



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 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.
7. To have a social life out of school, and my responsibility not to embarrass the school in any way when out of school uniform.
8. 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.
9. 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.
10. To work in a clean environment, and my responsibility to maintain a clean environment.



11. 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.
12. To have school activities begin punctually, and my responsibility to be punctual in every part of my school life.
13. 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.
14. To appeal via the Grade/Pastoral Head or other relevant authority, and my responsibility to do so in an appropriate manner and for valid reasons.
15. 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 and 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. The boy's name must be clearly visible on the bag. There is to be no graffiti on the bag.
 - b) 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. Pupils must be punctual for all facets of school life.
5. Pupils arriving late for school must follow the procedure for lateness below:
 - a) Pupils need to report to the front office when they arrive at school.
 - b) The secretary will mark the pupil present and record the late arrival on the attendance record of the pupil. Three late arrivals will result in a weekday detention.
 - c) In instances where the late arrival is unavoidable, parents need to email the Grade/Pastoral head who will change the "late" to an "unavoidably late".



6. Cases/bags 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 but this must be done before or after school or during breaks, and not between periods.
9. Pupils 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:
 - a) Parents need to inform the secretary at the front office as well as the Grade/Pastoral Heads that their son needs to leave school early on a specific date. This communication needs to be done via email communication.
 - b) The pupil will collect a leave out form, from the front office, that will need to be signed by all the teachers where the pupil will be missing a lesson on that particular day. This form also needs to be signed by the Grade/Pastoral Head.
 - c) The completed form will be handed back to the secretary at the front office and the pupil will receive a leave out ticket that he must present to the security when he leaves the school.

Note: Parents are requested to schedule appointments after school or in the holiday where possible. We do not want the boys to miss out on academic time. This includes but is not limited to dentist appointments, physiotherapy appointments, ID/Driver's License appointments, etc. We understand that sometimes specialist appointments may not be available after school hours.
10. When a pupil is absent from school, parents are required to send email communication of their sons' absence and include the reason for their absence. If a pupil is absent on a day of an assessment, he will require a medical certificate for that day and present this to his Grade/Pastoral Head when he returns to school. In the event of a bereavement resulting in the pupil's absence, a death certificate will be required if an assessment was missed.
11. Written requests to be excused to attend medical or other unavoidable appointments during school time should be addressed (emailed) to the Grade/Pastoral Heads as well as the secretary at least the day before, except in the case of an emergency.
12. No ball games are allowed in the main school building. This includes the quadrangles.
13. 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.

Note: If there is no such teacher, the Headmaster must be approached.



14. Pupils may not use any personal audio equipment in classes or while attending school events. Pupils may use audio equipment with the permission of their teachers for academic purposes only. Personal audio equipment (including earphones) may not be used, in corridors or while walking in the street in school uniform.
15. No skateboarding or rollerblading is permitted on the school grounds.
16. 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 Heads requesting approval of this arrangement.
17. Pupils may not smoke, vape, drink alcohol, or use any illegal substances on the school premises or in public, or while representing the school.
18. Assemblies are to be attended punctually and in full school uniform. Blazers and ties must be worn. No eating or drinking is allowed in the Memorial Hall.

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 the 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 for academic reasons only. This aspect is further clarified in the school rules section of this code of conduct.
3. No eating or drinking during class time is allowed. Water may be drunk at the teacher's discretion.
4. Pupils may not act in a manner that causes a distraction or prevents teaching and learning from happening.



C. OUT OF BOUNDS:

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

1. MAIN SCHOOL BUILDING:

- a) Memorial Hall.
- b) Laboratories, music and art rooms.
- c) The Executive Council room to all pupils who are not Executive councillors.
- d) The school buildings during weekends and holidays and after 18:00 on school days.
- e) The gymnasium and the gymnasium changing rooms except Wednesday morning after morning sports practices.
- f) The passages and classrooms from Room 55 to Room 63 before 08h00.
- g) The front foyer, other than to traffic.

2. GROUNDS:

- a) The area directly outside the front of the school from the Memorial Hall to the main school entrance, other than to traffic.
- b) Beyond the canal during breaks.
- c) Mears and Reeler Centres.
- d) Tinkie Heyns field and the Squash courts.
- e) The swimming pools (unless under supervision of a staff member) and change rooms.
- f) All turf nets and pitches.
- g) The lawn in front of the school, unless the pupil is in Matric.
- h) Tarred area from the recycling bins, past the Art rooms to the gate (Room 19).
- i) The pathway from behind the Heritage Centre to the canal.
- j) All staff toilets.
- k) The stairs leading to the ITC lab from inside the library.



D. UNIFORM AND APPEARANCE:

1. FULL SCHOOL UNIFORM MUST BE WORN:

- a) By day pupils, who must wear a blazer and tie to and from school.
- b) To all school events, except sports events that are dealt with below.
- c) When attending functions as part of a school-organized group.
- d) 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 en route to 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 the 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.

2. UNIFORM AT SPECTATOR EVENTS:

Sports events:

- A pupil may wear either winter or summer uniform.

Cultural events:

- A pupil may wear either winter or summer uniform.
- Winter uniform is required at events held at Maynardville, the City Hall, Artscape and the Baxter Theatre.

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:

- Winter uniform.

3. UNIFORM FOR SPORT:

- Pupils 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). Pupils 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 practice, the dress code shall be determined by the MIC of each sport.
- Supporters may wear full school tracksuits on Saturday mornings.
- The RBHS padded jacket may be worn instead of a school blazer on Saturday mornings during the winter sport season.
- Only RBHS headgear 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 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.



2. SHAVING:

- Pupils must be clean-shaven at all times.
- Pupils who are not clean shaven will be requested to collect a razor and shaving cream at the front office and go and shave. They must report back to the teacher (who sent them) to ensure that the boy has shaved.

3. HAIR GUIDELINES:

- No arbiter will touch a pupil's hair or make subjective comments about the character of the pupil in response to his hair or use judgmental epithets when describing the state of his hair.
- Religious and cultural considerations and imperatives that fall outside of the rules mentioned below will be considered where the correct process as described in section H has been followed.
- 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, mullets 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.
- Hair may not draw undue attention as a result of dyeing. Hair colour changes are allowed provided they appear natural.

If, at the start of term, a boy returns to school with hair that does not conform to school rules, he will be issued a detention and asked to cut it by a specified date.

E. TRANSPORT:

1. Pupils who drive motorised vehicles while wearing school uniform are to have the relevant licence for that vehicle. They are required to provide their Grade/Pastoral head with a copy of the drivers licence as well as details of the vehicle being driven. Pupils may not drive or sit in their cars during the school day.
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 only.
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:
 - a) Only ride on designated roads & pathways.
 - b) Wear a fastened cycling helmet.
 - c) Lock their bicycles when on school property.
 - d) Not ride their bikes during the school day.
6. Pupils may not tamper with any bicycles or other vehicles on the school property.
7. The transportation regulations are designed to ensure the safety of all the pupils in the school grounds. Any boy who transgresses these rules will be dealt with on a case by case basis. The school will review the transgression and apply an appropriate consequence.

F. MISCONDUCT:

1. LESS SERIOUS MISCONDUCT:

- a) **Demerits:** Demerits are issued with a verbal discussion from a teacher for a minor transgression. Demerits on their own do not carry any punishment, but serves as a record of an incident taking place. Details of demerits will be emailed to both the parent as well as the pupil. An accumulation of demerits throughout the term may result in a Weekday or Saturday detention. Demerit tallies are reset at the start of each new term.



b) **Weekday Detention:** Pupils may be put in a weekday DT for any offence, but if the offence was committed in class during teaching time (including the register period), DT may not be used as a "first-strike" punishment. Teachers may choose to issue demerits as a "first strike".

- 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 notifications are emailed to parents and pupils.
- Weekday detention takes place on a Tuesday and Wednesday from 15H10 until 16H40
- During exams: Grade 8 and 9 pupils attend detention from 12H15 until 13H30 on Tuesdays and Wednesdays. Teachers must keep in grade 10, 11 and 12 pupils personally on days the pupils are at school.

c) **Saturday Detention:** Saturday Detention may be issued by Grade/Pastoral Heads, Head of Discipline, Heads of Sports and the Deputy Headmasters for the following:

- Missing a weekday DT;
- Committing a sufficiently serious offence; or
- Committing less serious offences repeatedly, and it becomes clear that ordinary
- DT has not been not been effective

Saturday Detention is the most serious detention at this school. It 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 a 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.

d) **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. The Head of Discipline/Deputy Headmasters will issue the letters of warning. The letter of warning must be signed by the parents and returned to the person who issued the warning letter. The Headmaster issues the final letter of warning in the presence of both the pupil and a parent. If the pupil commits another offence of the same type this will constitute serious misconduct.



2. SERIOUS MISCONDUCT:

The School regards it as serious misconduct if a pupil:

- a) is truant from school;
- b) uses or has in his or her possession, or sells or distributes a dangerous object, alcoholic liquor or illegal drugs;
- c) commits an act of bullying, assault, theft, arson or malicious damage to property;
- d) commits an act of gross insubordination or engages in immoral conduct;
- e) is in possession of or uses any unauthorized 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 any other person, to gain an unfair advantage;
- f) uses hate speech, makes himself guilty of racism, sexism, sexual harassment, possesses or distributes pornographic material, or engages in any act of public indecency;
- g) endangers the safety of or threatens fellow pupils or educators, disrupts the school programme or violates the rights of others;
- h) falsely identifies himself, or knowingly and wilfully supplies false information or falsifies documentation to gain an unfair advantage at school;
- i) conducts himself, in the opinion of the governing body, in a disgraceful, improper or unbecoming manner, including:
 - Intimidating another pupil, whether verbally or physically;
 - Being under the influence of an illegal substance;
 - Bringing alcohol onto the School premises;
 - Entering the School premises after consuming alcohol
- j) consumes alcohol while officially representing the School (e.g. on tour), or at a function where his presence comes about through their membership of the School;
- k) has repeatedly defaulted on less serious offences and has not responded to corrective or progressive discipline;
- l) brings the School into disrepute by their behaviour outside the School (i.e. are the responsibility of their parents);
- m) participates in initiation practices as defined in the Regulations prohibiting Initiation Practices;
- n) 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:

1. 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).
2. Learners should avoid bringing cell phones, large sums of money and valuables to school. Cell Phone usage is guided by the mobile device policy of the school.
3. 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
4. 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.
5. 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 recognised religion or culture may be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

1. 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.
2. This application must be in writing and must identify the specific rule/s from which a deviation is requested.
3. Supporting documentation from a contactable authority of good standing within the community of that religion or culture should accompany any application.



I. MOBILE DEVICE POLICY

The mobile device policy of the school governs the usage of mobile devices at school during the school day. It outlines the general principles, description of terminology, usage by pupils during the school day and also the consequences of cell phone transgressions. Parents and pupils may refer to the mobile device policy, which is uploaded to the schools' website, for easy reference.

1. For Pupils

Pupils may not use their mobile devices during teaching time, unless they have been granted permission by a teacher to do so for academic purposes only. This means that pupils may only use their mobile devices before school, during their breaks and after school.

a) In the classroom

- In grades where school-provisioned devices (iPads) are available, cell phone use is strictly prohibited during class time.
- For all other grades, cell phones are only permitted for academic purposes and only with the teacher's explicit permission. They must not be used for communication, social media, music, gaming, or browsing unrelated websites during class time. Prior to leaving the classroom, cell phones must be turned off and stored away.
- Cell phones must be used openly in the classroom, ensuring full visibility.
- Accessories such as earphones may be used in the classroom when the instruction to use them has been conveyed by the teacher. These accessories must not be visibly worn or displayed within the school premises outside of classrooms, during teaching time. If observed, accessories may be confiscated according to the guidelines listed below.

b) During school hours

- We prefer to see pupils actively socialising and therefore discourage the use of cell phones and earphones during social times.
- Cell phones and earphones are strictly prohibited in corridors during school teaching hours.
- Cell phones should only be activated and used before school, during breaks and after school hours.

- Cell phones must remain fully powered off or on aeroplane mode during all other times; neither "vibrate mode," "silent mode," nor any other setting is permitted. These modes still cause a distraction.
- Pupils are required to conduct phone calls and respond to messages during breaks or before and after school.
- Pupils are prohibited from recording, videoing, or photographing other learners, teachers, or any on-campus activities without prior permission.
- Pupils are not allowed to possess or distribute recordings of other pupils or teachers without their explicit permission.

c) Outside the school campus when on school business

- We expect learners to refrain from using earphones in public settings. This policy is based on concerns regarding the negative image it conveys, as well as the associated safety and security risks. When in the company of others, we wish for our pupils to actively engage in conversation.

d) During test and examinations

- During examinations/tests a learner may not be in possession of a cell phone.
- All electronic devices (including smart watches) must be switched off and will be handed at the start of the first invigilation session.
- Having a phone on one's person or within reach gives one the capacity to cheat and is treated in the same manner as having cheat notes.

2. For Teachers

Teachers need to be vigilant and self-disciplined in their own use of mobile devices during instructional teaching time. Every effort must be made to ensure that learners do not see teachers on their mobile devices during classroom teaching time. As with learners, teachers need to ensure that their mobile devices are switched off, on silent or aeroplane mode when providing instruction during classroom teaching time.



SUPPORT

1. COUNSELLING:

- a) The Counselling Department has access to a network of professionals in social and psychological services to which such learners may be referred in consultation with their parents. The school's clinical psychologist, Ms Monique Nyback, has weekly consultations at the school and booking of appointments is through Tracy Starke's office.
- b) A programme of intervention may need to be instituted to manage the problematic behaviour. Intervention may include procedures described in the school rules but may also require more specific help such as a daily behaviour report or referral to the mentorship programme and may include a contract describing the behaviour and the steps to be followed to address it. These steps will be implemented in discussion with the Pastoral Grade Head and Pastoral Deputy Headmaster.

All interventions must include the pupil's parents. Learners whose breaching of the disciplinary code is considered habitual will be referred to the Pastoral Deputy or the school Counsellor or the school Psychologist for behaviour management intervention.

2. MENTORSHIP PROGRAMMES:

a) **'SIGNIFICANT ADULT' MENTORING PROGRAMME**

It is a reality in a big and busy school that some learners are able to lose themselves in the system. We all know of habitual wrongdoers or those who skirt the periphery of the discipline system. We know who these pupils are but we also know that continually punishing them through the usual routes is not having an effect. More often than not, this behaviour is attention-seeking because through various circumstances and at various levels, they are not receiving the attention and care they need in their lives outside of school.

The 'significant adult' mentorship programme assists these individuals to become aware of the self-defeating nature of their destructive patterns of behaviour. The Mentorship programme is a positive initiative, which intends to assist troubled pupils to progress at the school. The programme involves the assignment of a mentor teacher who will meet with the boy concerned on a regular basis – setting goals that will need to be achieved; as well as general guidance in needed areas. The Pastoral Deputies in collaboration with Grade/Pastoral Heads will place pupils on this programme.

b) **MENTORSHIP WITHIN THE GRADE SYSTEM**

Mentorship to our pupils are provided within the Grade System. Tutor lessons on Tuesday mornings provide an opportunity for register teachers to discuss important topics related to the contextual issues that our pupils are facing. It also allows an opportunity for pupils to provide us with first-hand information about the challenges that they are facing.

The Pastoral Grade Head will move up with their grade, providing an opportunity for continuity within the grade system. The Grade Head will remain with a specific grade, becoming a specialist in grade specific administration.

Peer Mentorship is an important component of Pastoral care and this function will reside with the Pastoral Portfolio of the Executive Council. This body will be open to listening to and addressing the day to day issues that pupils have. This body will facilitate “mentoring as a community”, which will become the driving force behind peer mentorship.

Finally, in the weekly meetings of both the RCL and Executive Council, issues and concerns raised at various platforms will be addressed. We will strive to meet the needs of all pupils relating to psychological, emotional and social well-being.

