

School Policies



HOUT BAY
INTERNATIONAL SCHOOL
SOUTH AFRICA

Student

Policy no: 7

Date: August 2011

High School Rules

The following Guidelines, Rules and Procedures have been drawn up in order that the School may run efficiently by providing a happy, caring, stimulating and secure school environment with a consistent, well disciplined and effective organisation. These remain in force from the time a student leaves the care of his/her parents or guardian until he/she returns. They apply during all official School organized visits/excursions in or out of term time. This is to be read in conjunction with the *Students Disciplinary Procedures*. These serve to define the conduct required and disciplinary process between the student and his / her parents with the School.

Guidelines

All students must consider the needs and rights of other students and staff before their own and their attitudes and behaviour must show this consideration.

Any breach of the *Code of Conduct* will be seen as a breach of the mutual trust and respect, which exists between us all, and individuals concerned will be disciplined accordingly.

Likewise, notable examples of good behaviour, high standards and outstanding performance will receive due acknowledgement and honour.

Where a student acts in a way that is unacceptable, relevant staff will investigate that particular situation and impose the most appropriate sanction, according to the guidelines concerning unacceptable behaviour of students.

The School does set down some areas of discipline that are viewed most seriously, as well as the likely consequences for infringements. Clearly, the circumstance, the severity of the offence and the degree of either wilfulness or thoughtlessness particular to each situation will determine the actual penalty.

The rules apply to all students under the jurisdiction of the School: students are under the jurisdiction of the School at all times while on the campus, in School transport or on any School organized trips or when they are identifiable as ISHB students in uniform or out of uniform.

Rules and Procedures

Students must keep within the prescribed *School Bounds*. No students are permitted behind the main school building. This is deemed as *Out of Bounds*.

Other than students on official School visits, all students leaving the premises before the end of School must have the permission of the Principal or Head of High School and parent/guardian and must report to the Secretary on leaving and complete the required documentation, which will be handed to the security guard on leaving the premises.

Students who are on any medication should report to their class teacher. No medicines or pills should be kept by students unless with the express permission of the class teacher.

Expectations :

1. Be courteous and well mannered at all times.
 2. Greet teachers and visitors. Staff should be addressed by their title and surname e.g. "Mr Smith" or "Mrs Young". Visitors should be addressed as "Sir" or "Ma'am".
 3. Respect teachers, fellow students and the wider community.
 4. Refrain from the use of foul language.
 5. Fraternisation: No pupil at ISHB may engage in inappropriate displays of affection whilst under the jurisdiction of the school. This includes holding hands, kissing or walking about with one's arms around one's partner in public.
 6. Refrain from unruly behaviour and rough play.
 7. Do not bring the school into disrepute.
 8. Conform to the Computer and Sports Discipline Codes.
 9. Do not cheat in tests, examinations or other schoolwork.
 10. See the separate Cell phone policy.
 11. Victimisation : A vital aspect of our philosophy is the principle of mutual respect. Within this framework we will not tolerate any form of: verbal abuse, racism, religious intolerance, intimidation, fighting, assault or bullying.
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Truancy: Absence from school or lessons without valid permission is

1. not allowed. Students may not leave the school property without parents' and the school's permission. Students must complete the required documentation at the front office, which will be handed to the security guard on leaving the premises.
2. Vandalism: This includes the defacing or damaging of school property and/or private property. Any vandalism will be for the account of the perpetrator and will lead to disciplinary action.
3. Theft: Theft is a criminal offence and any students found to be involved in, or an accomplice to, an act of theft; will be severely disciplined and criminal charges could possibly be laid.
4. Pornography: Students accessing, or found to be in possession of, uncensored pornographic material, whether accessed through the Internet or any other manner, will face disciplinary action.
5. Alcohol and Tobacco : This School does not believe that smoking or drinking alcohol are student activities. If a student is found to be in the act of, in possession of, or an accomplice to, smoking or drinking alcohol; he/she could face an immediate suspension.
6. Drugs : The school will not tolerate any association with drugs. In the interest of safeguarding all students against possible drug use, random testing for drug use may be conducted. Any student found to be in possession of drugs, using or being an accomplice to those using drugs, will *immediately be dismissed*. Expulsion, prosecution and a possible criminal record may follow.
7. Dangerous weapons : Apart from acceptable pocket-knives, no other knives or weapons of any description may be kept in a pupil's possession. This includes catapults, B-B, Paintball guns or any other "toy" which shoots pellets or bullets of any kind.

20. Punctuality and Attendance

1. School starts each day Monday to Friday promptly at 08:00. Students must be in School at least five minutes before the start of each day in order for a prompt start to the day. Unless arrangements for afternoon school have been made, or students are involved in another School activity, students should leave School promptly. See *School timetable for*

closing times for each day.

2. Should a student be unable to attend school it is expected that the School be notified in advance, in writing, for a known absence: for instance a medical appointment, and telephonically in an emergency. When students return from an absence they should bring a note or doctor's certificate, explaining their absence.
 3. Co-Curricular Activities generally run until 16:45.
 4. Students are expected to actively participate in the afternoon activities.
 5. Participation in Inter-Service events and camps are compulsory, as is attendance at some evening activities.
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Other Regulations

1. Food for lunch must be in plastic containers and any drinks must be in a screw top container. Water for drinking is available at School. Only bottles of water may be taken into lessons, with permission of the teacher. Parents are encouraged to provide healthy food for their children. Sweets and fatty foods are strongly discouraged. Food and drink may be consumed only in the areas designated by staff. Litter must be placed in the bins provided. Students may NOT possess or use chewing gum!
2. Students should carry their books in an acceptable school bag. This should contain reinforced sections or a box to protect books. Use of carrier bags damages books, which are expensive items and should be treated with respect.
3. All books and equipment issued to, or used by, students are to be treated with respect and replaced if damaged or lost. The issue of laptop computers is subject to a separate contract.
4. The School takes no responsibility for personal items that students bring to school, particularly cell phones, laptops and calculators.
5. Students who have access to lockers are to keep them in good order and lock away their possessions. No student bags are to be left lying around the School. Students who do not have lockers will have a designated space to keep belongings such as sports equipment.
6. Exception will be taken to inappropriate behaviour between students. Any behaviour, which causes offence to others, such as teasing or behaviour of a sexual nature, is considered inappropriate.
7. Students should make themselves aware of "Out of Bounds" areas and may only enter these areas with staff permission.

Out Of Bounds Areas

1. The area behind the school, from the end of the veranda behind the hall to the stairs leading up to the IT Lab is out of bounds.
 2. No unaccompanied student may at any time exit the school grounds.
 3. Students are not allowed in the IT lab, Hall or Library unless accompanied by a teacher.
 4. No student may be upstairs during breaks.
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Pupils and vehicles

After consulting with staff and other Schools, the following regulations are to be followed. These regulations are based on safety requirements and on factors determined by the physical limitations of the School grounds. The regulations apply to any forms of motorised transport :

1. The student must request and obtain permission to operate a car or motorbike from the Principal.

1. The student must have a valid license in his/her possession.

2. A student may not drive or operate a car or motorbike on school grounds.

3. The student may not lift any other student or other passengers, unless written permission has been obtained from both the driver's and the passenger's parents/legal guardian.

4. If students drive to School, then the vehicle/bike must be parked outside the School grounds.

5. The student may only access the vehicle/motorbike at the start of the day and after School closes.

Please note that the school cannot accept any liability for children being transported by, or accepting lifts from, their friends who have access to their own transport regardless of permission having been granted by parents.

