, WhatsApp and email messages) and connection to the Internet are primarily for College-related activities. While at times conducting personal activities from St Benedict's College facilities may be unavoidable, such use should be kept to a minimum. The Network Manager reserves the right to delete any files that are not seen as school-related, including photos, pictures, music files, videos etc.

Transmission of any material in violation of any South African or provincial law or regulations of St Benedict's College rules is prohibited. This includes, but is not limited to, copyright material, threatening, obscene or offensive material, or material protected by trade secret.

The use of the College's technology facilities is a privilege, not a right, and may be revoked if abused. Pupils are responsible, personally, for their actions in accessing and utilising these resources. Pupils are expected never to access, keep or send anything that they would not want their parents or teachers to see or that would bring St Benedict's College into disrepute.

Teachers and other College staff may also set additional requirements for use within their classroom.

Use of personal devices during the school day is at the discretion of teachers and staff. Pupils must use devices as directed by their teacher.

The use of a personal device is not to be a distraction in any way to teachers or pupils. Personal devices must not disrupt class in any way.

This policy will be updated when the need arises.

Monitoring

St Benedict's College reserves the right to review material held in user accounts, monitor internet usage and to monitor file server space in order to determine whether specific uses of the network are inappropriate. In reviewing and monitoring user accounts and file server space, St Benedict's College will respect the privacy of the user accounts at all times. All computer and tablet/device-related activities are monitored and logged. St Benedict's College reserves the right to inspect any personal device such as a storage device/medium, cell phone or tablet/device and take the necessary action if it has been used for any reason that violates the Acceptable User Policy.

All data stored on St Benedict's College servers and laptops, desktop computers, external drives, flash disks, magnetic tape media, mobile phones, iPads and all communications messages created, sent and or retrieved over the St Benedict's College Network or St Benedict's College Systems may be inspected by the College.

Security

Security on any computer system is a high priority, especially when the system involves many users.

- Any attempt to log on to the network as system administrator will be considered as hacking and a breach of the system security. This will be dealt with most severely.
- No pupil may use another pupil's account. There may be no sharing of passwords. A password needs to be changed if there is any breach.
- Pupils may not modify computer files, folders or settings without authorisation from an IT staff member.

General

- All Pupils are expected to use the technology in a safe and responsible way and to treat all IT equipment with respect. Tampering with the school's IT equipment or another individual's equipment or removing said equipment from the labs or classrooms without permission of the network manager is prohibited.
- No-one may be in possession of any school computer equipment without the written permission of the Network Administrator.
- Pupils may only store school-related material on computers. Copying of music from the Internet or CD to your personal folder or computer is a violation of copyright laws, as is the copying of videos, games or applications not available under the General Public Licence (GPL).
- Pupils may not use IT equipment, including personal cell phones and tablet/devices, to communicate with each other during class time, by means such as email, chat messaging and social networking sites like Facebook, Twitter and Google chat, unless stipulated otherwise and supervised by the teacher.
- Transmission of an email/Internet message/instant message/social media message using the College's network system must include the individual's identity.
- Using language that is considered offensive in anything that is typed or sent is prohibited – this includes impolite, antisocial, profane, abusive, racist or sexist language.
- Cyber bullying of any form is unacceptable, whether via email, text messaging (SMS, IM etc) or social network sites.
- No work is to be plagiarised. The College's plagiarism policy is to be followed. Photographs may also be protected under copyright laws.
- Pupils may not play games or watch videos on computers, tablet/devices, cell phones or over the Internet, unless permission is given by a teacher.
- Pupils must use good judgment when using cameras, video or sound recorders (on a cell phone, tablet/device or standalone device) and only with permission from a teacher or as part of a task. Cameras are not to be used to take inappropriate, illicit or sexually explicit photographs or videos, nor is such a device to be used to embarrass anyone (staff or pupil) in any way.
- Any use of cameras in toilets or changing rooms, regardless of intent, will be treated as a serious violation.
- Inappropriate media may not be used as a screensaver or background photo on any device, college or personal. These include: presence of weapons, pornographic materials, pictures of violence, inappropriate language, alcohol, drug, gang related symbols or pictures.
- The use of iPods or cell phones to listen to music in class or whilst walking around the campus is forbidden without permission of a teacher.
- Images or movies of people are not to be shared in a public space on the Internet, without the permission of the individual or a staff member.
- Pupils may only use the printers for school-related tasks. Each pupil is allocated credits for printing every month. If this runs out more credits can be purchased.

- If Pupils use headphones during class, please ensure that they are not noisy or disruptive to others.

Controversial material

Users may encounter material which is controversial and which pupils, parents, teachers or administrators may consider inappropriate or offensive. By its size and nature, it is impossible to control all the content available on the Internet. Although St Benedict's College takes precautionary measures to impede pupils' ability to access controversial material, it is impossible to provide full protection for users from all material which may be considered inappropriate or offensive, and any industrious user may find such material. It is the pupil's responsibility not to initiate access to such material and to withdraw from access to such material as quickly as possible should an encounter occur unintentionally.

Use of Personal Devices (BYOD)

General

Pupils are responsible for ensuring that appropriate apps are loaded on their tablet/device and that they know how to use them.

Security

Tablets/devices are never to be left in a bag outside a classroom or unsupervised anywhere in the College property.

Bringing a tablet/device to school remains the responsibility of the pupil and the College does not accept responsibility for theft of a tablet under any circumstances. For security reasons, tablets/devices must at all times either be attached to the pupil (not left in a school bag) or locked in a locker that is available to pupils. The College is not responsible for the loss of tablets/devices due to theft or damage.

Tablets/devices and/or storage media belonging to other users are not to be tampered with in any manner or to be used without the permission of the owner.

If a tablet/device/storage medium is found unattended, it should be given to the nearest member of staff.

Classroom practice

- If a pupil loads study material such as a textbook onto the device, the pupil must ensure that the said material is accessible at all times during the class.
- If a tablet/device is left at home or is not charged, the pupil remains responsible for completing all schoolwork as if they had use of their tablet/device. It is the pupil's responsibility to ensure that their tablet/device is fully charged the night before.
- Tablets/devices are intended for use at school each day. In addition to teacher expectation for tablet/device use, school messages, announcements, calendars, and schedules may be accessed using the tablet/device. Pupils must be responsible for bringing their tablet/device to all classes, unless specifically instructed not to do so by their teacher.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Games are not to be played unless permission is given by the teacher.
- It is the pupil's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Tablet/device malfunctions are not an acceptable excuse for not submitting work. Teachers and the IT department will instruct pupils on methods of managing workflow.
- Tablets/devices are not to be used in any formal assessment situation unless it is being used for the assessment and permission has been obtained by the teacher in charge.
- Pupils should always secure their tablet/device after they have finished working to protect their work and information. The use of a lock password is recommended.

Cell phones

At all times pupils are to follow the general classroom and College rules and General Use of IT equipment rules when using cell phones at school.

- Cell phones may only be used in class with the permission of a staff member. They must be switched off or on silent at all other times. This includes mass, assemblies or at any other formal or informal College gatherings.
- During a formal assessment pupils must comply with the school regulations regarding cell phones in an examination.
- Bringing a cell phone to school remains the responsibility of the pupil and the College does not accept responsibility for theft of a cell phone under any circumstances. For security reasons, your cell phone must at all times be either attached to your person (not left in your school bag) or locked in a locker that is available to pupils.
- Undesirable/illegal material seen on a cell phone at school will result in the cell phone being confiscated and necessary disciplinary action taken.

College liability statement regarding personal devices

Pupils bring their devices to use at St Benedict's College at their own risk.

Pupils are expected to

- Act responsibly with regards to their own device, keeping it up to date and as secure as possible.
- Be responsible for the upkeep and protection of their device.

St Benedict's College is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities.
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device: this includes charging, backing up, loading and updating of apps etc.

The College's Pastoral Care Handbook makes provision for infringements of this document and the Pastoral Care Handbook will be enforced should any of the above be breached.

Copyright and Plagiarism

Boys cannot transmit or download copyrighted images, music, games or text belonging to third parties without the copy-right holder's permission and authorisation from the relevant subject head.

Copyright violation is a serious legal matter. Students must ensure that any software that is used within St Benedict's is authorized.

Security Controls and Procedures

Boys are responsible for the integrity of their passwords and log-on security, and are held responsible for any transaction undertaken under the log-on. All boys are entitled to privacy of their work and therefore it is an offense to use or attempt to use another student's account / password no matter what the circumstances may be.

Boys have full responsibility for their accounts and must not share their passwords with anyone, and therefore, any violations of any part of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.

Log on passwords should be changed every 45 days.

Boys must respect all license agreements when transferring software and information on the Internet, including all agreements that St Benedict's has with third parties covering the use of software information.

The admissions secretary must immediately notify IT Administrator, when a student has left the school to de-activate the account.

Other Digital Devices or Storage Media

Boys may not take photographs or record any other student or teacher without their express permission.

Students may not use cell phones in class to send messages, take phone calls or photographs, record videos during class without the express permission of the teacher.

If a student receives any image, message or multi-media data that is offensive to the College, they may not forward the message/data to any other person and are expected to bring the issue to the College's attention.

No boy may bring into the school property any data or media that is offensive or illegal. The school reserves the right to search any student's data storage medium (flash drive, ipod, cell phone etc) or digital device that may contain offensive material.

PLAGIARISM AND REFERENCING

Plagiarism is the submission of work by a student of St Benedict's College that includes ideas, thoughts, words, tables, diagrams, pictures from another source as if it were their own.

Plagiarism is regarded as an offence by St Benedict's College and the IEB. Any work that is submitted to the IEB that has plagiarized work will cause the student to be sent to the IEB irregularities committee where their matric results will be questioned.

- To make sure you have not plagiarised it is essential that you acknowledge **all** the sources of information you have used.

- The amount of work that is plagiarized is not the issue, nor is whether it was done on purpose or by mistake.
- If you submit (small or large amount) work as your own without acknowledging your sources, you are plagiarizing. (University of Ulster, 2002), (University of Pretoria, 2007)
- Even if another student allows you to use their work, in any form, you are not allowed to do so. It is considered to be another form of plagiarism.
- You are also not allowed to give your work to another student so that they can copy it and submit it as their own.
- This also applies to group work. Unless a teacher expressly indicates that one task is expected by the whole group, the instruction is that all students hand in their own write up of the task with all their sources correctly acknowledged. In the case of group work you may be acknowledging another student's contribution to the project. (University of Pretoria, 2007)

It is the duty of the academic staff to instruct you about how to avoid plagiarism and how to reference. However, it is your responsibility to ensure that you acknowledge all your sources in any task that is submitted. (University of Pretoria, 2007)

Why do we reference?

- To avoid plagiarism
- To show the number of sources that you have used. This will show the extent of your research.
- To show the origin of your information
- To show how up to date your information is (University of Stellenbosch, 2005)

Harvard Referencing Technique

The Harvard Referencing Technique provides a way of acknowledging your sources in an organized manner. It consists of two parts:

- An alphabetical list of sources called a Reference List at the back of your document.
- A reference to this list in the text where you have reworded, extracted, or used an idea from the source. This is called in-text reference or citing.

What is the difference between a reference list and a bibliography?

The Reference List is a list of sources that are cited in the document. A Bibliography is a list of all the sources you have used but have not referred to (cited) in the text. For example if you read an article about the topic to get a general idea but never refer to that article in your document you put it in the Bibliography.

How to reference

1. List all your sources that you refer to in a Reference List at the back of your document. If you have read other books or articles that you have not referred to place them in your Bibliography. The list must be in alphabetical order according to the surname of the author.
2. Each source that is in your Reference List or Bibliography must be listed in a special format. The format is very important and must be done in the exact manner that is shown.
3. Each time you have reworded, quoted or used an idea from a source you need to use in-text referencing (cite) this source. At the end of the sentence or paragraph you list the

authors name and date in the format (Author Name, Year). If you cannot find the author's name and the article is published by a corporation or organization like Microsoft or the University of Stellenbosch then use the organisation's name as the author's name.

Format of the Reference List

General Format of Books:

Author's Surname, Initial. (Year of publication) *Title (Italics)* Place of publication, Publisher Name

Example : One author

Seedhouse, D. (1997) *Health promotion: philosophy, prejudice and practice*. Chichester, John Wiley.

Two authors

Burns, Nancy and Grove, Susan K. (1997) *The practice of nursing research: conduct, critique & utilization*. 3rd edition. London, Saunders

Many Authors

Mares, Penny *et al.* (1995) *Health care in multiracial Britain*. Cambridge, Health Education Council.

General Format of the Internet:

Author/editor surname, Initial. (Year) *Title* [online].Edition. Place of publication, Publisher. Available from: URL[Accessed date].

Example:

Marieb.E. (2000) *Essentials of Human anatomy and Physiology: AWL Companion Web Site*. [online]. 6th edition. San Francisco, Benjamin Cummings. Available from: <http://occ.awlonline.com/bookbind/pubbooks/marieb-essentials/> [Accessed 4th July 2001].

In-text Referencing

Each time you refer to a source in the Reference List, you need to add a citation at the end of your sentence or paragraph. The citation must link directly with a source listed in the Reference List. For example if you cite (Smith, 2000) then there must be only one entry in the reference list with the surname of Smith published in 2000. If you have number of references by the same author in the same year then you need to list each reference as a separate item in the reference list. To differentiate each entry in the Reference List you need to add the letter a, b, c after the year. eg, Smith (2001a), Smith (2001b), Smith (2001c). If you are using a website where you obtain information from different pages, each page must be listed as a separate source in your reference list.

Notes:

- If no date of publication is given write s.a. (sine anno meaning without year)
- Be consistent. Each citation must be (Surname, date) use round brackets and a comma throughout the text.
- The format of the source listed in the Reference List must be the same.

REFERENCE LIST (FOR THIS ARTICLE)

1. University of Ulster Faculty of Business and Management (2002) *Plagiarism & Harvard System of Referencing*, [Online]. Available from: <http://www.busmgt.ulst.ac.uk/business/pi/resmeth/plag.doc> [Accessed 28 November 2008].
2. University of Pretoria, Department of Mechanical and Aeronautical engineering (2007) *Overview of Plagiarism*. [Online]. Available from: <http://www.up.ac.za/academic/mae/noticeboard/plag.htm> [Accessed 28 November 2008].
3. Institute for Mathematics and Science Teaching at Stellenbosch University (2005) *Referencing and Plagiarism* [Online]. Available from: http://academic.sun.ac.za/iwwous/PDF%20files/Referencing_and_Plagiarism_with%20copyright.pdf [Accessed 28 November 2008].

LOCKER POLICY

Purpose

The purpose of this locker policy is to provide a safe and secure environment for boys to protect their belongings whilst on the school property.

Statement of Policy

The provision of a locker is a privilege and not a right at St Benedict's College. Lockers are provided as a service to boys. They are assigned to day scholars in order of grade hierarchy and this is dependent upon availability. The College accepts no responsibility for the contents of any locker. Boys who wish to make use of a locker are required to sign a locker "agreement".

Guidelines

1. Lockers are assigned to boys at the beginning of the year or when enrolled by the Grade Head. Lockers will be assigned for use only while the school is in session. It is the pupil's responsibility to remove articles from the locker at the end of each term. At the end of the term, the Grade Head will inspect lockers and will dispose of any articles left inside.
2. Lockers are to be kept locked at all times.
3. Boys are encouraged to use combination locks and to keep the lock combination private and secure. The College is not responsible for items stolen from lockers. Locks not removed at the end of the term or as stipulated will be cut off from the locker.
4. St Benedict's reserves the right to search lockers, without notice, and without parent/guardianship or pupil consent. Searches will be conducted upon reasonable suspicion, for prohibited or illegally possessed substances or objects or for the purpose of routine locker inspections.
5. The storage or possession of items such as alcohol, flammable liquids, firearms, weapons, tobacco or illegal substances in lockers is strictly forbidden.
6. Boys may not change lockers without authorization from the Grade Head. The storage of another student's belongings is prohibited.

7. Each boy is responsible for the care and appearance of his locker. Lockers should be kept clean and neat, both inside and out. Pupils will be responsible and liable for any damage whatsoever caused to their locker.
8. Boys are to access their lockers during breaks only. Lockers are not to be used as a reason to be tardy to class.
9. Any boy who enters or attempts to enter another pupil's locker is violating College rules and will be subject to consequences. Any pupil caught tampering, opening or removing items from any locker other than his own, without proper authorization, will face disciplinary action.
10. Pupils are encouraged to keep cell phones, electronic devices, money, or other valuables secured in their lockers but are discouraged from leaving such items in lockers overnight. Food items should not remain in the lockers overnight.
11. Items placed in the lockers may not be attached to the locker surfaces with adhesives. Students may have mirrors and expandable book racks as long as they are not attached to the locker and do not interfere with the storage of the education materials, lunch boxes, and book bags. Posters, stickers, mirrors, hooks or any other type of decorations are not allowed inside or outside of the locker.

INVOLVEMENT IN COLLEGE ACTIVITIES

St Benedict's, like other Boys' Schools, stresses the importance of participation in school sport and cultural activities. This is regarded as educationally important in that team-work can accomplish what no amount of individual talent or dedication can. It is our interaction with others that develops many of the Christian values - such as a concern for other people - that we as a school hold dear.

We believe that without the lessons taught by school sport and cultural activities, our boys would be receiving a poorer education. We stand therefore for a broad and balanced education - and have moved increasingly to complementing top academic facilities and academic endeavor with top sporting and cultural facilities and excellent coaching.

Participation in a school sport or Drama, Music, the Pipe Band or First Aid is compulsory at the College because we believe that these activities form an integral part of a boy's education. Not only is participation important in its own right, promoting physical and mental health, but also because it underscores the values for which all good schools stand: honesty, loyalty, team-work and consideration for others.

School activities must take preference over any outside sport participation.

The compulsory *primary* summer sports are:

Aquatics (Swimming and Water polo)
Basketball
Cricket
Rowing
Tennis

The compulsory *primary* winter sports are:

Rugby

Hockey

Tennis (First Team, consisting of 7 tennis players, are exempt from participation in Rugby and Hockey)

Boys may also opt to participate in a range of cultural activities during the College Integrated Day. Boys participating in the College Pipe Band should do so during summer and winter months.

Sports practices for the *primary* sports take place during the integrated day twice a week during school hours and on selected afternoons each week. Inter-school matches take place on Wednesday afternoons and/or Saturdays. Tennis Matches are played either on Monday and Friday afternoons.

A maximum of four practice sessions per week are recommended (three practice sessions and one match).

On condition that a boy participates in one of the sports or cultural activities indicated above, he may, in addition, opt to participate in a range of *secondary* activities: Athletics, Chess, Cross-Country, Golf, Air Rifle Shooting, Soccer, Squash and Tennis.

A wide range of cultural activities are on offer:

Bible Quiz

Chess

Pipe Band

One-Act Plays

RAPS One-Act Play Festival

Major Production

Music

Oratory (Debating & Public Speaking)

Gymnasium and Rehabilitation

Should a boy have a medical condition that prohibits participation in sport or should he sustain an injury during his participation in a sport, medical proof of the condition or injury should be submitted to the Head of Sport. Such boys will only be allowed to do rehabilitation once the Extra Curricular Council has agreed upon it. Alternatively, boys may choose to participate in the cultural activities on offer.

Change of sport

Boys in Grade 8 and Grade 9 are permitted to change sport at the end of a season after they have submitted in writing a "Request to Change Sport" form. This form will be tabled at the first Extra-Curricular Council meeting of the new season. Once the Council has discussed each case on merit and approved the request, the candidate will be informed of the decision, and only then will he be allowed to change. Boys in Grade 10 to 12 are generally not allowed to change sports.

THE EXTRA CURRICULAR COUNCIL (ECC)

The "St Benedict's College Extracurricular Council" is established:

- to promote, foster and safeguard sporting and cultural activities as participated in by the boys of St Benedict's;
- to formulate and implement policy regarding all aspects of sports uniform and supporters' kit including the nature, form, design and colours of such uniform;
- to ensure that the decisions of the Council are fully implemented;

- to ensure that the extracurricular programme of the school is efficiently and effectively organised; to ensure the implementation of the House System;
- to approve awards, and
- to liaise with the School Executive through the Chairman.

Should a parent or a boy need clarification on a decision of the Council, an appointment may be made with the Chairman who will clarify and, if necessary, investigate the matter further in consultation with the Council.

HOUSE SYSTEM

The houses of St Benedict's shall be as follows:

Allard (Red)
 Erasme (Yellow)
 Grandin (Light Blue)
 Mazenod (Dark Blue)
 O'Leary (Green)

Boys enrolled from St Benedict's Preparatory School will remain a member of the house to which they were allotted at Preparatory School level. Boys enrolled from Grade 8 level will be randomly allocated to houses with the purpose of ensuring balanced numbers. Under special circumstances (e.g. sons of old boys and brothers of current/old boys), boys may request to be allotted to a particular house.

Grandin is the College Boarding House.

SPORTS CAPTAINS AND CULTURAL HEADS

Sports Captains and Heads of Cultural Activities are appointed by the MIC of each activity after votes received from each of the respective teams are reviewed. A Capping Ceremony is held at the first assembly of October each year.

Captains and Heads of Cultural Activities must be in Grade 12. Captains and Heads of Cultural Activities are awarded a Captain's scroll which is worn on the College Blazer.

Captains are appointed for the following activities:

Athletics
 Cross Country
 Basketball
 Chess
 Cricket
 Golf
 Hockey
 Rowing
 Rugby
 Soccer
 Squash
 Swimming
 Tennis, and
 Water polo.

Heads for the following Cultural Activities are appointed:

Bible Quiz

Debating
Drama (Technical and Creative)
Music
Pipe Band
Public Speaking, and
Visual Arts.

AWARDS

No boy is permitted to wear any scroll or award earned at Preparatory/Primary School level.

REGULATIONS FOR AWARDS

The Council will consider not only sporting and/or cultural ability and achievement when making awards. In this regard, the following general regulations will apply:

1. Awards are made only to boys who have always demonstrated outstanding behavior, good manners, good sportsmanship, and loyalty to their school and respective school teams or activities.
2. Awards are made only to boys who have participated fully in the life of the College - including full participation in both an official summer and an official winter sporting activity and/or cultural activity. (This regulation may be waived by the Council in respect of boys that have been selected into a national team/competition in an official school activity.)
3. Awards are made only to boys who have participated fully in all practices and relevant camps, tournaments, festivals and tours. Awards are made in accordance with the criteria specified in the Colours and Awards Policy and are presented at an Awards Assembly at the end of each term, unless otherwise specified.

The following awards may be made by the Extracurricular Council:

- Merit Certificates
- Service Certificates
- Team Awards
- Junior Certificates(Grades 8 and 9)
- Team Blazers (Grades 11 and 12)
- Half and Full Colours (Grades 11 and 12)
- Honours Blazers (Grades 11 and 12 but worn in Grade 12 only)
- Magna Cum Laude Blazers (Grade 12 only)

A points system is used as a guide to decide upon the awarding of Half and Full Colours. The points system does not only recognise a boy's specific sporting and/or Cultural ability but also takes the following factors into account:

- Regular attendance at practices, matches, tournaments and events
- Level of participation within the activity
- Full participation in the life of the College, including full participation in a winter and summer sporting activity. This requirement may be waived by the Council in favor of those boys preparing for national representation.
- Attitude, behavior and values displayed during competition, on and off the field.

The Council reserves the right to:

- Review and/or alter the criteria on an annual basis;
- Disqualify a recipient of an award for gross misconduct, within or outside of the activity;
- Strip the recipient of an award who ceases to actively participate in an activity once he has received an award in said activity;
- Strip the recipient of an academic award when subsequent achievement reflects a gross deterioration or to strip the recipient of a sports award who ceases to actively participate in an activity once he has received an award in said activity;
- To deviate from the points system in exceptional circumstances

LEVEL 1 AWARDS – CERTIFICATES		
Grade 8 and 9	Grade 10	Grade 11 and 12
<p>MERIT CERTIFICATES A Junior Certificate (Gr 8/9) may be awarded to those boys whose achievements parallel those required to achieve Full Colours at senior level. A Senior Merit Certificate (GR 11/12) is awarded to boys whose achievements fall short of the criteria for Full-Colours and Half-Colours but who – in the opinion of their coach and the MIC – deserve recognition for their dedicated participation, team spirit and level of achievement. A Senior Merit Certificate (GR10) may be awarded to those boys whose achievements parallel those required to achieve Full Colours at senior level.</p>		
<p>SERVICE CERTIFICATES Service Certificates do not reward actual participation but are awarded in recognition of any additional support, extraordinary commitment or level of leadership demonstrated by a boy whose service – in the opinion of the MIC – enriches any aspect of the school.</p>		
<p>TEAM CERTIFICATES Team Awards may be made to any College Team which (1) wins its league of competition in any calendar year, or (2) wins a tournament, festival or competition, or (3) Is unbeaten throughout a season (inclusive of all fixtures and tournaments). Team awards take the form of a certificate awarded to each member of the team concerned. Any team in the College may be nominated for a Team Certificate.</p>		

LEVEL 2 AWARDS – JUNIOR MERIT CERTIFICATES AND HALF COLOURS		
Grade 8 and 9	Grade 10	Grade 11 and 12
<p>JUNIOR MERIT CERTIFICATE A Junior Certificate may be awarded to those boys whose achievements parallel those required to achieve Full Colours at senior level.</p>	<p>Grade 10, 11 and 12 boys are not awarded Junior Merit Certificates.</p>	
<p>ACADEMIC JUNIOR COLOURS Awarded to Grade 8 and 9 boys who achieve a year-end academic average of 80% or more (Academic Half Colours take the form of a scroll)</p>	<p>ACADEMIC HALF COLOURS Awarded to Grade 10 boys who achieve a year-end academic average of 75% or more (Academic Half Colours take the form of a scroll)</p>	<p>ACADEMIC HALF COLOURS Awarded to Grade 11 and 12 boys who receive a year-end academic average of 70% or more (Academic Half Colours take the form of a scroll)</p>
<p>Grade 8, 9 & 10 boys are not eligible for Half Colours in Sport, Drama, Oratory, Music, Pipe Band or Chess</p>	<p>HALF COLOURS IN SPORT & CULTURAL ACTIVITIES Grade 11 and 12 boys who fulfil the stipulated criteria may be nominated by the coach or MIC for a Half-Colours Award. Half-Colours Awards are not dependent upon selection to the 1st Team.</p>	

LEVEL 3 AWARDS – 1ST TEAM LAPEL PINS AND JACKETS, TEAM BLAZERS AND FULL COLOURS		
Grade 8 and 9	Grade 10	Grade 11 and 12
<p>Grade 8 and 9 boys are not eligible for selection to 1st Teams</p>	<p>1ST TEAM LAPEL PINS & JACKETS</p>	

	Awarded to Grade 11 and 12 boys upon selection to the 1 st Team and to Gr 10 boys whose inclusion at 1 st Team level has been formally approved by the Extracurricular Council. The lapel pin is worn on the left lapel of the school blazer and indicates current membership of a team.
Grade 8 and 9 boys are not eligible for Team Blazers	TEAM BLAZER (Light Blue Ribbon on Blazer) A Full Colours Award supersedes a Team Blazer A Team Blazer is awarded to boys in Grade 10, 11 and 12 who have as members of the 1 st Team, by the end of the season, been in the starting line-up for 75% of all games played. Boys in Grade 10 in the 1 st Team for Athletics, Cross Country, Golf, Squash, Shooting, Swimming and Tennis do NOT qualify for the award of a Team Blazer. OR Boys who have participated in external Drama Festivals (in an acting or directing capacity) and Pipe Band Gatherings for 3 consecutive years, or who have participated in external Oratory Competitions for 3 consecutive years.
Grade 8, 9 and 10 boys are not eligible for Full Colours Awards	ACADEMIC FULL COLOURS Academic Full Colours are awarded to Grade 11 and 12 boys who receive a year-end average of 75% or more (Academic Colours take the form of a scroll and an academic tie) FULL COLOURS IN SPORT & CULTURAL ACTIVITIES Grade 11 and 12 boys who fulfil the stipulated criteria may be nominated by the coach or MIC for a Full-Colours Award. Full-Colours Awards are dependent upon selection to the 1 st Team.
LEVEL 4 AWARD – HONOURS BLAZER	
LEVEL 5 – MAGNA CUM LAUDE BLAZERS – GR 12 BOYS ONLY	

ACADEMIC DUX AWARDS

Gold, Silver and Bronze Academic Dux Awards are made each year at the Annual Prizegiving to the top three boys in each grade. Achievement is assessed on the basis of the final academic average achieved at the end of the year. Recipients must meet the general regulations.

OVERALL DUX AWARDS

Gold, Silver and Bronze Academic Dux Awards are made each year at the Annual Prize giving to the top three overall achievers in each grade. For purposes of the Overall Dux awards, a points system is used to assess all-round participation and achievement in four areas:

- Final academic average
- Summer and Winter Sport
- Cultural Activities or an additional sport

Bonus Points will be awarded for a fourth Cultural or Sport activity. Recipients must meet the General Regulations for Awards.

CULTURAL COLOURS

DRAMATIC ARTS GENERAL REQUIREMENTS

- 1.1. A boy who is eligible for a Drama award must be an active member in Dramatic Arts as an extracurricular activity i.e. 85% attendance of rehearsals and 100% attendance at final

dress rehearsals/performances/events within at least **TWO** of the three drama seasons within one year.

- 1.2. The boy must fulfil the general award regulations;
- 1.3. Grade 11 and 12 boys must be in their second year of participation to qualify for Half and Full Colours Awards.
- 1.4. In addition to the requirements outlined above, a boy must attain the correct number of points. For the specific breakdown of the Levels and Points, refer to the section Cultural Points Requirements.

DRAMATIC ARTS POINTS REQUIREMENTS

GRADE	11-12		10	8-9	
AWARD	Full Colours	Half Colours	Merit Certificate	Junior Certificate	Merit Certificate
POINTS REQUIRED	64-80	56-63	40-55	32-39	24-31
PERCENTAGE REQUIRED	80-100	70 -79	50-69	40-49	30-39
MINIMUM LEVEL ACHIEVED	5	4	3	4	3

MUSIC PERFORMANCE GENERAL REQUIREMENTS

- 2.1. A boy who is eligible for a Music award must belong to the College Choir OR to one of the Instrumental Ensembles (Pipe Band included).
- 2.2. Attendance at 80% of rehearsals and 90% of performances is required.
- 2.3. The boy must represent St Benedict's at internal and external concerts, eisteddfods (NEA, SASMT etc.), competitions (e.g. VIEBZ, Lovemore Classical Music Concert, Battle of the Bands etc.), open days etc.
- 2.4. Exams offered by any of the following recognized examining boards are acceptable; Associated Board of the Royal Schools of Music (ABRSM), Trinity College London (TCL): Classical OR Rock & Pop, UNISA, Rock School or ALMSA.
- 2.5. In the case of advanced practical exams (Grades 6, 7 and 8), a minimum of Grade 5 theory needs to be achieved.
- 2.6. In addition to the requirements outlined above, a boy must attain the correct number of points. For the specific breakdown of the Levels and Points, refer to the section Cultural Points Requirements.

MUSIC LAPEL PINS

- 2.7. A Lapel Pin will be awarded to a pupil on completion of three consecutive years in an ensemble.
- 2.8. At least 80% attendance at rehearsals and 90% attendance at performances over the three year period is required.
- 2.9. The badge will be the same design as the 1st team pins and will indicate the name of the ensemble.

MUSIC TEAM BLAZERS

- 2.10. A Team Blazer will be awarded to a pupil on completion of four consecutive years in an ensemble. Continued membership of the ensemble is required in order to continue to wear the team blazer.

2.11. At least 80% attendance at rehearsals and 90% attendance at performances over the four year period is required.

ORATORY GENERAL REQUIREMENTS

- 3.1. A boy who is eligible for an Oratory award is expected to be an active member in Public Speaking **and** Debating.
- 3.2. A Grade 11 and Grade 12 boy is eligible for Half and Full Colours if he is in his second year of participation in **both** activities
- 3.3. In addition to the requirements outlined above, a boy must attain the correct number of points. For the specific breakdown of the Levels and Points, refer to the section Cultural Points Requirements.

ORATORY SPECIFIC REQUIREMENTS

GRADE	11-12		10	8 - 9	
AWARD	Full Colours	Half Colours	Merit Certificate	Junior Certificate	Merit Certificate
POINTS REQUIRED	64-80	56-63	40-55	32-39	24-31
PERCENTAGE REQUIREMENT	80-100%	60 -79%	50 -59%	40-49%	30-39%
MINIMUM LEVEL ACHIEVED	Level 5	Level 4	Level 3	Level 4	Level 3

SPORTS COLOURS MINIMUM REQUIREMENTS

A points system is used as a guide to decide upon the awarding of Half and Full Colours. The points system does not only recognise a boy's specific sporting and/or Cultural ability but also takes the general regulations into account:

Boys who achieve and qualify, will then be nominated for colours, however the ECC will make the final decision

Full colours 36-40 points (only Gr 11-12)

Half colours 32-35 points (only Gr 11-12)

Junior Merit for gr 8/9 36-40 points

Senior Merit gr 11/12 28-31 points

Senior Merit gr 10 36-40 points

AIR RIFLE SHOOTING (AS A THIRD ACTIVITY)	
40	National(Proteas) Colours AND 80% Participation with regards to SAPA/SG fixtures (Exceptions for boys participating in other "A" Team School Sports Fixtures) OR Gold Medal at Nationals
36	80% Participation with regards to SAPA/SG Fixtures (Exceptions for boys participating in "A" Team School Sports Fixtures) OR Provincial selection with Provincial Colours including

	meeting MQS requirements OR Medal winner at Nationals
35	Provincial Colours AND 80% Participation with regards to SAPA/SG fixtures (Exceptions for boys participation in other "A" Team School Sports Fixtures) Top Three Placing at Provincials
31	80% Participation with regards to SAPA/SG Fixtures (Exceptions for boys participating in "A" Team School Sports Fixtures) AND Provincial selection with Provincial Colours including meeting MQS requirements OR Medal winner at Provincials

ATHLETICS (AS A THIRD ACTIVITY)

40	1000 points on ABSA table - 80% participation in Summer AND Winter season
36	900 points on ABSA table - 80% participation in Summer AND Winter season
32	800 points on ABSA table - 80% participation in Summer AND Winter season
28	700 points on ABSA table - 80% participation in Summer AND Winter season
24	600 points on ABSA table - 80% participation in Summer AND Winter season
20	500 points on ABSA table - 80% participation in Summer AND Winter season

BASKETBALL

40	National selection and 80% of matches(starting lineup) OR 90% win rate
36	Provincial selection and 80% of matches(starting lineup) OR 85% win rate
32	Regional selection OR 80% win rate
28	80% of matches OR 75% win rate
24	80% of matches OR 70% win rate

CHESS (AS A THIRD ACTIVITY)

40	100% of matches on Board 1 AND SA Champs OR SA selection OR 90% win rate
36	80% of matches on Board 1 AND Provincial selection OR 85% win rate
32	100% of matches on Board 2 AND 85% win rate
28	80% of matches on Board 2 AND 85% win rate
24	80% of matches on Board 3 AND 85% win rate

CRICKET

40	National Selection OR Averages Bat: 45+ runs OR Bowl: 2.5 wkts All-rounder: 35+ runs and 1.75 wkts OR W/K: Catches: 2.5 Tours: Zimbabwe, Cornwall Hill, ISCF, Gauteng Trials
38	Provincial Selection OR Averages Bat: 40-44 runs OR Bowl: 2.25 wkts All-rounder: 30-34 runs and 1.75 wkts OR W/K: Catches: 2.5 Tours: Zimbabwe, Cornwall Hill, ISCF, Gauteng Trials
36	Averages: Bat: 35-39 runs OR Bowl: 2 wkts All-rounder: 25-29 runs and 1.25 wkts or W/K: 2 catches Tours: Zimbabwe, Cornwall Hill, ISCF, Gauteng Trials
35	Averages Bat:30-34 runs OR Bowl: 1.75 wkts

	All-rounder: 15-19 runs and 1.0 wkts or W/K: 1.75 catches Tours: Zimbabwe, Cornwall Hill, ISCF, Gauteng Trials
33	Averages Bat: 25-29 OR Bowl: 1.5 wkts All-rounder: 15-19 runs and 0.75 wkts OR W/K: 1.5 catches Tours: Zimbabwe, Cornwall Hill, ISCF, Gauteng Trials
31	Averages Bat: 20-24 runs OR Bowl: 1.25 wkts All-rounder: 10-14 runs and 0.5 wkts or W/K: 1.25 catches Tours: Zimbabwe, Cornwall Hill, ISCF, Gauteng Trials

CROSS COUNTRY (AS A THIRD ACTIVITY)

40	National selection OR Winning at Provincial meeting
36	Provincial selection OR Winning at Regional meeting
32	80% participation including Top 4 places in SBC AND top 20 finish AND District selection
28	60%-80% participation including Top 4 places in SBC
24	80% participation
20	60% participation

GOLF (AS A THIRD ACTIVITY)

40	Winner of Interschool League OR Winner of Sun City Tournament OR National Colours
36	Play in Inter-Schools League Final OR Gold Medal at Sun City (1 - 10 finish) OR Unbeaten in Schools League
32	Play in Inter-Schools League Final OR Silver Medal at Sun City (11 - 20 finish) OR Unbeaten in Schools League
28	Play in Inter-Schools League Quarter Final OR Bronze Medal at Sun City (21 - 30 finish)
24	Play A Side 80%
20	Play A Side 70%

HOCKEY

40	Winner of Aitken OR Boden Trophy or National Selection OR 90% win rate(starting lineup)
38	Placed 2nd at Aitken OR Boden Trophy or Provincial IBT OR 85% win rate
36	Winner of Eastern's League OR Placed 3rd/4th at Aitken AND Boden OR 80% win rate
34	Plays in Eastern Schools League Semi-Final OR 75% win rate
32	Plays 80% OR more in A Team
30	East Area Selection

PIPE BAND

40	Competed in the Juvenile Grade with a Band, Drum Corps OR Bass Section that Placed 1st Overall at all 3 Major Gatherings throughout the Competition season. Played in both events at all of these contests. Part of Band that Places in the Top 3 of the Novice Grade at the World Pipe Band Championships.
39	Solo Competitor that Places 1st at the South African Championships in the Junior/Juvenile Grade (Drummer or Drum Major) OR 100 Guineas (Piper) as well as 2 other Solo Contests.
38	Competed in the Juvenile Grade with a Band, Drum Corps OR Bass Section that Placed 1st Overall at the South African Championships. Played in both events at all of these contests

36	Competed in the Juvenile Grade with a Band, Drum Corps OR Bass Section that Placed first at the South African Championships. Candidate would need to compete in 4 of the 6 possible events at the Major Contests.
35	Competed in the Juvenile Grade with a Band, Drum Corps OR Bass Section that achieved a minimum of 2nd place at all 3 Major Gatherings throughout the Competition season. Played in both events at all of these contests.
34	Competed in the Juvenile Grade with a Band, Drum Corps OR Bass Section that Placed 2nd at the South African Championships. Candidate would need to compete in 4 of the 6 possible events at the Major Contests.
33	Competed in the Novice Juvenile Grade with a Band, Drum Corps OR Bass Section that Placed 1st Overall at all 3 Major Gatherings throughout the Competition season. Played in both events at all of these contests.
32	Solo Competitor that Places 2nd or 3rd at the South African Championships in the Junior/Juvenile Grade (Drummer or Drum Major) OR 100 Guineas (Piper) as well as 2 other Solo Contests.

ROWING

40	1st Place A Final SA Champs AND 1st Place Boat Race AND 1st Place Gauteng Champs
39	1st Place A Final SA Champs AND 1st Place Boat Race
38	1st Place A Final SA Champs AND 1st Place Gauteng Champs
37	1st Place Final SA Champs AND 2nd Place Finals Gauteng Champs
36	2nd Place Finals SA Champs AND 1st Place Gauteng Champs
35	2nd Place A Finals SA Champs
34	3rd Place A Finals SA Champs
33	1st Place Boat Race
32	4th Place A Finals SA Champs
31	5th Place A Finals SA Champs
30	6th Place A Finals SA Champs

RUGBY

40	Selection for SA Schools ORSA Academy OR 90% win rate(starting lineup)
38	Provincial Selection OR Academy Side OR 80% win rate
35	Final Round Trials OR 75% win rate
34	3rd Round Trials AND 70% win rate
32	2nd Round of Trials AND 65% win rate
30	East Area A-Side selection AND 60% win rate
26	East Area B-Side selection

SQUASH (AS A THIRD ACTIVITY)

40	SA Schools Rep OR Top 8 in SA OR No 1 player OR 100% Win Rate at #1 in Super League
38	No 1 Player 80% Win Rate at #1 (super league) OR No 1 Player 100% Win Rate at #1 (A league) OR No 2 Player 90% Win Rate at #2 (super league) OR No 2 Player 100% Win Rate at #1 (A league)
36	No 1 Player 80% Win Rate at #1 OR No 2 Player 90% Win Rate at #2 OR No 3 Player 100% Win Rate at #3 (Super or A League)
34	No 1 Player 60% Win Rate at #1 OR No 2 - No 4 Player 70% Win Rate at # 2 OR No 4 - No 7 Player 80% (Super or A League)
32	No 2 Player - 80% Win Rate at #1 No 3 Player - 65% Win Rate at #3 (Super or A League)
30	No 3 Player - 55% Win Rate at #3 (Super or A League)

SOCCER (AS A THIRD ACTIVITY) – Excludes Club participation and achievement	
40	National selection OR 100% win rate AND playing 100% of games (starting lineup)
38	Provincial/ Academy selection OR 90% win rate AND playing 100% of games (starting lineup)
35	85% win rate AND playing 100% of Games (starting lineup)
34	80% win rate AND playing 80% of Games (starting lineup) OR East Area Side selection OR Winners at a Festival or Battle of the Saints
32	Plays 80% OR more in A Team

SWIMMING

Swimmers must participate in at least 80% of galas and training sessions (including morning sessions). Swimmers who compete in the IM will be given an extra point and 2 extra points if he swims a colour qualifying time. Swimmers need to swim a qualifying time at least twice or for two events.

40	Full Colours	100% win rate OR National selection OR			
		U14	U15	U16	U17/18
	50 Free	27.28	26.28	26.28	26.28
	100 Free	1.00.04	57.60	56.15	55.65
	200 Free	2.12.61	2.08.02	2.02.92	2.02.91
	50 Back	30.00	31.08	31.08	31.08
	100 Back	1.08.54	1.05.82	1.04.19	1.03.65
	200 Back	2.29.28	2.23.36	2.19.80	2.18.62
	50 Breast	34.75	33.79	33.79	33.79
	100 Breast	1.16.59	1.13.55	1.11.73	1.11.12
	200 Breast	2.45.99	2.39.40	2.35.45	2.34.14
	50 Fly	30.99	28.89	28.89	28.89
	100 Fly	1.05.97	1.03.35	1.01.78	1.01.26
	200 fly			2.16.73	2.16.73
200 IM	2.29.01	2.23.00	2.19.39	2.18.20	
38		90% win rate			
36	Half Colour	85% win rate			
		U14	U15	U16	U17/18
	50 Free	28.60	27.28	27.28	27.28
	100 Free	1.4.93	1.02.00	1.02.00	1.02.00
	200 Free	2.23.40	2.16.93	2.16.93	2.16.93
	50 Back	32.08	32.08	32.08	32.08
	100 Back	1.13.98	1.10.72	1.10.72	1.10.72
	200 Back	2.41.13	2.34.02	2.34.02	2.34.02
	50 Breast	36.44	34.79	34.79	34.79
	100 Breast	1.22.67	1.19.02	1.19.02	1.19.02
	200 Breast	2.59.16	2.51.80	2.51.80	2.51.80
	50 Fly	31.89	29.89	29.89	29.89
	100 Fly	1.11.20	1.08.06	1.08.06	1.08.06
	200 fly				
200 IM	2.42.22	2.35.01	2.35.01	2.35.01	
34		80% win rate			
30	Merit	U14	U15	U16	U17/18
		50 Free	30.60	29.49	29.49

100 Free	1.09.32	1.06.88	1.06.88	1.06.88
200 Free	2.33.10	2.29.87	2.29.87	2.29.87
50 Back	34.09	34.09	34.09	34.09
100 Back	1.18.88	1.16.16	1.16.16	1.16.16
200 Back	2.51.80	2.45.87	2.45.87	2.45.87
50 Breast	38.99	36.99	36.99	36.99
100 Breast	1.28.15	1.25.11	1.25.11	1.25.11
200 Breast	3.11.12	3.04.44	3.04.44	3.04.44
50 Fly	33.77	31.77	31.77	31.77
100 Fly	1.15.92	1.13.30	1.13.30	1.13.30
200 fly				
200 IM	2.54.25	2.48.24	2.48.24	2.48.24

TENNIS

40	SA Schools Rep OR Top 8 in SA OR 90% Win Rate at #1
38	85% Win Rate at # 1 OR 90% Win Rate at #2
36	75% Win Rate at # 1 OR 85% Win Rate at #2 OR 90% Win Rate at #3
34	70% Win Rate at #1 OR 70% Win Rate at #2 - #4 OR 80% Win Rate at #5 - #7
32	No 2 Player 76% Win Rate at #1 OR No 3 Player 65% Win Rate at #3
30	55% Win Rate at #3
28	No 4 Player
26	No 5 Player
24	No 6 Player

WATERPOLO

40	Selected and Represent SA Schools OR Starting 7 Player 90% Win Rate
38	Selected and Represent Provincial at Schools 'A" Tournaments OR Starting 7 Player 85% Win Rate AND East Area Selection
36	Starting 7 Player AND 80% Win Rate AND East Area Selection
34	Starting 7 Player AND 80% Participation in Training and Matches OR 75% Win Rate AND East Area Selection
32	Starting 7 Player AND 80% Participation in Training and Matches OR 65% Win Rate AND East Area Selection
30	Starting 7 Player AND 80% Participation in Training and Matches OR 60% Win rate AND East Area Selection

GENERAL

Junior Certificates and Half Colours may be re-awarded as they are continued recognition of a boy's participation and achievement and also a reminder that he has as yet not achieved the highest accolade. Re-awards of half colours may only appear once on blazer.

Full Colours represent the highest award which can be made for an individual sporting or cultural activity and, as such, are not re-awarded. The Full Colours Blazer is never worn with an open-neck shirt and a tie is to be worn at all times. At Awards Assemblies, boys who already hold Full Colours will be acknowledged.

The Maroon Blazer, awarded to the Head Boy and Deputy Head Boys, is not the equivalent of an Honours Blazer. A Head Boy or Deputy Head Boy must continue to strive for an Honours Blazer if he has not been awarded one prior to his appointment. The Head Boy's blazer pocket does not have the gold laurel leaves around the school badge which

characterise the Honours Blazer's badge.

HONOURS BLAZER

A Grade 11 or 12 boy may be nominated for an **HONOURS BLAZER** once he has achieved:

Three Full colours in three different activities or Two Full and Two Half Colours in Four Different Activities

A Grade 11 boy who qualifies for an Honours Blazer may only wear it from the start of his Grade 12 year. The granting of an Honours Blazer shall be at the sole discretion of the Council, subject to confirmation by the Senior Management of the College.

The Honours Blazer Award is indicated by a Maroon College Blazer with twisted cord and an Honours Badge. A Maroon Tie is worn in conjunction with the blazer. The Honours Blazer is never worn with an open-neck shirt.

MAGNA CUM LAUDE BLAZER

A Grade 12 boy may be nominated for an **MAGNA CUM LAUDE BLAZER** if he is a College Leader or is already the recipient of an Honours Blazer.

The recipient must show:

- Exemplary conduct in all aspects of school life;
- A generosity of spirit, humility and unselfishness in College life;
- Uncompromised loyalty and dedication to the College and his peers;
- Exceptional qualities of integrity, leadership, responsibility and reliability;

The nominee requires the **unanimous** approval of the Extra Curricular Council, College Management and the College Headmaster. Nominations for the award must be made in writing and must be fully motivated. The nominee will require the unanimous approval of the Council, Senior Management and Headmaster of the College.

The Magna Cum Laude Award is indicated by a black blazer and a gold badge. A Maroon Tie is worn in conjunction with the blazer. The blazer is never worn with an open-neck shirt.

LEADERSHIP AWARDS

COLLEGE HEAD BOY AND DEPUTIES

A Letter of Authority entitling a boy to purchase and wear the College Head Boy's Scroll and White Blazer, and Maroon Blazer is awarded at a special assembly held for this purpose. Boys who do not meet the general regulations are ineligible for the positions of Head Boy or Deputy Head Boy.

GRADE 12 LEADERS

All duly appointed Grade 12 Leaders shall be entitled to purchase and wear the prescribed blue shirt in place of the standard white school shirt. In addition, Grade 12 Leaders qualify to wear the Leader's braiding and scroll.

MATRIC RED TIE AWARD

All Grade 12 boys who meet the requirements outlined under General Regulations are entitled to purchase and wear the special red tie in place of the standard school tie.

AGE GROUP POLICY

As a general rule, the College policy of compulsory participation in sport dictates that boys play within their specific age group. This means that only Grade 11 and 12 boys are eligible for selection to a 1st Team.

Under exceptional circumstances and based on the needs of the College as opposed to the needs of the individual player, a coach may submit a written motivation to justify the inclusion of a Grade 10 boy in a 1st Team. This motivation must include a description of the player's ability and maturity as well as the impact that his exclusion and inclusion will have on the teams he is leaving and joining. The inclusion of a Grade 10 boy in a 1st Team must be approved by the Sports Council before the player is informed of his selection.

The inclusion of a Grade 10 boy in the 1st Team must be approved by the boy's parents. The number of Grade 10 boys in a 1st Team may never exceed 10% of the team's composition. A Grade 10 boy who is selected for the 1st Team may not be awarded Full Colours until he has represented the team for 2 years. Age group and grade restrictions do not apply to the Athletics, Cross Country, Squash, Swimming or Tennis teams.

ST BENEDICT'S PARENTS' CHARTER

In their association with St Benedict's through their boys, parents will undertake to:

- provide their boys with the necessities for effective school careers;
- support their boys in their studies and various College activities;
- underpin and uphold the discipline structures of the College;
- attend College functions, sport and cultural activities, parent meetings, as able;
- extend their own professional expertise to the school, if and when required;
- extend due courtesy and regard to all employees and other parents.

St Benedict's prides itself on the good relations it enjoys with parents. While parents can expect the school to provide their boys with the best possible education, parents must also accept certain responsibilities in achieving the goals set. Parents should:

- support teachers in their efforts to teach their boys, i.e. monitor homework, check test results, help set goals, regularly consult the Conduct Record for teachers' comments; and attend Parents' Evenings and Meetings;
- communicate with Grade Heads/Deputy Headmasters or the Headmaster timeously regarding any areas of concern before they become major issues;
- make suggestions or provide assistance to improve the educational process and environment;
- encourage their boys to participate fully in the College programme;
- familiarise themselves with the school's policies, admission documents and the Code of Conduct;
- hold discussions with teachers at a pre-arranged time and place that permits full and confidential exploration of the issues; and
- recognise that teachers are trained professionals whose opinion may differ from that of the parents.

