

# SPRINGS BOYS' HIGH SCHOOL

## 1. PREFACE

Springs Boys' High School is committed to meeting its responsibility to society by providing an education of quality to all learners, and in particular, to the learners residing in the natural feeder areas.

## 2. PREAMBLE

### 2.1. PREMISE

The purpose of the school is to educate and to provide equal opportunity for all learners to achieve.

### 2.2. VISION

- To create a sense of purpose both within and outside the school.
- School Governance to be proactive and in line with Governmental Policy.

### 2.3. MISSION

- The mission is to develop Springs Boys' High School, which encompasses learners, staff and parents, to pursue and maintain excellence and to offer the highest quality education possible within the South African community.
- It is thus to offer education and training in accordance with the manpower needs of South Africa.
- It must produce responsible, critical, independent thinking, disciplined individuals, capable of participating fully in society.
- The school, through its efforts, will contribute to the economic growth and prosperity of both the individual and the country as a whole.
- The school will encourage the learners to be sensitive and tolerant of the needs of others and be dedicated to the service of others, the school and the community as a whole.

### 2.4. PHILOSOPHY OF THE SCHOOL

- We believe in the value of a holistic education in which pupils are exposed to, and encouraged to participate in, the widest range of intellectual, cultural and sporting pursuits, so as to produce a well-balanced and well-rounded individual.
- We believe in the worth, dignity and unique character of the individual.
- We strive to respect the past yet remain relevant for the future.
- We strive to provide quality, structured, disciplined, intellectual education and training and encourage creativity, limited only by the ability of the student.
- We strive to create an environment of mutual respect and understanding, to ensure that all feel accepted, safe and happy and create an environment conducive to effective learning.
- We believe that the academic staff of the School should be proficient in the teaching of their subjects, dedicated to the physical and spiritual well-being of the pupils and committed and loyal to the profession while believing in and supporting the ethos and tradition of the school. To this end, we believe in the recruitment, motivation and retention of staff who fulfil these criteria.
- We will strive to appoint suitably qualified non-academic staff who are dedicated to the support of the school and all its programmes, and who keep the school safe and secure with their moral and ethical values.

- We believe in the upholding of traditional values that include abiding by the code of conduct, good manners, fair play, sportsmanship, high moral standards, patriotism and integrity.
- We believe that successful education is a triad partnership between the home, the School and the learner. An atmosphere of openness, mutual trust and respect must exist amongst partners – parents, pupils and staff.

## 2.5. FOCUS / MANLINESS

- Springs Boys' High school is dedicated to reconstruct a more positive model of masculinity that makes room for the many different ways one can be a boy or man, allowing all individuals to feel secure in their masculine identity.
- Our focus is on fostering in our young men a revised concept of leadership and of 'Manliness', founded upon respect for others, authenticity, empathy, compassion, courage, selfhood and resilience, while acknowledging the need to speak out when one's values are compromised. It is **Values-Based Moral Leadership** which will ensure we grow good husbands, good sons, good fathers and good brothers, who will make a difference in their school and in their society.
- The aim of this school is to enhance the holistic development of our boys into men.

## 2.6. SLOGAN

***"Best of the Best"***

# 3. SCHOOL COVENANT

In recent times our country has been forced to recognise that violence in all forms, especially rape and gender-based, has reached pandemic proportions. As such the horrific rape of our women folk and the continued violence against our children, cannot be left unchecked. As an Education Institution, we bear a responsibility to protect our children and ensure their safety while in our care. We acknowledge that we need the support of all stakeholders and the general public in turning the tide against corruption, lawlessness and violence in this country. Thus the collective rage in this school is hereby recorded.

We now therefore pledge on behalf of SBHS:

- To uphold the Constitution of the Republic of South Africa.
- To abide by the laws of the Education Department.
- To respect the rights of others, irrespective of age, race, sex or sexual orientation.
- To speak up against, and if necessary, to take action opposing, any form of sexual harassment, abuse or violence.
- To report any form of wrongdoing and/or criminal activity to the relevant authorities (learners could be expected to do so in writing).
- To honour the responsibilities that come with the rights enshrined in our School Code of Conduct and to be a good ambassador for this educational institution.
- To take an active part in preserving and maintaining the proud traditions of the "Boys in Green".

# 4. FUNDAMENTAL PRINCIPLES

- 4.1. No learner will be denied admission into this school on the grounds of race, religion, faith or culture.

- 4.2. This is a monastic school for boys.
- 4.3. Learners who reside with their parents in their own domicile, (or the domicile of a parent's employer in the natural feeder area) will have priority of placement. Thereafter enrolment will be that as determined by GDE Admission online system.
- 4.4. The capacity of the school and within each grade will determine the number of learners who can be accommodated at any one time and in any one grade. The District Director is the only body who can declare the school full.
- 4.5. The **subject sets** that the school offers will also determine the choice of the learner.
- 4.6. Enrolment for one (1) year does not qualify a learner for automatic enrolment each year or automatic continued enrolment.
- 4.7. Except with the permission of the District Director or in consultation with the Governing Body, no learner shall be admitted after the tenth (10<sup>th</sup>) school day of the calendar year.
- 4.8. Basic education is compulsory until the age of 15 years or a learner having passed Grade 9 – whichever happens first. Any learner not performing or complying with the School Rules and Regulations after attaining this age, shall not be eligible for enrolment or further attendance at this school. The school deplors any system of engaging learners above the statistical age norm of a particular grade as it is not conducive to the delivery of harmonious or quality education.

## **5. EXPECTATIONS / POLICIES / CODE OF CONDUCT**

### **5.1. CHARACTER OF THE SCHOOL**

Every learner must strive to uphold the good name of the School, is expected to subscribe to, and is considered bound by, the School's Code of Conduct.

### **5.2. SCHOOL EDUCATION SYSTEM**

The School Education System and Springs Boys' High School recognise and submit to the Constitution of the Republic of South Africa and all learners are required to do the same.

### **5.3. NATIONAL FLAG AND ANTHEM**

Learners in the School are to respect the National Flag and National Anthem.

### **5.4. INTERVIEW**

The Principal and Governing Body reserve the right to interview a prospective learner and their parents before admitting the learner. (Grades 9 – 11)

### **5.5. RELIGION**

This school presently manifests a Christian character and ethos. There will be a tolerance and understanding of any persuasion. No discrimination of any religious denomination will be permitted.

## 5.6. CULTURE

While this school enrolls learners of diverse cultures and without any discrimination, the school cannot accommodate the vast dissimilarity of expectations, which could, *inter alia* include different medical practices/rituals/remedies, contrasting habits or customs, dissimilar beliefs and/or opposing traditions. It is for this reason that the school has adopted a “universal” set of rules (CODE OF CONDUCT), to govern the actions of the learners and the staff members, as well as expectations parents might have.

## 5.7. LANGUAGE

Education is carried out through the medium of English. The school possesses neither the means nor the capacity of presenting education in any other medium and learners are therefore expected and required to be proficient in the “Medium of Instruction”, being the English language – bearing in mind multi-lingualism will be encouraged and the Constitutional Rights of all learners relating to language will be upheld.

## 5.8. SCHOOL RULES

All learners shall be subject to the School Rules, Dress Code and Code of Conduct of the School as set out and contained in the diary. Parents are not required to subscribe to these school rules – but this does not exempt learners from adherence thereto. Disruptive behaviour will not be permitted and/or tolerated. The school retains the right to place a particular learner in a detention class for not longer than two hours after formal teaching time, and the learner is obliged to attend.

## 5.9. SCHOOL UNIFORM

All learners attending the School shall wear the correct, complete school uniform as set out in the “INFORMATION LEAFLET”, to and from and during school hours, as well as at official school functions.

## 5.10. EXTRA-MURAL ACTIVITIES

LEARNERS **MUST** PARTICIPATE IN AT LEAST TWO SPORTING ACTIVITIES AND ONE CULTURAL ACTIVITY ANNUALLY. Learners who are enrolled but reside outside the natural feeder school area are not exempt from this regulation. Loyalty to and support of the school shall take precedence over all outside bodies, institutions or clubs. Learners will supply their own equipment and be attired in correct school colours.

## 5.11. STATIONERY REQUIREMENTS

Parents are responsible for supplying stationery. The school will supply a stationery requirement list per grade.

## 5.12. ELECTRONIC LEARNING (E-LEARNING)

A decision was taken, by the majority of parents, that this school will make use of electronic communication to teach the learners. As such the parents are responsible for:

- Purchasing an electronic device – Tablet specifications:
  - 9.6 inch, Android 6.0 or higher, LTE/Wi-Fi.

- Minimum specification: 16GB Internal Memory  
2GB Ram  
Android 6.0 or higher
- Recommended specification: 32GB Internal Memory  
3GB Ram  
Android 7.0 or higher
- Paying annual licence fee for the electronic information / e-books / educational platform / Cyberoam. Without this, a learner cannot learn and/or progress at this school.

### 5.13. **BREAKAGES / DAMAGES / LOSSES**

Parents of learners shall be liable to pay compensation for damage to or the loss of any school property by the learner (eg. textbooks and other learners' tablets).

### 5.14. **LEARNER LEADERSHIP**

The Learner Council is the recognised representative learner body of this school and all learners in a specific grade will vote for the representative of that specific grade. It will be decided by a simple majority.

### 5.15. **RESPECT AND DISCIPLINE**

- By being self-disciplined, I shall show respect towards:
  - ~ Staff members, learners, visitors.
  - ~ My own property as well as that of others.
  - ~ The race, culture and religious beliefs of others.
  - ~ My school with its traditions and rules.
- I shall:
  - ~ Respect every individual's rights to education and to learn.
  - ~ Take responsibility for achieving my own highest potential in everything I attempt.

### 5.16. **GENTLEMANLY CONDUCT (See 2.5 page 17)**

- Greet staff and visitors politely.
- Always say please and remember to say thank you.
- Allow adults, and especially female staff, first entry through a doorway.
- Hands in pockets is considered bad manners.
- Chewing of gum is considered uncouth behaviour.
- Leave the bathroom the way you want to find it.
- Eating during and between lessons is not acceptable.
- In the Boys' High spirit, learners stand when an adult enters a room.
- Learners at this school take pride in the way they dress.
- Co-operate with the school staff, the class captains, the Senior Learner Council as well as the Representative Council of Learners.
- Leave and enter classes in an orderly fashion.
- Treat others with respect.
- Caps to be worn outdoors only, excluding outdoor assemblies.
- Learners will not sit on tables at any time.

## 5.17. AUTHORITY

While the governance of the school is the responsibility of the Governing Body, the authority for the professional management of the School vests with the Principal and Staff, and under the direction of the Head of Department of Education (Gauteng).

## 5.18. SCHOOL FEES

- The school is a “Section 21” school, categorised as being a “quintile 5” school. During the AGM of parents, a decision was taken that school fees would be compulsory. A decision for the compulsion thereof is taken annually by the AGM. In 2021, the fees are R19 750.
- Parents enrolling learners at this school must realise that through the payment of school fees, the standard of this school is maintained.
- At the last AGM it was decided that as the payment is compulsory, it must be enforced by legal action in the event of default.
- Exemption may only be granted on application, but then only in exceptional circumstances where parents meet the qualifying criteria and supply the necessary documentation.
  - ~ Exemptions will only be accepted up to the end of February.
  - ~ Exemptions will not be back dated.
  - ~ Anybody who is granted an exemption will be expected to pay back the school in kind (work for the school).
- It must be noted that parents who are granted an exemption, will be required to offer their services to the school in kind. The bursar will discuss this with the parent at the appropriate time.
- In the instance that an application for exemption is only lodged later in a particular year, the onus will be on the parent/s to prove that their circumstances have drastically changed since the beginning of the year.
- The payment of school fees **DOES NOT INCLUDE STATIONERY, TABLET AND TEXTBOOKS / E-BOOK LICENCE / INTERNET** for the learners. Parents are expected to carry this cost, over and above the payment of compulsory school fees.
- Payment for textbooks / e-books for learners is a **PRE-REQUISITE FOR ACCEPTANCE INTO GRADE 8**. Learners who do not pay in advance for their textbooks, WILL NOT BE ABLE TO COMPLETE THEIR WORK OR MAINTAIN THEIR STUDIES AT THE SCHOOL.
- The fees may be paid as follows:
  - ~ In full before the end of the first term (discount will be allowed).
  - ~ Ten equal instalments – payable monthly. **THE LAST PAYMENT TO BE MADE AT THE END OF OCTOBER. Please ensure that an “Acknowledgement of Debt” and/or “Debit Order” is completed in this regard.**
  - ~ In the event of the parent failing to pay the school fees on the due date, payment may be accelerated in respect of the balance due for the whole year and legal action may follow. Administration fees will be levied in the case where parents are contacted telephonically as a reminder to pay school fees.
- It is hereby further noted that the SGB frowns upon the practice where parents are in arrears with the compulsory payment of school fees and yet have the necessary funds to allow their child to attend the Matric Farewell or be placed under pressure to find the funds for the Matric Farewell. In such an instance, as the Farewell is a privilege, the SGB in support of the parents will notify such parents in writing at the end of March, if their child will be allowed / not allowed to attend the Matric Farewell.

- The wearing of a “matric jacket” is a concession and not part of the normal school uniform. As such any matriculant whose school fees are not paid up by 31 January, will not be entitled to said privilege and no jacket will be ordered for him. The SGB does not wish to place the parent under unnecessary financial stress.
- As a “Testimonial” is not an entitlement, any school leaver whose school fees are in arrears in December (Matric) or the month they seek mentioned endorsement, will not be issued with a testimonial.

## 5.19. **TECHNOLOGY AND E-LEARNING POLICY**

*(Abridged version – see complete SBHS Technology Policy)*

### 5.20.1 **GENERAL**

The aim of the use of the Information Communication Technology / E-learning System is to enhance the learning process.

**The under mentioned behaviour may lead to disciplinary action and / or expulsion.**

Obstruction / frustration will include, but is not limited to:

- Posting private information about themselves or other people.
- Interference with other users’ ECD (Electronic Communication Device) their work or their files.
- Use of inappropriate language – profane, offensive, etc.
- Inappropriate access to profane, obscene or violent activities.
- Attempt/s at or downloading of unauthorised software / files / programmes.
- Hosting of your own wifi hotspot. (This is prohibited at all times)
- Attempt/s to disrupt the performance of any ECD or destroy data via virus or by other means.
- Posing as a user other than yourself.
- Misappropriation of any item inclusive of an ECD or using someone else’s ECD without their permission.
- Posting chain letters or engaging in “spamming”.
- Cyber bullying and / or cyber stalking.
- Playing games at inappropriate times (e.g. in class or between classes)
- No learner may share, be in possession of, or use another learner’s device.
- ‘Sexting’ is prohibited.
- It must be noted that all footage recoded by the Springs Boys’ High School CCTV system is the sole property of the School Governing Body.

### 5.20.2 **DEFINITION OF CYBER BULLYING**

It is bullying through the use of technology or any electronic communication such as tablets, cellphones, computers or any other devices.

It would include, but is not limited to, the transmitting of sounds, data, images, signals, signs or written communication.

Examples could be:

- Sending offensive photographs (inclusive of taking photos) without that person’s permission.

- Texting or voice messages that could cause mental distress.
- Impersonating someone that may cause embarrassment.
- Posting untrue / inaccurate / profane rumours that have the potential to cause mental pain.

Any person who engages in any of these prohibited behaviours shall be subject to criminal charges and as it is viewed as a misconduct in terms of the school Code of Conduct, the appropriate action from the school will also be taken.

### 5.20.3 **DISRUPTION, OBSTRUCTION AND/OR FRUSTRATION OF E-LEARNING SYSTEM**

If anyone is suspected of an offence as contemplated in paragraph 6.20.1 above, they could be charged and if found guilty of the same, the finding may result in, but is not limited to:

- A Civil suit.
- Liability for damages incurred.
- Suspension from the school.
- Expulsion from the school.
- Cancellation of certain ECD privileges.
- Wiping the memory of the ECD (this could include wiping the memory of certain sections / areas for a period of time / permanently or blocking a certain section / area of the ECD from two (2) months to twelve (12) months).

### 5.20. **FORM FOR PAYMENT OF COMPULSORY SCHOOL FEES**

If you should have a problem relating to finances, please make an appointment to the bursar, or email [collections@sbhs.co.za](mailto:collections@sbhs.co.za).

### 5.21. **TERMINATION OF ENROLMENT**

Parents who withdraw and cancel the enrolment of their son MUST GIVE ONE FULL CALENDAR MONTH'S ADVANCE NOTICE IN WRITING. School fees will be levied up to and including the last day of that particular month.

### 5.22. **SAFETY / DISCIPLINE**

Learners will be expected to respect the property and safety of all other persons and violence in all its forms is condemned. Any learner disregarding this safety or who is involved in theft or similar misconduct while at school or at a school function will be called to a disciplinary hearing and if found guilty, could be expelled and barred from further attendance of this school.

### 5.23. **CODE OF CONDUCT / SCHOOL POLICIES**

All learners, parents and school staff members are bound by a Code of Conduct included in the School Diary. All role players are advised to avail themselves of the content of said documents.

In addition, the following documents / policies are also available from the administration office:

- Admissions Policy
- Anti-Bullying Policy
- Assessment Policy

- Attendance Policy
- Code of Conduct – Possible Sanctions Policy
- Cultural and Sports Policy
- Domestic and International Tours Policy
- Drug Policy
- Finance Policy
- HIV/AIDS Policy
- Honour Code – Spectation of Sport Policy
- Language Policy
- Lightning Policy
- Plagiarism and Cheating Policy
- Religion in Education Policy
- School Based Support Team Policy
- School Code of Conduct Policy
- School Health and Safety Policy
- Social Media Policy
- Substance Dog Policy
- Technology / E-learning Policy

#### 5.24. **DAILY COMMUNICATION WITH PARENTS**

Communication may be in one or more of the forms below:

##### 5.25.1 Diary:

- A daily communication report on matters of service / misconduct will take place through d6 Connect and / or the Learner School Diary.
- The Learner is **COMPELLED** to have their diary with him during school time and in every class.
- **NB** – See “Rules pertaining to the Performance Record” (page 4).
- The **EDUCATORS**, if necessary, will **ENTER COMMENTS** in this diary.
- The **PARENTS** must **CHECK / CONTROL** this diary on a **DAILY BASIS**.
- Lost diaries must be **REPLACED** by the learner at a cost of R60 (1<sup>st</sup>); R90 (2<sup>nd</sup>); R120 (3<sup>rd</sup>).
- The diary will be placed in the learner’s **PERSONAL FILE** at the end of each year as well as a transcript of the d6 correspondence.

##### 5.25.2 d6 Connect app.

##### 5.25.3 SMS communication if and when necessary.

##### 5.25.4 Telephonic correspondence.

##### 5.25.5 Printed correspondence – letters, circular and other written correspondence.

##### 5.25.6 Report cards (**ISSUED EVERY TERM**).

##### 5.25.7 Parental Interviews

##### 5.25.8 Other information, e.g. special reports sent home.

5.25.9 Parents are welcome to make an appointment to see the educators if and when the need arises.

*With all communication, parents are expected and are in fact obliged to address the issues raised with the learner and with the school if deemed necessary. Communication does not relieve parents of their parental duties.*

Parents, who may have queries regarding the Prospectus and its content, are invited to make an appointment to discuss the matter with the Principal or the Deputy Principals.

## 6. INFORMATION

### 6.1. SUBJECTS OFFERED

#### 6.1.1. GRADE 8 AND 9

As per GDE Policy, the learners will be instructed in 9 learning areas. In addition, and incorporated into the General Education and Training programme, the Grade 8 and 9 learners do a combination of Technology and Technical Drawing. In preparation for matric, Economic Management Sciences will also incorporate Accounting. At the end of Grade 9 and with their future career in mind, this combination / instruction should provide a wider selection of subjects and will enable the learner to make a realistic decision about which Field of Study should be followed.

▪ **Compulsory Examination Subjects : Learning areas:**

English Home Language (Language of Instruction)  
Afrikaans First Additional Language  
Mathematics  
Economic Management Sciences  
Natural Sciences (Science & Life Science combination)  
Social Sciences (History & Geography combination)  
Technology and Technical Drawing  
Life Orientation  
Creative Arts

▪ **Promotion Criteria**

**Please note:** Departmental promotion criteria, as per Government Gazette No. 36041, Volume 570 of 28 December 2012.

**Minimum requirements to pass : Level Descriptor**

0 – 29%	=	Not Achieved	=	Code 1
30 – 39%	=	Elementary Achievement	=	Code 2
40 – 49%	=	Moderate Achievement	=	Code 3
50 – 59%	=	Adequate Achievement	=	Code 4
60 – 69%	=	Substantial Achievement	=	Code 5
70 – 79%	=	Meritorious Achievement	=	Code 6
80 – 100%	=	Outstanding Achievement	=	Code 7

Minimum requirements to pass (and based on the Level Descriptor):

- Obtain an “adequate achievement” (level 4 – 50% +) rating in English Home Language.
- Obtain a “moderate achievement” (level 3 – 40% +) rating in Afrikaans First Additional Language.
- Obtain a “moderate achievement” (level 3 – 40% +) rating in Mathematics.
- Obtain a “moderate achievement” (level 3 – 40% +) rating in any three (3) other subjects.
- Obtain an “elementary achievement” (level 2 – 30% +) rating in two (2) other subjects.
- **Minimum requirements – 50% English HL + 40% Maths + 40% Afrikaans FAL + 40% Other subjects x 3 = [1 x 50% + 5 x 40% + 2 x 30%]**

#### 6.1.2. GRADE 10 – 12

In the **Further Education and Training (FET)** phase the school offers subjects that comply with the requirements of the **National Curriculum Statement:**

##### 6.1.2.1 Compulsory Subjects

- **Home Language** – English
- **First Additional Language** – Afrikaans
- **Mathematical Sciences** – All learners must do ONE of the following:
  - ~ Mathematical Literacy OR
  - ~ Mathematics OR
  - ~ Technical Mathematics
- **Human and Social Studies** – Life Orientation

##### 6.1.2.2 Learners must choose any three (3) subjects from the following Learning Fields:

- **Business, Commerce and Management Studies**
  - ~ Accounting
  - ~ Business Studies
- **Manufacturing, Engineering and Technology**
  - ~ Mechanical Technology (Fitting & Machining)
  - ~ Mechanical Technology (Welding & Metal Work)
  - ~ Engineering, Graphics and Design
- **Human and Social Studies**
  - ~ Geography
  - ~ Tourism
- **Physical, Mathematical, Computer and Life Sciences**
  - ~ Life Sciences
  - ~ Physical Sciences
  - ~ Technical Sciences

#### **TOTAL NUMBER OF SUBJECTS (4 + 3 = 7)**

#### **Please Note:**

- To offer an “elective subject”, a minimum of 30 learners must be registered.
- A learner is strongly advised NOT to choose a subject for the FET phase which they failed in Grade 9.

- Should a learner fail Mathematics in Grade 9 they will be DISCOURAGED to continue with Mathematics or Technical Mathematics in Grade 10. They will then have to do “Mathematical Literacy”. This is in the learners best interest.

### 6.1.2.3 Promotion Criteria (Circular 57/2007) (seven subjects)

#### Level Descriptor

0 – 29%	=	Not Achieved	=	Code 1
30 – 39%	=	Elementary Achievement	=	Code 2
40 – 49%	=	Moderate Achievement	=	Code 3
50 – 59%	=	Adequate Achievement	=	Code 4
60 – 69%	=	Substantial Achievement	=	Code 5
70 – 79%	=	Meritorious Achievement	=	Code 6
80 – 100%	=	Outstanding Achievement	=	Code 7

Promotion criteria (and based on the Level Descriptor):

- Obtain level 3 “moderate achievement” = 40% for English Home Language
- Obtain level 3 “moderate achievement” = 40% for any two other subjects
- Obtain level 2 “elementary achievement” = 30% in any other three subjects
- Fail one only = less than 29%

## 6.2. SCHOOL UNIFORM

6.2.1 Uniformity and neatness in dress at school and in extra-mural activities are important factors in improving the tone of the school. The fact that the learner’s uniform is recognised by the public as the badge and hallmark of a good school should instil in them a greater sense of pride in their school and in themselves. The school uniform serves an important social and educational function and the diversity of cultures may not be allowed to impinge on present standards.

6.2.2 The correct uniform is to be worn when travelling to and from school and at all official school functions.

- School blazer with pocket badge.
- Long-sleeved white shirt with school tie.
- Short-sleeved with pocket badge (optional).
- Green jersey / pullover for all grades; official white pullover to be worn by Matrics only.
- A tie must be worn with a pullover.
- Official School Tracksuit (TOP ONLY) may be worn to school but must be worn with a tie. Dri-macs WILL NOT be permitted.
- Grey flannel trousers (not corduroy) may be worn.
  - ~ The width of the trouser leg may not be altered and should be of a width of at least 20cm. **“Skinny pants” are not permitted!**
  - ~ The length of the long grey school pants must be that the bottom of the pants, both at the front and back of the foot, touch the black school shoes.
- Grey flannel short pants may be worn.
  - ~ The length of the pants must be between 6 – 10 cm above the middle of the knee.
  - ~ The shorts may not be tight-fitting.
- Long grey school socks **only**.
- Black lace-up standard school shoes (no boots/Bronx allowed). No square-toed shoes allowed.
- Official School Tracksuit for all sporting events.

- School cap (optional at sporting events). Caps may not be worn indoors (point 5.16 page 20).
- House shirts and black school shorts with white school socks at all house events.
- Grade 8, 9 & 10: White school sport shirt and black school shorts and white school socks (compulsory for Grade 8 and 9) at all physical education classes and sports training sessions. Grade 8 and 9 may not wear Knights shirts for sporting activities.
- Grade 11 – 12: Knights shirt and black school shorts at all physical education classes and sports training sessions.
- All kit is to be brought to school in the school kit bags (compulsory Grade 8, 9 & 10).
- Other grades may wear this kit in place of Knights shirts. This is encouraged.

6.2.3 Learners are not allowed to wear the school jersey (long sleeve) without the school blazer or tracksuit top. Learners may wear an official school pullover when wearing a shirt and tie.

6.2.4 Learner may wear a white short-sleeved shirt without a tie when weather permits it. This concession is made provided that the school badge on the shirt pocket is visible. Learners are not allowed to wear an open neck shirt with a blazer or tracksuit top.

6.2.5 When a learner chooses to wear a long-sleeved shirt, they must wear a tie and the shirt-sleeves MAY NOT be rolled up. They must be buttoned at the wrist. A school blazer / jacket is optional.

6.2.6 Learners following the Technical Field of Study must wear a boiler suit when in the workshop. This is not negotiable, it is compulsory.

6.2.7 Parents are requested and strongly advised to purchase the school tracksuit (Compulsory Grades 8 and 9). Learners will be permitted to wear the official school tracksuit to and from sporting activities. Learners who do not have an official tracksuit will have to travel in the official school uniform.

6.2.8 Where uniforms are incomplete for some reason (e.g. shoes being repaired), parents are required to supply the Principal with a letter explaining the problem.

6.2.9 Learners must NOT undo the top button of their shirt when wearing a tie. (Learners must, therefore, ensure that they have shirts with collars that fit). The cuffs of long-sleeved shirts must always be buttoned up.

6.2.10 When in uniform, a learner may not hold the hand of another learner.

6.2.11 All items such as uniform, etc. must be clearly marked with the learner's name and learners must take accountability for their own possessions.

6.2.12 Beanies are NOT part of the school uniform and will be confiscated.

6.2.13 Notwithstanding anything to the contrary in subsection 7.2.2 above, the following exceptions will be allowed and will be considered on an annual basis:

- Learners who have attained provincial colours, may wear the official provincial blazer or tracksuit top on an F-day.
- Matriculants may wear their official "matric jacket" on a G-day only.
- Learners who represent the school's first team in a specific year (having represented a first team in a previous year is invalid) and the team having purchased an official "first

team jacket”, may wear the same only on an A-day. (This rule is valid for Grades 10 to 12 only).

- It must be noted that B-day is a formal assembly. All male staff members will be required to wear a jacket and tie, while the female staff members must be dressed appropriately. On this occasion, it will be expected of ALL learners to either wear their school blazer and tie or school tracksuit top and tie.
- It must be noted that on G-Day assembly (RCL/SLC) it will be expected of ALL learners to either wear their school blazer and tie or school tracksuit top and tie.
- Parents are expected to ensure that all learners’ clothing is in an acceptable condition. If school clothes are old, damaged, torn, etc, they are to be replaced immediately. It is the parents’ responsibility to ensure their child is well presented. If this does not take place Social Services will be called in.

### 6.3. **SUGGESTED STOCKISTS OF SCHOOL UNIFORM AND BOILER SUITS**

See below list of our suppliers:

- Boiler Suits – Contact & Supply Company (19 Jansen Road, Nuffield) – 011 818 2247
- Jill’s School Uniforms – Mrs Buissinne – 011 363 2401 / 083 702 2089
- Alwyck Supplier – 011 362 6414
- Dianthus Clothing – 082 499 5989
- Performance Brands – 021 180 4447
- We keep stock of our suppliers clothing at school for your convenience, however please note we do not manufacture the clothing.
- School Swop Shop
- Any retail store of your choice.

Please note: SBHS does not have a preferred supplier of any of the above listed. School uniform may be bought at a place of your choice.

### 6.4. **STATIONERY AND DRAWING INSTRUMENTS**

A stationery requirement list will be available in August to assist parents in obtaining the correct stationery (NB Stationery costs are not included in the school fees).

### 6.5. **PARTICIPATION – EXTRA-MURAL ACTIVITIES**

- 6.5.1. ALL LEARNERS ARE EXPECTED TO PARTICIPATE IN EXTRA MURAL ACTIVITIES – CULTURAL AND / OR SPORT. (At least one summer and one winter **sporting** activity and one **cultural** activity annually).
- 6.5.2. All games played at school must be done so under adult supervision. Hence no ball games are allowed during break times.
- 6.5.3. All learners whose names are entered for organised games will be required to turn up for regular practices and for school matches when selected to play. Learners who do not honour their sporting / cultural events, will be punished and a lack of duty will be noted on the learners personal file.
- 6.5.4. Meritorious performance in sporting, academic and cultural activities is recognised by awards of Full Colours, Half Colours and Team Awards. These are awarded according to the School’s Colours Constitution (available for perusal on request). All participants have to meet

and maintain the requirements of the preamble of the colours constitution, to maintain their colours.

6.5.5. The following extra-mural activities are offered, under supervision, at the school:

**Year – round** : First Aid, Brass Band, Dramatics, Public Speaking, S.C.O., Golf, Choir, Squash, Debating, Olympiads (English / Afrikaans / Maths / Science / World Knowledge / Accounting / EMS), Water Polo

**First Term** : Cricket, Athletics, Swimming, Rugby, Hockey, Tennis, Squash, Water Polo, Quiz

**Second Term** : Rugby, Hockey, Tennis, Chess, Squash League

**Third Term** : Cross Country, Cricket, Chess, Tennis, One-Act House Plays / Musical, Water Polo, Soccer

**Fourth Term** : Cricket, Swimming, Water Polo, Acappella Choir

6.5.6. All participants are expected to be in the correct attire for both practices and matches.

#### 6.5.7. School House Teams

- Learners are placed in one of the four houses.
- Siblings can be placed in the same house.
- The four houses are:

~ CASSEL – Yellow	~ SELECTION – Blue
~ SELCOURT – Red	~ STRUBEN – Green

- Each learner is issued with a House badge **AND THIS IS TO BE WORN ON A DAILY BASIS** on the school blazer or tracksuit top.
- It is expected of learners to support their respective houses and to participate in house competitions (sport and culture), earning house points for doing so.
- Houses compete for a Spirit Trophy and also for the privilege to sit at the back of the school hall at certain assemblies.
- The correct house uniform will be worn at both house practice and competition level.
- A learner must achieve an average of 50% for the previous academic term to be able to take part in extra mural activities.

#### 6.6. IRREGULAR ATTENDANCE

6.6.1. It is mandatory that an absentee should NOT return to school without a doctor's note, or a letter explaining the absence written by the parent.

6.6.2. Absenteeism during examinations and A-day Tests must be covered by a doctor's certificate.

6.6.3. Absenteeism before examinations disturbs the planned revision for examinations, and must be strongly discouraged as it is against the requirements of the South African Schools Act.

6.6.4. Permission cannot be granted to a learner to leave school early except to attend a funeral of an immediate family member or for a doctor's / dentist's appointment where it has not been possible to arrange an appointment after school. Permission will not be given for an early departure to facilitate **holiday travelling arrangements or matric farewells, etc.**

- 6.6.5. All absence from school must be satisfactorily explained in the letter from the parent and controlled by the Register Educator on the day the learner returns to school (see 1.4 pg 9 for example).
- 6.6.6. If a learner missed a particular Cycle Test, they will be expected to write this test on the day they return to school, provided that a **doctor's note** is submitted.
- 6.6.7. D6 / SMS messages will be sent to parents when a learner is absent / does not have their diary at school. Parents are to please contact the school when receiving a message. It is the parents' responsibility to address the abovementioned matters.
- 6.6.8. It must be noted that in terms of General Notice 361 in Government Gazette 33150 (4 May 2010), **a learner who is absent for 10 days or longer, can be deregistered from attending a specific school.**
- 6.6.9. Continuous and/or irregular attendance will be reported in writing to the District Director of Education – Gauteng East.

## 6.7. LEAVING THE SCHOOL

### 6.7.1. Transfer to other schools

Transfer cards to other schools can only be given if all readers, media books, trophies, etc. have been returned to the respective educators.

SCHOOL BOOKS LOST, DAMAGED OR DEFACED MUST BE PAID FOR AT THE CURRENT REPLACEMENT VALUE DETERMINED BY THE SCHOOL BEFORE A CLEARANCE CERTIFICATE WILL BE ISSUED.

### 6.7.2. Leaving for employment

Learners may not leave school to go to work or attend college until the end of the year in which they turn fifteen, unless there are extreme financial or domestic circumstances. In such cases, the Education Department will have to give special permission.

### 6.7.3. Withdrawal of enrolment

PARENTS WHO WITHDRAW / CANCEL THE ENROLMENT OF THEIR CHILD(REN), MUST GIVE ONE CALENDAR MONTH'S NOTICE IN WRITING.

## 6.8. SCHOOL BAGS

Although parents purchase the textbooks / work books / tablet, due to the high cost of such books and devices, each learner should be provided with a suitable bag for carrying their equipment. It is not recommended that learners use a soft bag to carry their textbooks, set-books or tablet to and from school. Books carried in a soft bag become damaged.

School cases may show the name of learner and the school only. No other writing should appear on cases, for security reasons. (No small plastic suitcases allowed).

ECD tablet must be protected with a suitable protective covering and bags must be handled with care.

Please note that the school bag and its contents remain the responsibility of the learner at all times (see 7.1.16).

## 6.9. TEXT BOOKS

- 6.9.1. The school does **not issue text books**. School books, such as set-work books or selected text books, are to be cared for. School books will not be issued to learners who do not have a suitable bag/s which will protect the school's property.
- 6.9.2. The school will provide a basic list of text books / workbooks required for each grade and subject. In the case of E-books the school will purchase books on behalf of the learners. (The cost of text books is included in the e-licence fee).
- 6.9.3. It is mandatory for all learners to purchase the E-books and tablet. **Your child's education will be inhibited if they do not have the necessary resources.**

## 6.10. PARENT / EDUCATOR INVOLVEMENT

- 6.10.1. All parents and educators are **automatically members** of the "Parent-Educators' Fundraising Committee" and as such are encouraged to help as and when the school has a fundraising activity.
- 6.10.2. The School organises a "swop shop" where used uniforms, etc. can be obtained or exchanged and parents who are interested in assisting in the swop shop are requested to contact the school in this regard.
- 6.10.3. Normally in the third term but also when necessary, the Governing Body convenes a General Meeting for parents to discuss various issues relating to the education of the learners and it is very important for all parents to attend these meetings.
- 6.10.4. Parents are encouraged to attend all functions where learners are involved and to support the school regularly.
- 6.10.5. Early in each term, a "Parents' Evening" is arranged and parents are expected to attend this evening to discuss the academic progress of the said learner.
- 6.10.6. Parents are invited to contact the school telephonically or in person with any educational query that they might have. Furthermore they are advised to speak to the relevant educator about the problem / query.

## 6.11. REPORTS

- 6.11.1. A report on a learner's work for EACH term will be sent to the parent, who is requested to sign the tear-off slip and return it promptly to the Register Educator.
- 6.11.2. Subject to the S.A. Schools' Act and the Gauteng Education Department Rules and Regulations, a learner must satisfy the minimum requirements laid down in order to be transferred to the next grade.

(Please see "Promotion Requirements" Section 6.1.1 (Grade 8 & 9) and 6.1.2 (Grade 10 – 12) (page 24 – 26).

## 6.12. HOMEWORK

6.12.1. The following table indicates how much time may be expected to be spent on homework (written and/or learning):

<b>GRADE</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Hours per day – 7 days per week	1	1½	2	2½	3

6.12.2. On the rare occasion where no specific homework is set, revision of the day's lessons or general revision is to take place.

### 6.13. **SCHOOL TIMES**

6.13.1. **SCHOOL STARTS AT 07H35** when the first bell rings and all learners are expected to be inside the school grounds by this time. Any learner who is late will be punished. ***As long as Covid-screening continues, school gates will close at 07h30.***

6.13.2. Learners will remain at school until 14h00 (Tuesday, Wednesday and Friday) and may not go home during school hours unless they have been given permission by the Principal and on parental request / permission. This will be permissible on a rare occasion. On a Monday and Thursday school will close at 14h30.

6.13.3. The official entrance for learners arriving (before 7h35) and leaving (after 14h00) with the exception of Mondays and Thursdays (14h30), will be either the Granada Road entrance or Eldoret Road entrance. **Learners may not** enter or leave using the Federal Road entrance gate at these times.

### 6.14. **INTERVIEWS**

Parents are welcome at the school, but are requested to make a telephonic appointment to see the learner's particular Grade Head to discuss any matters relating to the school work or the learner concerned.

### 6.16 **APPEAL PROCESS**

- Any learner whose academic average is below 50% from the previous term (excluding Grade 8 term 1) may not take part in any co-curricular activity.
- The learner may appeal this process, by supplying:
  - ~ A letter from their parents pledging commitment to assist the learner to improve their marks (extra lessons at school, extra lessons decided by parents, close monitoring of homework completion, test monitoring, focus on assessment plan; **AND**
  - ~ A letter from the learner pledging commitment to their academic studies. A plan of the remedial process to be followed must be provided.
  - ~ Both letters together with the school diary are to be given to the Appeal Secretary (HOD Sport & Culture), who will then schedule an interview with the Principal.
  - ~ The outcome of the appeal process will be reflected in the learner's diary.
  - ~ The appeal will be re-evaluated monthly.
- Please note that if the appeal is successful it does not necessarily place a learner in the team / activity. Placement will be entirely at the discretion of the coach / team organiser.

## **7. SCHOOL RULES / CODE OF CONDUCT**

**ALL LEARNERS ARE BOUND BY A CODE OF CONDUCT OF WHICH ALL PARENTS MUST TAKE COGNISANCE** (See “Compliance with the Code of Conduct”)

- Enrolment to this school automatically constitutes acceptance of compliance with these rules and others, which may be made from time to time according to the exigencies of the school situation.
- Non-compliance with any of the school rules may result in automatic suspension / expulsion from the school. Each case will be considered individually and on merit, within the framework of the school policy and procedures.
- Learners could be charged and ordered to appear before a school disciplinary committee and/or be subject to due process of the courts, if charged with a criminal offence.

**7.1. CARDINAL SCHOOL RULES**

- 7.1.1. Learner may not damage the School’s image whilst wearing the school uniform or any part thereof sufficient to identify the learner as a learner of the School.
- 7.1.2. A learner of this school may not be guilty of using abusive or profane language, or immoral behaviour.
- 7.1.3. A learner may not leave the school property during school hours without the written permission of the Principal or Deputy Principals.
- 7.1.4. A learner may not bring cigarettes (including vapes) onto the school property or have cigarettes and/or vapes in their possession at any time, or smoke anywhere whilst in school uniform. A learner may not smoke at any school function, be it in school uniform or not, or be in the presence of fellow learners that do so. This regulation includes electronic cigarettes or so - called “vape/cloud pens and e-cigarettes”.
- 7.1.5. A learner may not bring alcohol, narcotics or drugs of any description onto the school property, or partake of such elsewhere in school uniform or at any school function or be in the presence of fellow learners who do so. At no time may a learner be under the influence of an intoxicating and/or unauthorised drug.
- 7.1.6. Knives, firearms and ammunition or any dangerous weapon/s are strictly prohibited.
- ~ Definition of a dangerous weapon: any object capable of causing death or inflicting bodily harm to another person.
- 7.1.7. A learner may not wilfully damage or appropriate for themselves any property belonging to the school or fellow learners or educators and/or be in possession of stolen goods.
- 7.1.8. A learner will refrain from disobeying, disregarding or wilfully being in default of carrying out a lawful order given to them, or by word or conduct make themselves guilty of insubordination.  
**Refusal to hand over a diary to an educator is viewed in a very serious light and could lead to expulsion.**
- 7.1.9. A learner may not be guilty of criminal conduct, fraud, dishonesty, lying, assault, bullying, indecency, or any other misconduct of a serious nature.

- 7.1.10. A learner will not use the school to promote political objectives.
- 7.1.11. A learner may not absent themselves from detention or any compulsory activity without permission from the Principal. They may not absent themselves from a called meeting without notifying and getting permission from the Educator-in-charge.
- 7.1.12. The disruption of a class by any learner is viewed in a serious light and such a learner could relinquish their privilege of being taught in that particular class.
- 7.1.13. Persistent disregard for authority or school rules could lead to expulsion.
- 7.1.14. Fraud is a serious offence and punishable with expulsion.
- 7.1.15. Learner must report any act of theft or vandalism immediately. **Defacing of desks and walls will be dealt with most severely.**
- 7.1.16. Bicycles, etc. must be padlocked. Money or valuables must not be left in unattended blazers or cases. Possessions must be marked. Learners must keep their cases with them at all times. Tablets may never be left unattended and must be kept on the person. Tablets may not be shared / lent / borrowed.
- 7.1.17. A letter from a parent/guardian must be completed when a learner has been absent. Learners must have a letter in the diary from their parents or guardians after having been absent. No letter from other relatives or friends is acceptable. Absenteeism during examinations / A-day tests should be covered by a doctor's certificate. Truancy in any form is a serious offence. Also see subsection 6.6 "Irregular Attendance" under section 6 (page 30) "Information Leaflet".
- 7.1.18. Discriminatory behaviour, including hate speech, sexism, racial and religious intolerance, will not be tolerated. Discriminatory behaviour may lead to a disciplinary hearing and a possible expulsion if found guilty.
- 7.1.19. Learners must show good behaviour and respect at all times. **Educators and visiting adults must be greeted politely.**
- 7.1.20. Infringement of examination rules is seen in a very serious light. If a learner is found guilty of an irregularity this may lead to a disciplinary hearing and a possible expulsion.

## 7.2. **DISCIPLINARY HEARINGS FOR SERIOUS MISCONDUCT**

7.2.1. Legislation: South African Schools Act (Act 48 of 1996)

7.2.2. Regulation: Provincial Gazette Volume 6, No. 144 (4 October 2000)

7.2.3. "Misconduct" means transgressions committed by a learner and includes the following:

- Misconduct committed on the premises of the school, whether during or outside of school hours.
- Misconduct committed during any school activity, irrespective of whether it is committed within or outside the school premises, and during or outside of school hours.

- Any conduct, committed in or out of school uniform and within or outside the school premises, which:
  - ~ tends to bring the school into disrepute;
  - ~ interferes with the governance, authority and proper administration of the school;
  - ~ interferes with the conditions necessary for any school activity;
  - ~ is prohibited by the code of the school.
- A learner charged as being an accessory to the fact (someone who helped, abetted or even stood by when a criminal act was taking place) will be charged with the same crime as the original offender.

7.2.4. The disciplinary hearing for a learner charged with serious misconduct, will be adjudicated by a disciplinary committee.

7.2.5. The disciplinary committee may suspend a learner's attendance of school for up to 14 days, ask for their expulsion or impose a lesser punishment – for instance suspend / withdraw privileges at school (e.g. Matric Farewell).

### 7.3. **SCHEDULED OFFENCES AS PER PROVINCIAL GAZETTE**

#### 7.3.1. **“Schedule 1” offences that may lead to suspension**

7.3.1.1 Threatens, disrupts and / or frustrates teaching / learning.

7.3.1.2 As a result of conspiracy and / or collective action threatens to disrupt the functioning of the school.

7.3.1.3 Interference with the governance, authority and proper administration of the school.

7.3.1.4 Insulting the dignity and / or defaming an educator or a fellow learner.

7.3.1.5 Is in possession of any test or exam material, or distributes the same, that would give an unfair advantage to the pupil/s.

7.3.1.6 Cheats in an exam, test or any other form of assessment.

7.3.1.7 Engages in any act of public indecency.

7.3.1.8 Sexually harasses another person.

7.3.1.9 Is found in possession of pornographic material, or distributes the same.

7.3.1.10 Brings the good name of the school into disrepute.

7.3.1.11 Is under the influence or in the possession of alcohol.

7.3.1.12 Does not adhere to the school code of conduct.

#### 7.3.2 **“Schedule 2” offences that may lead to expulsion**

7.3.2.1 Is again found guilty of the same or similar misconduct as contemplated in “Schedule 1” offences.

- 7.3.2.2 Fails to comply with a punishment or suspension.
- 7.3.2.3 Forges (signs) any document to the potential or actual prejudice of the school.
- 7.3.2.4 Engages in fraud.
- 7.3.2.5 Trades in any test, exam papers and /or exam material.
- 7.3.2.6 Engages in theft.
- 7.3.2.7 Is in possession, consumes or deals in illegal substances inclusive of unauthorised drugs.
- 7.3.2.8 Is in possession of any dangerous weapon, which includes knuckle dusters, knives and / or cultural weapons.
- 7.3.2.9 Assaults or threatens to assault another person.
- 7.3.2.10 Holds another person hostage.
- 7.3.2.11 Engages in any sexual act which amounts to an offence in law.
- 7.3.2.12 Maliciously damages property.

#### 7.4. **RANDOM DRUG TESTING AND SEARCHES**

##### 7.4.1. **Legislation:**

- SASA Act No. 84 of 1996 (Section 8 A – Random Search & Seizure and Drug Testing at School).
- National Policy on the Management of Drug Abuse by Learner in Public Schools (Section 19 and 20 – Drug Screening / testing).
- National Drug Testing Devices of 2008.

7.4.2. The Principal and their delegates may at random, or if a learner is suspected of using drugs, administer a urine or other non-invasive test to any individual or group of learners.

7.4.3. The following is to be noted:

- If a learner refuses to co-operate with the testing above, the learner will be handed over to the police. The outcome could then be linked to a Criminal / Court process with possible criminal prosecution.
- If the result of the school test is disputed, a secondary test (gas chromatography coupled with mass spectrometry), can be done at the sole expense of the parent – test results are given to the Principal no more than 24 hours after the school tested the learner / initial test.
- The Principal or their delegate may at random, or if a learner is suspected of carrying an illegal substance, dangerous weapon or stolen property, do a search on the learner and /

or their belongings.

- If an unwanted object is found, the Principal or police must issue an official receipt.

## 7.5. OTHER IMPORTANT SCHOOL RULES

- 7.5.1. Learners may not litter the grounds. Dustbins are provided. Recycling is encouraged.
- 7.5.2. Learners may not run up and down the stairs or push and shove others on the stairs.
- 7.5.3. Learners must walk briskly and quietly when changing classes and will be on time for the consequent class / lesson.
- 7.5.4. Learners must use the ascending and descending staircases correctly.
- 7.5.5. Learners must not damage readers or library books issued to them by the school. ALL BOOKS that have not been returned must be replaced or paid for.
- 7.5.6. Learners must park cars, motorbikes and bicycles in the designated areas and only after official permission is granted.
- 7.5.7. Learners must ensure that ALL TESTS ARE SIGNED by their parents and returned the following day.
- 7.5.8. All learners must utilise the homework diary provided to the learners for RECORDING THEIR HOMEWORK. Please note that the diary remains the property of the school.
- 7.5.9. Learners must ensure that the “Transgression Record” is signed by their parents on a daily basis. Learners must have their diary with them at all times.
- 7.5.10. Learners may not chew gum or eat sweets or sandwiches at any time other than during break time.
- 7.5.11. There is a total ban on the use of “Tippex” and erasable ink pens by learners.
- 7.5.12. Any learner who is excused from class for any reason, will carry the appropriate educator’s board, authorising their absence from class. Only one learner, per board, is allowed out of class at a time.
- 7.5.13. Learners must obey the Senior Learner Council and Representative Council of Learners members as they exercise the authority of the Principal and the Staff. Disrespect and insolence will not be tolerated and learners failing to comply with a reasonable instruction given by an educator, RCL or SLC member, will be in serious trouble.
- 7.5.14. If a learner has an electronic device (e.g. cellphone, tablet, iPod, earphones, smartwatch etc.) on their person in an exam venue, they will get 0%. Such devices (excluding tablets) may be confiscated for a period up to three months should a learner use or be seen with above during official contact time.
- 7.5.15. Social Media would include any / all electronic communication and could include Facebook, WhatsApp, Instagram, Twitter etc. Staff members have been warned not to befriend any learner on a social media network and learners must understand the risk, and possible legal action, that social media brings.

No learner or staff member may use any social media site to:

- Identify themselves as being a learner / employee of this school.
- Use the school's name, logo, photos or any other trademark materials.
- Discuss learners, their parents or any staff members.
- Post content during school time.
- *Also read Springs Boys' High Technology Policy and shortened version thereof in subsection 5.19 "Technology / E-Learning and subsection 5.24 "Code of Conduct / School Policies".*

7.5.16. A learner may not enter School buildings before and after school or during breaks unless written permission has been obtained from an educator.

7.5.17. The following areas are OUT OF BOUNDS to learners:

- The Administration Block.
- The School buildings during breaks.
- The Hall and the area between the hall and gym.
- Any classroom – at break.
- The Staffroom.
- The areas beyond the perimeter of the school building – during school hours.
- Amongst staff vehicles or in the immediate vicinity.
- The waiting area at the main gate during school hours.

7.5.18. NO JEWELLERY, PIERCINGS OR OTHER ORNAMENTS MAY BE WORN WITH THE SCHOOL UNIFORM OTHER THAN WRIST WATCHES AND 'MEDIC-ALERTS'. All items apart from those mentioned WILL BE CONFISCATED. Bristles of brushes or any other such item will not be accepted in piercings. In sporting attire ALL JEWELLERY must be removed from sight (see subsection 6.7 "Culture" under section 6 "Expectations"). Only officially issued badges may be worn on the lapel of the blazer.

7.5.19. Learners must be neat, clean in person and uniform and cleanly shaven. It is the parents' responsibility to ensure that the learners clothing is in an acceptable good condition.

7.5.20. No learner will be allowed to play for School or House Teams unless correctly attired.

7.5.21. Learners waiting for their transport may **NOT** lie on the pavement. It is mandatory that learners wait inside the school grounds whilst waiting for their transport. It is frowned upon that any learner will be waiting for transport out of the school grounds after 14:30. If anything untoward should happen to a learner who disobeys this rule, the liability would be that of the **parent** and not of the school.

7.5.22. Learners are to keep their voices down and not disturb the neighbourhood when walking to and from school.

7.5.23. Learners may not walk in a group in the road, congregate on the pavement or play ball in the street, especially in front of the neighbouring schools. It is mandatory that learners wait inside the school grounds whilst waiting for their transport. If anything untoward should happen to a learner who disobeys this rule, the liability would be that of the **parent** and not of the school.

7.5.24. SCHOOL TUCK SHOP – the mentioned facility and the right to sell food / refreshments to learners / parents, have contractually been granted to a specific vendor who has the necessary licence / permit required by the SA Health and Safety Department.

**NO LEARNER / PARENT MAY SELL FOODSTUFF OF ANY DESCRIPTION AT SCHOOL, AT ANY SCHOOL FUNCTION OR IN SCHOOL UNIFORM UNLESS PERMISSION HAS BEEN GRANTED BY THE PRINCIPAL TO DO SO.**

**7.6. HAIR REGULATIONS**

**7.6.1 HAIR**

Springs Boys' High School continues to encourage a culturally tolerant and inclusive environment and prides itself in this practice, while remaining open to adapting its various Codes of Conduct and policies or procedures when it is meaningful to do so. All of this contributes significantly to some of the underlying core values and ethos that this school represents.

With this in mind, Springs Boys' High School takes the issue of physical appearance of all learners and staff seriously (that includes codes regulating hair and general appearance). The school leadership (SGB and Senior/Executive Management Team) has therefore, after consultation with a selected group of learners chosen by their fellow learners and the RCL/SLC, revised and agreed what it believes to be a reasonable and fair policy of hair and hair-styles that applies to a boys-only school. The Principal and Deputy Principals have the right to act within the framework of this policy and to use their discretion in deciding on what is acceptable for a SBHS hairstyle.

- Hair must be hygienically clean, neat, combed and respectable;
- Hair must be short, neat and must not touch ears, eyebrows or collar. Hair must follow the shape of the head; fringe can be flipped back; not touching eyebrows. (Fringe should not touch eyebrows before being flipped back.)
- All learners are encouraged to wear their hair natural. Hair may not be unnaturally altered (no hair colour, relaxers, highlight, gel, wax, hair products etc.); If hair is dyed, and learner re-dyes but does not get their natural colour back, all hair must be cut off.
- Any change from one length of hair to another needs to be gradual and reasonable – no more than a 2 step difference (e.g. hair clipper size #1 into #3 or #5 or #6). Maximum of #6 is allowed; This excludes shaving of the head;
- 'Steps' or dramatic changes in hair length are deemed unacceptable and are not permitted; This excludes shaving of the head.
- Learner may not shave or style hair. No 'mohawks' are permitted, comb overs are permitted if blended in as per #1 into #2 into #3 OR #4 into #5 into #6, clipper size.
- Shaving of the head is acceptable for the entire head.
- Side burns may not be longer than the middle of the ear;
- Combs may not be visible during school times, combing may only occur in bathrooms.
- Each contravention will be recorded in the learner's D6. Learners will be dealt with as per disciplinary code of conduct.
- Any "Contested Cases" of non-adherence may be presented to the Hair Committee of the school that is made up of, amongst others, fellow learners, Head of Discipline, Chief Executive Officer and RCL Chairman who will review the merits of contestation and apply fair remedial action for resolving any appeals;

- The Principal, along with any Executive Management Team and SGB reserves the right to rescind any of the above revisions upon consultation if indeed these Guidelines are not adhered to within a spirit of reasonable, positive acceptance.
- It is the responsibility of the educators, SLC, RCL to ensure that the learners are compliant with the above Guidelines at all times.

#### 7.6.2 SHAVING

- Learners are to be clean-shaven at all times;
- No facial hair is permitted;
- Eyebrows may not be shaven under any circumstances and there may be no patterns in eyebrows,
- Learners who suffer from skin conditions need to provide a **medical certificate** (not older than 3 months) detailing the reasons preventing them from shaving. This letter must be given to the HOD. Such learners are to carry a copy of the letter on their persons at all times, the letter must be given to the educator on request. The facial hair must be trimmed and kept as short as possible.
- A copy of the medical letter will be placed in the learner's personal file.
- Educators should read the code of conduct of the school and be up-to-date with the rules and additions. They should apply the rules at all times

#### 7.6.3 JEWELLERY AND ADORNMENTS

- Jewellery of any kind is not part of the school uniform and will be confiscated. Plaster covers for piercings are also not permitted;
- Tattoos and piercings (including tongue rings) that are visible whilst wearing school clothing, or whilst participating in the school's sporting or cultural activities, are forbidden. Tattoos shall be covered at all times.

#### 7.6.4 FINGER NAILS

- Finger nails are to kept short, neat and clean at all times.
- Nail polish of any sort is deemed as unacceptable.

#### 7.6.5 MAKE UP / ALTERATION OF APPEARANCE

- Wearing of makeup (i.e. foundation, eyeliner, lipstick, eyeshadow, etc) is NOT permitted.
- A learner may not alter their appearance in any form. An example is the wearing of coloured contact lenses.

NOTE: ALL LEARNERS ARE TO HAVE A NATURAL APPEARANCE!

## 8. CLASSROOM REGULATIONS

### 8.1. BASIC NECESSITIES ON A DAILY BASIS

Blue pen; ruler, pencil; eraser; protractor; compass; calculator; exercise book; tablet; text book and dictionary (as per stationery list provided).

## 8.2. BASIC MANNERS

- Be on time all the time.
- Wait in a line outside the room for the educator.
- All learners will produce their diary before entering a classroom.
- Enter quietly and stand behind the desk.
- Respect the educator and fellow learners.
- Abide by all school rules at all times also in class.
- Leave the room in a clean and tidy condition.
- Leave in an orderly manner when dismissed.
- Be quiet for intercom announcements.

## 8.3. BASIC RESPONSIBILITY

- Pay attention in class.
- Do homework every day.
- Always have your tablet, textbook, exercise book and / or file at school.
- Neat and tidy work makes for easy learning.
- Record homework in school diary (compulsory).
- Put up your hand; don't call out in class.

## 8.4. BASIC TRANSGRESSIONS THAT CAN LEAD TO DISCIPLINARY ACTION/SUSPENSION/EXPULSION

- Cheating in a class test and / or examination.
- Plagiarising and copying of other people's work and / or from other resources e.g. internet.
- Insubordination and cheek towards educators.
- Stealing the teaching time of other learners.
- Defacing furniture or vandalising school equipment.
- Bunking assembly and / or classes.
- Insubordination and refusing diary.
- ***Also refer to Schedule Offences as per Government Gazette.***

### **Academic dishonesty**

(extract from the Plagiarism Policy)

The New Penguin English Dictionary describes plagiarism as follows: "to appropriate or pass off the ideas or words of another as one's own". Plagiarism is a very serious offence which may lead to disciplinary action. When completing assignments, it is very important to follow the guidelines provided by the school's plagiarism policy.

- Copies of sections taken from sources should be handed in with your assignments in order to allow the educator to determine whether you have indeed not plagiarised
- The educator has discussed the writing of an assignment/essay in class with the learner.  
**For the duration of your studies, you should follow the guidelines for assignments as set out in the written guidelines, which you have received in this regard.**
- Each learner, for each subject, must sign the subject declaration form stating that the work submitted, is their own.
- **A reduced mark or possibly 0% will be allocated for assignments that do not adhere to these guidelines.**
- All rules and regulations of SBHS regarding plagiarism are applicable.

- Any dishonesty during tests or examinations will be dealt with in accordance with the official policy of SBHS (see both test and exam policy as well as the plagiarism policy of SBHS.)

#### 8.5. **SPECIAL REGULATIONS IN A SPECIFIC CLASS**

This will be given to learners as per specific class and educator.

#### 8.6. **TRANSGRESSIONS IN CLASS WILL LEAD TO THE FOLLOWING SANCTIONS**

This will be given to learners as per specific class and educator.

***See Code of Conduct for all Rules and Regulations***

### **9. COMPLIANCE WITH THE CODE OF CONDUCT**

#### 9.1. **COMPLIANCE**

- 9.1.1 All learners, parents and school staff are bound by the CODE OF CONDUCT. **Persistent disregard for authority or school rules could lead to disciplinary hearing /suspension/ expulsion.**
- 9.1.2 All role players are hereby advised to avail themselves of the content of this document.
- 9.1.3 All learners / parents received a copy of the school rules (Code of Conduct) on the enrolment of their child.
- 9.1.4 A copy of the complete set of rules, (as contained in the diary), is available in the front office.
- 9.1.5 Learners who disregard this Code of Conduct, will be punished in accordance with educational regulations.
- 9.1.6 As per “Provincial Gazette – Vol 6 No. 144 of October 2000” this may (*inter alia*) include reprimanding, detention, suspension and even expulsion.
- 9.1.7 Parents who may have queries with regard to the contents of this document are invited to make an appointment to discuss the matter with the Principal or Deputy Principals.
- 9.1.8 Parents of all learners enrolled and especially those contemplating the enrolment of their child, must realise that (1) enrolment automatically constitutes acceptance of the school rules and (2) that the school authorities (Staff and Governing Body) will enforce the compliance of set regulations.

#### 9.2. **EDUCATIONAL RESPONSIBILITY**

- 9.2.1 The school recognises and accepts the responsibility that it has within the community. It is to guide and develop the learners to become responsible citizens of the country.
- 9.2.2 Such responsibility inculcates the nurturing of learners, the prevention of, as well as the rendering of, appropriate assistance.
- 9.2.3 In respect of 10.2.2 above, this is underpinned by the fact that this is an ordinary “mainstream” high school, for healthy young learners.

- 9.2.4 The Educators have received training to teach learners the subject content of various subjects. This does not include appropriate training to deal with the rehabilitation of delinquents or criminals.
- 9.2.5 The school will manage to the best of its ability those elements which could negatively affect its primary task (being to educate), and will afford the following assistance:
- Guidance Counsellor/s will assist when and where they can.
  - School Based Support Team will support if and where they have the necessary skill.
  - Outside expertise will be utilised to augment the skills of Educators where necessary.
  - Report certain incidents to the Gauteng Department of Education.
  - Report certain issues to the Department of Social Welfare.
  - Ask the Departmental Auxiliary Aid Services (ISS unit) for assistance.
  - Report the matter to the South African Police.
  - Disciplinary Hearing – recommendation of suspension or expulsion, etc.
  - Punish the learner which could *inter alia* include extra homework, detention, community service, suspension, etc.

### 9.3. UNDERTAKING

#### 9.3.1. Culture of Learning – Learners:

- 9.3.1.1 All learners are expected to commit themselves to school work.
- 9.3.1.2 Disruption of classes, thus the hampering of the learning process of fellow learners, is in strict violation of school rules. (Also see “Cardinal Rules”)
- 9.3.1.3 Failure to do homework, class work or handing in of academic task/s is considered a transgression and learners guilty of this will be punished and marks will be deducted.
- 9.3.1.4 An attendance register, roll call and travelling register system / d6 Whereabouts is maintained and the number of days absent will be recorded on the school leaver’s testimonial in Grade 12.
- 9.3.1.5 All learners will be provided **by their parents** with the necessary text books and other resources, such as stationery, necessary for their particular school work. Parents are responsible for providing all educational resources.
- 9.3.1.6 Learners who are late for class and/or school will not be tolerated.
- 9.3.1.7 Learners will adhere to the school rules and respect the legitimacy and authority of the educators.

#### 9.3.2. Duty and Obligation – Parents:

- 9.3.2.1 It is the responsibility of the parent/s to ensure that a learner attends school punctually and regularly.
- 9.3.2.2 Get actively involved in the life and work of the school.
- 9.3.2.3 Check that the learner enters their homework into the diary.

- 9.3.2.4 Ensure that the homework is done at home.
- 9.3.2.5 Monitor and act on noted entries on the service / transgression record, general communication page and homework not done.
- 9.3.2.6 Check all the learner's books on a weekly basis.
- 9.3.2.7 Sign written tests on a daily basis or when necessary.
- 9.3.2.8 Sign the report card every term and return the reply slip to the register educator.
- 9.3.2.9 Communicate to the school regarding any problems that the learner/s may experience at home, which might hamper work at school (e.g. death of family member, illness, emotional situations, change of behaviour, divorce, etc.).
- 9.3.2.10 Cultivate a home environment conducive to study.
- 9.3.2.11 Attend personal interviews and parent / educator meetings when required to do so by the school.
- 9.3.2.12 Be interested in and involved in everything your child does at school.
- 9.3.2.13 Encourage participation.
- 9.3.2.14 Inform the school if and when contact details change.
- 9.3.2.15 Ensure learner attends the **free** extra tuition lessons, if and when recommended.
- 9.3.2.16 Ensure that all learners are neat and well dressed in clothes of a good condition.

9.3.3. **Commitment – Educators:**

As professional educators, we undertake to:

- Uphold the Code of Conduct of this school.
- Adhere to the work ethics expected by the South African Council of Educators.
- Provide the parents with regular information pertaining to the progress of every learner.
- Be prepared and on time for lessons.
- Assess work presented according to prescribed criteria.
- Encourage all learners to reach their full potential.
- Be fair and consistent in all dealings with learners.

## **10. INCLUSIVITY CLAUSE**

Enrolment at this school automatically constitutes acceptance of and compliance with these rules and others which may be made from time to time according to the exigencies of the school situation.

Non-compliance with any of the cardinal school rules could result in automatic suspension or expulsion from the school.

Transgression in any school regulation could lead to disciplinary action. All pupils do not have the same academic ability but, as far as behaviour is concerned, all pupils can be equal. In this respect, all pupils can excel.

Every child is an advertisement for the school. They have no right to discredit the school through irresponsible actions, as it is generally accepted that a school which is respected attracts good educators and has the full support of parents and education authorities. Such a school is therefore an asset to the community.

## **11. LEARNER COUNCIL MEMBERS' CODE**

- 11.1 A Learner Council Member will be **loyal** to the school at all times and under all circumstances.
- 11.2 A Learner Council Member is chosen as a LEADER amongst fellow learners.
- 11.3 At all times a Learner Council Member will exercise a **sense of responsibility** in matters both spiritual and temporal.
- 11.4 A Learner Council Member is an official REPRESENTATIVE of the school at all times.
- 11.5 A Learner Council Member is a CONSTITUENT of the Learners and unites the Staff and Learners.
- 11.6 A Learner Council Member must set a **good example** in both **conduct** and dress.
- 11.7 A Learner Council Member must be CONSCIENTIOUS in the execution of all duties.
- 11.8 A Learner Council Member must be able to EXERCISE AUTHORITY with tact, manners and mutual respect.
- 11.9 A Learner Council Member must be a LOYAL member of the Learner Council.
- 11.10 A Learner Council member is a PATRIOT of the 'The Boys' – today, tomorrow and in the days to come.
- 11.11 NOTE: Learner Council membership is one of trust. PERFIDIOUS BEHAVIOUR COULD RESULT IN IMMEDIATE EVICTION.

## **12. COLOURS CONSTITUTION**

### **12.1 PRIMARY REQUIREMENTS**

The following requirements must be met and maintained in all cases. Full Colours, Half Colours, Team Awards or any other school award. The same will only be awarded to learners who comply with all the requirements:

- 12.1.1 First and foremost, the learner must be an ambassador of school and uphold the schools code of conduct in and outside of school.
- 12.1.2 Good sportsmanship, i.e. attitude, interest, keenness, courtesy, etc.
- 12.1.3 Be a credit to the School on and off the field.
- 12.1.4 Maintain a high standard of loyalty.

- 12.1.5 Shows a spirit of co-operation towards the Coach, the Organisers and the team members.
- 12.1.6 Attendance at 80% of all practices is a pre-requisite to be considered for awards.
- An official letter from a private coach is acceptable in individual activities - but only if prior arrangements were made with the coach.
  - Attendance Register must be kept and produced at the Colours meeting.
- 12.1.7 Only learners that participated for four (4) years In the case where a learner participates in an activity, but represents the school in less than 50% of the games/matches, such participation will not qualify a learner for team awards, half/full colours and/or other awards, eg. "Sportsman of the Year".
- 12.1.8 Learner must participate in 75% of matches for colours in a particular season/activity.
- 12.1.9 Should a learner be absent for a Cycle Test or Exam that do not qualify for Colours or Top 10 Award.

## **12.2 SECONDARY REQUIREMENTS**

- 12.2.1 Attain or exceed the standard set for the relevant activity as laid out in the constitution.
- 12.2.2 Awards of Full Colours and Half Colours will only be made to learners who have represented the School in official competitive sports against other schools or cultural activities within the school.
- 12.2.3 A learner in Grade 8 or 9 may qualify for Full Colours or Half Colours provided this achievement is measured against the Senior Open requirements, but the recipient may only wear the Colours Blazer in Grades 10, 11 and 12.

**NOTE: Senior Open teams exclude any U/16 team or Provincial Development teams and will mean the first team of school.**

**Selection for example, of an U/14 to U/16 team will not qualify learners for the awarding of Full or Half Colours**

### **DEFINITION:**

***Ambassador:*** Must represent and promote the good name of the school and must not bring the good name of the school into disrepute