



## CODE OF CONDUCT

### RIGHTS AND RESPONSIBILITIES OF MEMBERS

This document is part of the RBHS Code of Conduct, together with the School Rules, RBHS Disciplinary Procedure, Provincial Disciplinary Regulations, Drug Test and Random Search Regulations and Regulations to prohibit Initiation Practices.

All members will respect the beliefs, culture, dignity and rights of others, as well as their right to privacy and confidentiality. Language in spoken or written form that is seen as pejorative, discriminatory or racist is prohibited.

Any act that belittles, demeans or humiliates another's culture, race or religion is prohibited.

### IT IS MY RIGHT...

1. To be respected by other members of the school community, regardless of personal, religious or cultural differences, **AND** My responsibility to respect others.
2. To freedom of speech and to voice my opinion in a mature, tactful and appropriate manner, **AND** My responsibility to listen to and respect the opinions of others.
3. To make use of available school facilities and property, **AND** My responsibility to respect and maintain these facilities and property.
4. To the security of my property, and myself **AND** My responsibility to uphold security in the school.
5. To be educated in a controlled, academic environment to the best ability of the teacher, **AND** My responsibility to create the opportunity for others to work without hindrance and to pay full attention.
6. To teach in a controlled, academic environment, **AND** My responsibility to create such an environment.
7. To request the removal of a disruptive pupil from the classroom, **AND** My responsibility to do so after class in an appropriate manner and for valid reasons.
8. To have a social life out of school, **AND** My responsibility not to embarrass the school in any way when out of school uniform.
9. To the support of the school in my participation in cultural, sporting or academic activities, **AND** My responsibility to uphold school spirit by participation in and support of cultural, sporting and academic activities.
10. To, where possible, be involved in and informed about decisions taken in the school, **AND** My responsibility to respect the decisions made and react to them in a mature fashion.
11. To work in a clean environment, **AND** My responsibility to maintain a clean environment.



12. To ask for help and advice, **AND** My responsibility to do so at an appropriate time and in an appropriate manner and to give advice and help myself.
13. To have school activities begin punctually, **AND** My responsibility to be punctual in every part of my school life.
14. To be given books and appropriate texts which are in good, usable condition, **AND** My responsibility to care for my books and return them as I receive them.
15. To appeal via the grade head or other authority, **AND** My responsibility to do so in an appropriate manner and for valid reasons.
16. To be kept informed of the rules of this school, **AND** My responsibility to adhere to the rules of this school.

## SCHOOL RULES

The School Rules are part of the RBHS Code of Conduct, together with the Rights and Responsibilities of Members, RBHS Disciplinary Procedure, Provincial Disciplinary Regulations, Drug Test and Random Search Regulations, Regulations to prohibit Initiation Practices. These rules will not deal with obvious matters of behaviour. Any breach of good manners or common sense is undesirable and may be punished.

### A GENERAL BEHAVIOUR:

1. All school property must be taken care of.
2. Books and school bag:
  - A. Books must be carried in a plain **blue** briefcase type bag or rucksack with vertical divisions. No un-reinforced or branded rucksacks are allowed.
  - B. The boy's name must be clearly visible on the bag.
  - C. There is to be no graffiti on the bag.
  - D. Textbooks must be covered with plastic.
3. All members of the school must maintain neatness, and the good state of everything that constitutes the school.
4. Boys must be punctual for all facets of school life.
5. Boys arriving late for school must follow the 'Procedure for lateness' below.
6. Cases must not be left in the foyer outside the Downstairs Office or in the corridor outside the Upstairs Office.
7. Pupils must move around the school in an orderly manner keeping to the left of the corridor.



- 8 It is very important that boys consult notice boards where relevant but this must be done before or after school or during breaks, and not between periods. Several notices are communicated electronically and are posted on the daily pupil bulletin. Boys are expected to keep an eye on these notices.
- 9 Boys are expected to follow the official timetable. Should a boy need to be excused from an academic class, he must follow the 'Procedure for leaving school early' below.
- 10 Boys needing to excuse themselves for a portion of the school day because of sudden illness must report to all their teachers and have the form signed and the Grade Head must sign the form. They then report to the Downstairs Office with this form. The parent or guardian of the boy concerned must collect the boy from the Downstairs foyer area.
- 11 Boys who are absent from school must present a note/email to their register teacher on the day of their return. The message must be signed by a parent, and must explain the absence satisfactorily.
- 12 Written requests to be excused to attend medical or other unavoidable appointments during school time should be addressed (emailed) to the Grade Head at least the day before, except in the case of emergency. All the teachers and Grade Head must sign the form before reporting to the Downstairs office.
- 13 No ball games in the main school building. This includes the quadrangles.
- 14 No notice may be put on a notice board until permission for it has been obtained either:
  - A from the Headmaster or a Deputy (for advertising external events) or
  - B from the relevant teacher in charge of the activity concerned.If there is no such teacher, the Headmaster must be approached.
- 15 Pupils may not use any electronic music devices / cell phones in classes or while attending school events. Pupils may only use such devices with the permission of their teachers. Electronic devices / cell phones (including earphones) may not be used while attending school events, in corridors or while walking in the street in school uniform.
- 16 No skateboarding or roller-blading is permitted on school grounds.
- 17 Pupils may only leave the grounds at lunch break to go to their own homes for lunch. The pupil's parents must be aware of and have approved of this. Parents must send an e-mail to the Grade/Pastoral Head notifying the school of this.
- 18 Pupils may not smoke, drink, use any illegal substances on the school premises or in public, or while representing the school.
- 19 Assemblies are to be attended punctually and in full school uniform. Blazers and ties to be worn. No eating or drinking allowed in the Memorial Hall.



### **PROCEDURE FOR LATENESS:**

- If a boy is late for class, his class teacher must mark him late. It is important that all register teachers are consistent in the application of being late.
- If a boy is unavoidably late, he must report to his Grade Head as soon as possible during the day and the Grade Head will make the decision if a boy is unavoidably late or not, and if necessary will change it to “UL” on Engage.
- Once a boy is late x3, it is the register teacher’s responsibility to put the boy on detention. This needs to happen the fourth and fifth time as well. The sixth time the boy is late the Grade/Pastoral Head must be informed and the boy will be put on Saturday Detention by the Grade Head.

### **PROCEDURE FOR LEAVING SCHOOL EARLY:**

- If a boy needs to leave school during the day, he needs to get a sign-out form from secretary in the Downstairs office.
- The subject teacher must sign out all the classes he misses.
- The Grade/Pastoral Head must be the last person to sign and then a parent must sign the boy out at the front office. In emergencies, the Grade/Pastoral Head can override all the signatures.
- Boys wishing to leave school must be collected in the front foyer by a parent or adult.
- The Grade/Pastoral Head then records the details on Engage.

## **B BEHAVIOUR IN CLASS:**

1. Rules for behaviour in class are up to the discretion of the individual teacher. These rules may not be in conflict with general school rules.
2. Pupils may not have cell phones on during class time. Pupils may only use their cell phones with the teacher’s permission.
3. No eating or drinking during class time is allowed. Water may be drunk at the teacher’s discretion.



## **C OUT OF BOUNDS:**

Unless a boy is engaged in some school activity that requires his presence there, or unless he has permission (it must be written permission during a school holiday), of a teacher to be there, the following places are out of bounds:

### **MAIN SCHOOL BUILDING:**

- Memorial Hall.
- Laboratories, music and art rooms.
- The prefects' room to all pupils who are not prefects.
- The school buildings during weekends and holidays and after 6:00 pm on school days.
- The gymnasium and the gymnasium changing rooms except Wednesday morning after morning sports practices.
- The passages and classrooms from Room 55 to Room 63 before 08h00.
- The front foyer, other than to traffic.

### **GROUNDS:**

- The area directly outside the front of the school from the Memorial Hall to the main school entrance, other than to traffic.
- Beyond the canal during breaks.
- Mears and Reeler Centres.
- Tinkie Heyns field and the Squash courts.
- The swimming pools (under supervision - staff member) and change rooms.
- All turf nets and pitches.
- Only Matrics may use the lawn in front of the school.
- Tarded area from the recycling bins, past the Art rooms to the gate (Room 19).
- The pathway from behind the Heritage Centre to the canal.
- All staff toilets are out of bounds.
- The stairs leading to the ICT lab from inside the library.

## **D UNIFORM AND APPEARANCE:**

### **FULL SCHOOL UNIFORM MUST BE WORN:**

- Day pupils must wear blazer and tie to and from school
- To all school events, except sports events that are dealt with below.
- When attending functions as part of a school-organized group.
- To formal assemblies.



## NOTES ABOUT UNIFORM

- Summer or winter uniform may be worn at any time of year. Uniform must be worn to other events as specified on the Notice board between the Deputies' office and Room 1
- If summer uniform is worn, ties and blazers may be removed within the school grounds.
- If winter uniform is worn only blazers may be removed within the school grounds. Grey socks must be worn with the winter uniform.
- Full uniform must be worn outside of the grounds, except on hot days when the Headmaster's permission has been given for blazers to be removed.
- Ties awarded for school-related activities may be worn on a Friday.
- The following ties may be worn all-year round: Prefect, School Council, Matric, Service and Academic.
- The only permitted lapel badges are the RCU, Interact and the Hostel prefect badges.
- The RBHS padded jacket may be worn over the RBHS blazer on route and at school. Gloves and RBHS rain jackets may be worn only to and from School (i.e. not while at School). The RBHS scarf may be worn anywhere, except inside the Memorial Hall.
- A black belt must be worn with winter uniform. If a belt is worn with summer uniform, it must also be a black belt.
- Regulation school shoes that are black, lace-up and can be polished are to be worn.
- No jewellery other than a watch may be worn to school or other school events.

### UNIFORM AT SPECTATOR EVENTS:

Where pupils are spectators or audiences at school.

Sports events: A pupil may wear either winter or summer uniform.

Cultural events:

- A pupil may wear either winter or summer uniform.
- Events at Maynardville, the City Hall, Artscape and the Baxter: winter uniform.

Music events:

- Choral concert: winter uniform.
- Carol Service: winter uniform if in Memorial Hall.
- Cabaret: summer or winter uniform. (Cabaret concert night: civvies)
- Sunset Concert and Kirstenbosch concert: civvies.

**Debating:** Summer or winter uniform.

**Academic events PLM:** Summer or winter uniform.

**Evening Prize giving and Remembrance Day Assembly:** Winter uniform.



## **UNIFORM FOR SPORT:**

- Boys who are going to take part in rugby, hockey, swimming, water polo, basketball or athletics at home or away, in competition, must wear school uniform or a full school tracksuit (this is up to the discretion of the relevant coach). Boys, who are going to take part in other sports, must wear school uniform or the relevant togs and a school blazer where this is appropriate.
- When attending practices the dress code shall be determined by the MiC of each sport.
- Supporters may wear full school tracksuits on Saturday mornings. The tracksuit must be zipped up.
- The RBHS padded jacket may be worn instead of a school blazer on Saturday mornings during the winter sport season.
- Only RBHS headgear or a plain white cricket hat may be worn by supporters and participants at school events
- RBHS sports bags may be used to carry sports gear on campus unless permission has been given otherwise (cricket, tennis and hockey goalkeepers for example may be given permission).
- House vests are to be worn for all Inter-house activities. The school athletics vest may only be worn when representing RBHS.
- Clothing requirements for Physical Education include the following: white or polo shorts and house vest. A full RBHS tracksuit may be worn with track shoes. For swimming either a RBHS speedo or polo shorts may be worn.

## **SHAVING:**

Boys must be clean-shaven.

## **Hair guidelines:**

- Hair must be neatly presented and should not draw undue attention or make a fashion statement.
- Hair may not be too long. The volume of hair should be within reason and should not distract from the overall neatness and presentation of the student.
- Hair types that hang down may not reach the collar, eyebrows and ears.
- Hair may be short, but without fashion styling, and should blend in uniformly.
- If a student's culture allows for his head to be shaved, he may do so.
- Sideburns are to reach no further than halfway down the ear.
- Spiking, undercuts and steps are not allowed.
- Gel or mousse may be used to keep hair neat, if rules are adhered to about length and neatness.
- Hair must be clean and neat. WHERE APPLICABLE, hair should be combed and brushed. For afro-textured hair, twists are allowed; these must be appropriately maintained and kept neat.
- Hair may not draw undue attention as a result of dyeing. Hair colour changes are allowed, provided they represent a natural hair colour.



## **E TRANSPORT:**

1. Pupils who drive motorised vehicles while wearing school uniform are to have the relevant licence for that vehicle, and are to register with the Grade Head.
2. Motorcycles and scooters belonging to pupils are to be parked outside the Gymnasium area.
3. Pupils' cars should be parked in the Sunnybrae parking lot.
4. Any pupil using a bicycle, motor vehicle or a motorbike to travel to and from School must obey traffic regulations. Pupils using a motorbike must wear a helmet. The pillion must also wear a helmet.
5. Cyclists must:
  - Only ride on designated roads & pathways.
  - Wear a fastened cycling helmet.
  - Lock their bicycles when on school property.
6. Boys may not tamper with any bicycles or other vehicles on the school property.

## **F MISCONDUCT:**

### **LESS SERIOUS MISCONDUCT:**

#### **Detention:**

Boys may be put in DT for any offence, but if the offence was committed in class during teaching (including the register period); DT may not be used as a "first-strike" punishment.

- Detention takes precedence over other school commitments. If a boy cannot choose an afternoon, which will not clash with extra-murals, or if he has earned two DT sessions that week, he must forfeit his extra-mural participation.
- All DT letters are emailed to parents.
- During exams: Grade 8 and 9 boys do detention from 12.15-13.00 on Tuesdays and Wednesdays. Teachers must keep in grade 10, 11 and 12 boys personally on days the boys are at School.

#### **Saturday Detention:**

Saturday Detention is given by Grade Heads or Deputies if a pupil:

- misses a weekday DT;
- commits a sufficiently serious offence; or
- commits less serious offences repeatedly, and it becomes clear that ordinary DT is not effective





Saturday Detention is the most serious detention at this school, is administered by senior staff and it takes precedence over all other activities, including sport.

Time: Saturdays from 14:00 - 17:00.

If a boy misses Saturday Detention without a valid reason once, he is given a first letter of warning and has to repeat the detention. If he offends again, he goes before the Headmaster, gets a second letter of warning and does two Saturday detentions. When he misses a Saturday Detention a third time without a valid reason, he has to go to the Board of Governors for a decision as to his future at the School.

### **Letters of warning:**

A letter of warning is a step in corrective or progressive discipline: a first, second or final letter of warning. A letter of warning may be issued for repeated infringements of a less serious nature, or for a relatively serious infringement, or when a pupil's conduct is seen to be challenging the authority of the School.

A Deputy Principal issues both the first and second letters of warning. The Headmaster issues the final letter of warning on the presence of both the pupil and a parent. If the pupil commits another offence of the same type this will constitute serious misconduct.

### **SERIOUS MISCONDUCT:**

The School regards it as serious misconduct if a pupil:

- is truant from school;
- uses or has in his or her possession or sells or distributes a dangerous object, alcoholic liquor or illegal drugs;
- commits an act of bullying, assault, theft, arson or malicious damage to property;
- commits an act of gross insubordination or engages in immoral conduct;
- is in possession of or uses any unauthorised copy of a test or examination question paper, or cheats, distributes, trades, bribes or attempts to bribe any person in respect of any test or examination, with the intention of enabling himself or herself, or any other person, to gain an unfair advantage;
- uses hate speech, makes himself guilty of racism, sexism, sexual harassment, possesses or distributes pornographic material, or engages in any act of public indecency;
- endangers the safety or threatens fellow pupils or educators, disrupts the school programme or violates the rights of others;
- falsely identifies himself, or knowingly and wilfully supplies false information or falsifies documentation to gain an unfair advantage at school;



- conducts himself, in the opinion of the governing body, in a disgraceful, improper or unbecoming manner, including:
  - intimidates another pupil, whether verbally or physically;
  - is under the influence of an illegal substance;
  - brings alcohol onto the School premises;
  - enters the School premises after consuming alcohol
- consumes alcohol while officially representing the School (e.g. on tour), or at a function where their presence comes about through their membership of the School;
- has repeatedly defaulted on less serious offences and has not responded to corrective or progressive discipline;
- brings the School into disrepute by his behaviour outside the School (i.e. is the responsibility of their parents);
- participates in initiation practices as defined in the Regulations prohibiting Initiation Practices; or
- refuses to undergo a drug test in terms of the Drug Test and Random Search Regulations.

Serious misconduct is dealt with in terms of the School's disciplinary procedure and the regulations as described in THE SOUTH AFRICAN SCHOOLS ACT NO. 84 OF 1996: REGULATIONS RELATING TO DISCIPLINING, SUSPENSION AND EXPULSION OF LEARNERS AT PUBLIC SCHOOLS IN THE WESTERN CAPE.

Subject to the provisions of the Act, a learner at a school may be suspended by the governing body or expelled by the Head of Department if, after a fair hearing, he or she is found guilty of serious misconduct as contemplated in sub-regulation (1).

These regulations may be found on the schools website under the school rules tab <http://www.rondebosch.com/high/rules.php> (Provincial Disciplinary Regulations) or may be requested from the Headmaster's secretary.

## **G VALUABLES AND PERSONAL BELONGINGS:**

- The school will not be held responsible for theft of or damage to personal belongings or valuable items on school premises or items carried off the premises on school outings or activities (e.g. cell phones, bags, books and clothing).
- Learners should avoid bringing cell phones, large sums of money and valuables to school. Cell phones may not be switched on during a normal school working time unless needed for schoolwork and permission is granted.
- If a parent requests that his/her son make payments on his/her behalf, the carrying of cash is at their own risk. It is preferred that payment is made by EFT with appropriate reference or by credit card at the school shop
- Arrangements should be made with the coach or activity leader for the safekeeping of valuables during sports practices. As a general rule, valuables should be kept in a locker while at school.
- Learners should not bring computer games, iPods or similar electronic devices to school.



## H ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS

Religious or cultural practices, conduct or obligations that relate to the core values and beliefs of a recognized religion or culture may be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

- The learner, assisted by the parent, must apply in advance for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
- This application must be in writing and must identify the specific rule/s from which a deviation is requested.
- Supporting documentation from a contactable authority of good standing within the community of that religion or culture should accompany any application.

