



BERGVLIET HIGH SCHOOL

CODE OF CONDUCT FOR LEARNERS

Purposes: To provide a core of common values that should guide the activities of all in the Bergvliet High School community
To provide guidance as to what the school's expectations are.
To promote self-discipline as the route towards achieving exemplary conduct.
To provide appropriate corrective measures aimed at rectifying behaviour that is contrary to the code.

Basis:

The core values (moral values, principles, norms of behaviour) that this school community seeks to uphold and provide positive models that all should strive to attain. Some examples are:

Integrity (honesty, truthfulness, consistent principled behaviour)

Courtesy (good manners, cheerfulness, friendliness)

Respect: for the law
for legitimate authority (rules and the people who implement them)
for other persons and their well-being
for the cultural traditions of others (within the law)
for the private property of others, and for public property
for the environment

Tolerance of difference

Responsibility towards:
one's country
one's community
one's school and fellow learners
one's family
one's self

Education being lifelong and for the whole person (mind, body, soul)

A culture of teaching, learning and service (an ethic of hard work, regular attendance, co-operation, positive participation and helping others)

Leadership, vision and direction: one's words and actions exert a positive influence on others

Peace (non-violence)

Health and safety

Care, kindness and consideration for others

This code incorporates the following sections:

- Rules and Regulations
- Uniform regulations
- Bullying policy
- Drug policy
- Electronic devices policy
- Learner Acceptable Use Agreement: Computers
- Examination rules
- Library rules
- Classroom procedure
- Schedule of offences and possible consequences

BERGVLiet HIGH SCHOOL RULES

1. Appearance and Dress

The personal appearance and dress of learners should project a good image of the school and should conform to the regulations as laid down by the Governing Body. Personal appearance should thus be neat at all times and uniform should be clean and tidy and worn completely and correctly.

2. Behaviour and Attendance

- 2.1 Learners must attend school during the prescribed hours. A learner may not leave the school grounds without the permission of the Principal/Deputy Principal/Head of Grade. When a learner has been absent, the parent/guardian must furnish a reason in a written note to the class teacher on the day the learner returns to school.
 - 2.2 Learners' behaviour should be such that it conforms to socially acceptable standards of behaviour which may be defined as
 - 2.2.1 Respect for the individual and his/her physical, emotional and moral well-being.
 - 2.2.2 Respect for property: both the school's property and other people's property.
 - 2.2.3 Respect for the school environment, including plants, trees and playing fields.
 - 2.2.4 Respect for those who are in authority.
 - 2.3 Possession or use of tobacco, alcohol or drugs or objectionable reading matter is forbidden whilst a learner is in the care of the school or whilst that person may be recognised as a learner of the school.
 - 2.4 A learner may not drive or park a motorised vehicle on school grounds at any time without the permission of the Principal or the Principal's delegate.
- ## 3. Participation in the programme of the school.
- 3.1 A learner must participate in the educational programme prescribed by the Education Department, unless exemption has been granted by the Department.
 - 3.2 When a learner has voluntarily joined an extra-mural school activity, that learner must fulfil his/her obligations towards that activity for the year or season, unless exemption has been granted by the teacher in charge of the sport or activity.
 - 3.3 Learners may not use any facilities or equipment of the school, including those used for sport, outside school hours without the permission of the Principal/ Deputy Principal/ head of the activity. The school will not be held liable for any injury or loss arising from any incident or accident during unauthorised activities.

4. General

- 4.1 No learner may bring discredit to the name of his/her school in any way.

These rules should be read in conjunction with the regulations which follow.

BERGVLIET HIGH SCHOOL REGULATIONS

1. No-one is allowed in the classrooms or passages during breaks (except when raining) or in classrooms after school without special permission.
2. The cloakrooms may only be used by learners before 08h00, during breaks and after school, unless special permission has been granted.
3. No learner may use the vending machine, the public telephone or a cell phone between or during lessons. Cell phones must be switched off.
4. No learner may go to his/her locker between or during lessons; only before school, during breaks or after school.
5. All movements in the corridors shall be carried out quickly and quietly, keeping to the left.
6. Eating is not permitted in the building, even at breaks, unless it is raining outside. At no time is eating permitted in the library. Chewing gum is not allowed under any circumstances.
7. The following areas are out of bounds: the Staffroom, Senior Leaders' Common Room, Hall (except when a teacher is present), Cricket Score Box, Pavilion, bus garages, verandah in front of the school, the area around motor cars parked in front of the school, north car park, Music Block verandah, the cycle shed, the Caretaker's office and General Workers' room, Staff cloakrooms, the boundary fence, Secretary's office, the South part of the top field in line with the boundary fence along Greyton Road. Soft ball games are permitted beyond the main cricket pitch and on the top B field, unless otherwise specified.
8. Ball games may not be played within range of buildings or cars.
9. Littering is an offence and all papers and rubbish must be placed in the bins provided.
10. Motor cars, motor bikes and bicycles may not be interfered with at any time.
11. No-one is allowed to leave the school grounds during breaks unless special permission has been granted by the Principal or Head of Grade.
12. No learner may receive visitors during break or communicate with a visitor through the boundary fence.
13. All notices on notice boards must be signed by a teacher.
14. School uniform must be worn to all special school functions.
15. Learners are under school discipline on their way to and from school. School uniform must be complete and no items of "civilian" dress may be worn with any part of the school uniform.
16. It is the learners' responsibility to ensure all their clothing, books and school bags are clearly marked with the owner's name.
17. No learner may wear boots with studs or spikes or rollerblades or skates in the passages or anywhere in the school buildings. No skateboards or ball games are allowed in the school buildings.
18. Motor cyclists may use only the top motor gate in Fountain Road.
19. No learner may hitch-hike anywhere at any time while wearing school uniform.
20. Learners are expected to behave with due decorum at all gatherings in the hall. Learners must cease talking immediately when the teacher in charge calls for quiet.
21. Learners wishing to be excused from P.E. or any extra-mural activities for which they have signed up are to produce a note signed by a parent/guardian or doctor.
22. Learners arriving at school after the early morning registration period must report to the office, and sign in with the Deputy Principal in charge or designated person. A letter of excuse from the parent/guardian must be brought either that day or the next day at the latest.

23. Contact sport and dangerous games are not allowed to be played at breaks or at any time without teacher supervision.
24. Smoking, Use of drugs, Undesirable Literature and the Consumption of alcohol
Learners may not use or have in their possession cigarettes (or allied products), other harmful drugs, alcoholic beverages or objectionable material.
Learners may not use or be in possession of these:
- a) on the school premises
 - b) in the presence of members of staff
 - c) in school uniform
 - d) during school-related activities, e.g. a tour, outing, expedition, field trip, class or grade party or function, etc.
 - e) in the proximity of the school, including the local sports clubs where their actions may be considered to bring the name of the school into disrepute.
25. Learners may not bring any of the following items to school:
a weapon of any description; any other dangerous object; any electronic music device.
Should a learner in defiance of these rules bring any forbidden item to school, appropriate disciplinary steps will be taken and that item may be confiscated and kept at the learner's risk.
26. Learners are discouraged from bringing cell phones to school. Should a learner choose to do so, the school will not be responsible for the safety of the learner's cell phone and the learner must ensure that the cell phone is switched off during all school activities. All learners are required to sign adherence to the electronic devices policy which includes a policy regarding cell phones.
27. While cycling to and from school, learners must wear a safety helmet.
28. Learners may not wait outside the front gate of the school (including the bus shelter, pavement and benches) before or after school. A waiting area inside the school near the front gate is provided for safety and security reasons.
29. Learners may cross Firgrove Way only at the pedestrian crossing.
30. All learners must wear a regulation name badge at school. Should it be lost, the learner must make and wear a temporary replacement out of card or paper, must order and pay for a new one from the teacher responsible and must produce, on request, the slip stating that a new badge has been ordered.
31. Learners are responsible for conveying school information to parents/guardians and for returning reply slips duly signed by a parent/guardian by the due date.

THE SCHOOL UNIFORM

The school uniform identifies learners as members of the Bergvliet High School community and neatness and appropriate uniform standards are expected.

SCHOOL UNIFORM MUST BE WORN:

When coming to school to attend classes and when leaving for home in the afternoon.

When travelling alone, or in a party as members of a school group, to attend a school function or to play in a school match.

If instructed to do so when attending a function.

HOW TO WEAR THE SCHOOL UNIFORM

The complete school uniform must be worn on the occasions listed above. Learners may not wear part of the uniform with civilian dress.

Sports clothes which are worn for school sports such as Tennis, Hockey, Rugby, Netball and Cricket are considered to be uniform.

Learners must take pride in their uniform and ensure that it is neat, clean and in good repair.

BOOK BAGS

Must be dark and of a size to accommodate sufficient books for the school day. All soft cover text books must be strengthened with cardboard and covered in plastic. Text books should not be written in. No graffiti should appear on school book bags.

ARTICLES OF UNIFORM AND BOOK BAGS

These may be obtained from:

School and Leisure
Wolber House
Piers Road
Wynberg
Tel.: 021- 797 9323/021-762 1075

or from the Uniform Shop which is open every Friday afternoon at the school from 14h15 – 15h00 except during exam time.

BOYS' UNIFORM - GENERAL

1. Uniforms must be neat, clean and in good repair.
2. Uniform:
 - a. Regulation fawn trousers or regulation fawn shorts with the regulation open neck shirt.
 - b. Regulation belt must be worn at all times with the trousers.
 - c. Brown lace-up school shoes must be worn (suede shoes are not acceptable).
 - d. Only regulation fawn socks may be worn.
 - e. A regulation sleeveless pullover and/or a long sleeved regulation jersey may be worn.
 - f. A regulation fleece and/or a regulation jacket may be worn.
 - g. A school scarf or a plain white scarf may be worn
3. Jewellery may not be worn. Badges approved by the school and a wrist watch may be worn.

4. Hair styles must be appropriate to uniform standards. Hair must be off the collar at the back and off the ears. Sideburns may not be longer than the middle of the ear-hole and fringes must be above the eyebrows. Hair should be neatly tapered to the shape of the head. Abnormal hairstyles, gel assisted 'spikes' and hair unreasonably shaven are not permitted. Dye or bleach must not be used. In all cases the hairstyle should meet with the approval of the Principal. Hair shaven shorter than no. 3 is not permitted.
5. Learners must be clean shaven.

BOYS' PHYSICAL EDUCATION UNIFORM

The appropriate Bergvliet High School shorts and the regulation Physical Education top.

GIRLS' UNIFORM - GENERAL

1. Uniforms must be neat, clean and in good repair.
2. Uniform
 - a. Regulation fawn trousers or fawn skirts.
 - b. The regulation blouse must be worn with either the trousers or the skirt.
 - c. A regulation sleeveless pullover and/or a long sleeved regulation jersey may be worn.
 - d. Dark brown lace-up school shoes with a low, flat heel or dark brown T-bar shoes must be worn with **white** anklets with the skirt but with white or fawn socks when wearing the trousers.
 - e. A regulation fleece and/or a regulation jacket may be worn.
 - f. A school scarf or a plain white scarf may be worn.
3. No jewellery may be worn except for badges approved by the school, a single pair of small gold or silver sleepers or a single pair of small silver or gold studs in the lower lobe of pierced ears; a wrist watch.
4. **No** make-up is permitted.
5. Nails must be short and well cared for. Only transparent, colourless nail polish is allowed.
6. Hair must be neat and styles appropriate to uniform standards. Clips, slides and bands must be as close to the learner's hair colour as possible and unobtrusive bands or ribbons for plaits and pony tails may be dark blue, red or white. Hair may be coloured to enhance the natural colour but it may not be excessively lightened using peroxide or any other bleaching agent.
7. Cycling shorts may NOT be visibly worn.

GIRLS' PHYSICAL EDUCATION UNIFORM

The appropriate Bergvliet High School shorts and the regulation Physical Education top.

UNIFORM - GENERAL

PLEASE NOTE: If, for any reason, a learner is unable to wear a particular item of clothing, as specified in the preceding uniform regulations, a letter of explanation from a parent or guardian is to be presented by the learner to his or her Head of Grade before 08h00. The Head of Grade will then issue the learner with a Uniform Slip which should be carried around at all times and presented on demand. The period of exemption is reflected on the Uniform Slip and each case will be evaluated separately on its merits.

It must be clearly understood that the Principal reserves the right, with the approval of the Governing Body and the Education Department, to object to any individual hairstyle and to instruct such a learner to modify it. ***In such cases, the parents are asked to co-operate with the school and see that the instructions given by the Principal, a member of Staff appointed by him or a Senior Leader, are carried out.***

BULLYING POLICY

INTRODUCTION

Bergvliet High School seeks to provide a safe, secure learning environment for all and does not tolerate bullying. All members of the school community are expected to base their behaviour on respect for others, regardless of differences in age, status, race, religion, sex, sexual orientation or disability.

Definition of Bullying

Bullying is a deliberate attempt to hurt, ridicule, torment, threaten, frighten or intimidate someone. Bullying is the misuse of power by an individual or a group. Bullying can be mental, physical, verbal and/or psychological in nature.

- The contents of this policy must be addressed in the Grade 8 Life Orientation programme by June of each year. Learners joining the school in any other grade are expected to make themselves acquainted with the contents of this policy and ask their Life Orientation teacher should they need clarity on any issue contained in it.
- All forms of bullying should be reported. A learner may report a case of bullying to any educator, RCL member, peer helper or senior leader. A learner may also place a note in the fees box, but it must contain the name of writer. All information will be treated confidentially.
- All reports of bullying will be investigated, at the very least, by a grade head.
- Peer helpers, counselling and educator staff will be available to help both the victim and the perpetrator.
- Records of any bullying will be kept by the school. If it is difficult to ascertain whether the learner is bullying another learner, the name of the learner perceived to be bullying will be recorded for future reference.
- Action to be taken against a perpetrator is listed in the school's Code of Conduct.

Examples of typical bullying behaviour:

A Physical Bullying

1. Minor assault - prodding, poking, tripping.
2. Offensive physical gestures.
3. Deliberate damage to property of others.
4. Major assault – hitting, kicking, tearing hair, scratching, punching, using a weapon of any nature; acting either as one-on-one, or else as a group against an individual/group.

B Verbal and Written Bullying

1. Name-calling, taunting aimed at ridiculing, humiliating or belittling someone, including remarks which can be construed as mocking of or offensive to: race, disability, sexual orientation, age, status, appearance or religion.
2. Teasing which can be construed as humiliating, embarrassing.
3. Spreading of malicious rumours and false information and rumours which are designed to mock, humiliate, ridicule and belittle others.
4. Sending bullying text messages, notes or letters.
5. Circulating material which humiliates or embarrasses another via electronic format, posters, photographs, graffiti or other means.
6. Threatening behaviour and intimidation of others.

C Psychological (Silent) Bullying

1. Isolating/ostracizing a learner in any way, rejection by a group of a learner, threatening looks, refusal to work with any learner/s in a group activity.
2. Intentionally placing a learner in an uncomfortable position.
3. Being a bystander who, in any way, encourages or supports the actions of the bully, without intervening.
4. Intimidating or threatening another learner in any way to use or borrow their possessions.

DRUG POLICY

It is commonly acknowledged that drug and substance abuse is a scourge of our modern society. It is frequently associated with some of the psychological and social ills of today such as stress, loneliness, boredom, peer pressure and poverty/wealth.

We know that drugs are readily available in the communities from which most of our learners are drawn.

We wholeheartedly condemn the abuse of drugs and alcohol as being a danger to the individual's physical, mental and emotional wellbeing, a danger to the individual's ability to lead a productive life, a danger to family cohesion and a potential danger to other innocent people. We undertake to educate our learners to the dangers of drug and alcohol abuse in the belief that knowledge will give them the power to make informed and sensible decisions. We encourage our learners also to look after the best interests of a friend who might have a drug or alcohol problem by appealing for help for the friend from a responsible adult who can do something positive to help.

Our teachers are committed to helping any learner who has become involved in drugs to stop the abuse. If a learner has a drug or alcohol problem and seeks help, he or she will be helped, usually by referral to a professional. Where a learner's behaviour at school shows some of the typical signs of drug use, the school will contact the parent(s) to arrange for the learner to be tested at the parent's expense so that appropriate remedial measures may be taken in the interests of the learner and others. In all confirmed cases, however, the learner will be placed under a strong obligation to stop the abuse in order to avoid punitive measures.

Our greatest concern is safeguarding the welfare of the overwhelming majority of learners who are not involved with drugs. Therefore anyone found in possession of drugs at school or dealing (or attempting to deal) in drugs anywhere will be very harshly dealt with. Some learners have in the past had to leave this school for drug offences. School governing bodies are empowered by the South African Schools Act to take strong action, including suspension and/or expulsion, against any learner who commits a serious offence against school discipline, and the Governing Body will not shrink from its duty in this regard.

Procedural principles that will be adhered to when assistance is being given or investigations are being undertaken:

- Confidentiality: An approach by any learner to any of the school's staff will be treated in confidence. The teacher approached will have to contact the learner's parents and a senior staff member involved in counselling. No other staff, learners or parents will be informed. If it is considered to be in the learner's interest that any other person(s) be informed, this will only be done in consultation with the learner. Where reports are required by the school from a treatment team as part of a relapse prevention programme, these will be furnished – with the learner's written agreement – to an appropriate nominated person.
- Testing: Where a test needs to be carried out, this will be done with due regard both to necessary clinical procedures and to personal rights relating to privacy, dignity and bodily integrity.
- Searches: Where there is a reasonable suspicion that a learner is in possession of a prohibited substance, a search will be carried out by an educator of the same gender in the presence of the learner concerned, a person of their choice to support them and a second adult witness of the same gender.

ELECTRONIC DEVICES POLICY (which includes Cell Phones)

This policy takes into account the need for some learners to have cell phones at school as well as the distractions electronic devices can cause.

Learners may bring electronic devices to school subject to the following conditions:

1. All devices may only be switched on at break(s) or after school. Cell phones may not be in “vibrate mode”, “silent mode” or any other mode except fully “off” at times other than those mentioned here.
2. No devices may be visible within the school building.
3. Learners making or receiving calls at break or after school must do so outside the school building.
4. No electronic device may be used for public broadcasting of any kind. (i.e. you cannot play a ghetto blaster outside at break).
5. If electronic devices, which include cameras, are used for purposes contrary to the Code of Conduct, the matter will be dealt with in terms of the Code of Conduct.
6. Learners are solely responsible for the security of any electronic device(s) brought to school and accept that they bring the electronic device(s) to school at their own risk.
7. Accessories such as earphones may not be visible inside the school building and, if seen, will be confiscated for three (3) months. The school bears no responsibility for the safekeeping of these items.
8. Should a learner contravene the regulations regarding electronic devices then the teacher will deal with the situation on its merits but it is recommended that:
 - (i) If a cell phone is seen in the building but not in the classroom a defaulter’s DT is given as punishment.
 - (ii) If a cell phone is seen in the classroom or in Assembly a defaulter’s DT is given as punishment and the cell phone will be confiscated for two weeks.
 - (iii) If a cell phone is confiscated for a second time within a year, the parents will be contacted and a request will be made to allow confiscation for up to three months. The learner will also not be allowed to bring the cell phone to school for three months even if the parents do not agree to the confiscation.
 - (iv) If the cell phone is confiscated for a third time, the consequences will be at the discretion of the management team with possible referral to the Governing Body for disciplinary action.
9. If a cell phone is confiscated as a result of 8 (ii), (iii) or (iv) above, it is the teacher’s responsibility to hand that cell phone to the front office for safekeeping. Should the teacher be unwilling to do so, the teacher must ensure that the learner hands it in for safekeeping. In either respect the learner must be given a receipt for that cell phone.
10. During examinations/tests a learner may not be in possession of an electronic device, except an approved calculator, whether the learner is actually writing the examination/test or not. All electronic devices must be switched off and placed in the owner’s bag, which must be placed at the back of the classroom for the examination/test.
11. Filming, for example a fight, will be regarded as a Schedule Three offence on the school’s Code of Conduct and dealt with accordingly.
12. Being in possession of unacceptable content such as pornography or gratuitous violence, will also be regarded as a Schedule Three offence on the school’s Code of Conduct and dealt with accordingly.
13. A member of staff has the right to search the contents of a cell phone in terms of the searching procedures as described in the South African Schools Act.

LEARNER ACCEPTABLE USE AGREEMENT

The use of the computers, the Internet and E-mail at Bergvliet High School

Rules and regulations governing appropriate use of the Bergvliet High School Computer Network

1. No learner will attempt to gain unauthorised access to the network, or, while using a workstation on the network attempt to gain unauthorised access to any other workstation, computer or device on the system. **Using another person's login user name and password to gain access to the network is forbidden.** The learner is responsible for his/her own user name and password and should take all reasonable precautions to prevent others from using his/her account.
2. No learner may attempt to disrupt the computer system or destroy data by spreading viruses or other malicious software. All forms of hacking/cracking are not permitted on any part of the network. Under no circumstances may a learner disable any system program running on the workstation. This includes the anti-virus program (Eset NOD32), remote control teaching programme (Netop School/Smart Sync), etc.
3. Learners may not wilfully damage any part of the network, computer desktops, furniture or any other item in the Computer Room. Learners may not eat or drink in the Computer Room at any time.
4. Only computers in Computer Room 1 or Computer Room 2 may be used by learners. Computers in classrooms are strictly for staff use only.
5. No learner may load application software (**especially games**) or system software onto the network or any workstation. **Learners may not store games, music or movies in any form, on any local drive (C:) or network drive.**
6. No vulgar, profane, abusive, obscene, lewd, threatening, disrespectful, or impolite language may be used in e-mail messages, on the Internet or while using any programme that allows communication with another person. No materials may be accessed which are not in line with the rules of school behaviour. Under no circumstances may any learner download, store, copy, view, send, or display offensive messages or pictures.
7. No learner may use the network to access material that is profane or obscene (pornography), or that advocates violence or discrimination towards other people. If a learner mistakenly accesses inappropriate material the learner should immediately inform his/her teacher, or the Teacher-in-charge: IT (Mr Smith). This will protect the learner against a claim that the learner may have intentionally violated this agreement.
8. No learner may harass another person via electronic means. Harassment is seen as persistently acting in a way that distresses or annoys another person.
9. Learners may only subscribe to high quality discussion mail lists, electronic newsletters or e-mails that are relevant to their education or career development. You may NOT subscribe to lists, newsletters or e-mails such as "joke of the day" or music lyrics, etc
10. Learners may not send chain letters or engage in "spamming". Chain letters include any e-mails which attempt to encourage you to send the e-mail on to a number of other people in order to gain reward (money, love, lifelong supply of Coke etc) or avoid mishap (loss of boyfriend/girlfriend, sickness, death etc)
11. All learners must respect the rights of copyright owners. Copyright infringement occurs when a person inappropriately reproduces a work protected by copyright. No learner may *plagiarise* work they find on the Internet or receive via e-mail.
12. All learners have been allocated a printing account. This account monitors the document title, number of pages, date and time that pages are printed. Learners who wish to print may do so provided they have "printing credit". The current printing cost is 50 cents per page. This cost may be increased without notice. Learners may only credit their printing account with multiples of R10 at a time. Printing allocations or credit cannot be converted into cash. Learners pay the school secretary for printing credit.
13. Learners are expected to remain within allocated disk space (where it has been applied) and to delete e-mail or other material that takes up excessive storage space.
14. A learner may store data on the network provided it does not conflict with any of the above rules and on the full understanding that it is at the learner's own risk. **Neither the school, nor any staff is responsible for backing up any learner data.** Storage of the learner's data on the file server is entirely at the learner's own risk.
15. Learners should expect only limited privacy in the contents of their files on the network. Routine maintenance and monitoring of the network may lead to the discovery that a learner has violated this agreement, a school rule or the law.
16. All learners using the network must be prepared to be held accountable for their actions and for the loss of privileges if any part of this agreement is violated.
17. Should a learner want a copy of this agreement for his/her own records he/she must request a copy from the network administrators.
18. Certain websites such as Facebook and Twitter have been blocked, due to time and excessive bandwidth usage. Learners may not attempt to access these websites by using any form of proxy websites or alternative means.

EXAMINATION RULES FOR LEARNERS

Class educators should ensure that their learners are aware of the following rules when an exam is being written:

General Rules

1. All books, notes etc must be put in schoolbags which must be placed at the back of the classroom.
2. Learners may not bring books or folders on which to press when writing exams.
3. Exam rules prevail during the exam i.e. from the time that the invigilator announces "The examination is about to begin" before handing out answer papers. The exam ends when the last paper has been handed in and the invigilator gives permission to talk, if this is appropriate.
4. No learner may attempt to communicate with another learner in any way.
5. Any attempt at dishonesty will be severely dealt with by the Deputy Principal: Academics.
6. Should a learner need extra paper or wish to ask a question, he/she must put up his/her hand to call the invigilator.
7. No learner may leave his/her desk during an exam.
8. No desk lid may be opened without permission.
9. Learners must ensure that they have the necessary items for each exam as no equipment may be borrowed e.g. Maths instruments, calculators, erasers and in each case a pin or stapler for securing papers.
10. Rough work should be clearly headed 'ROUGH WORK' and handed in.
11. Learners may not hand in papers before the end of the exam session.
12. No script or part of a script will be accepted late.
13. Learners' comments on examination scripts will result in appropriate disciplinary action and the deduction of marks.
14. Learners should check that they:
 - write the correct headings on their answer pages e.g. the subject of the examination, their name and class, the date and the name of their educator
 - correctly number the questions
 - leave a 2cm margin on the left and right hand side of their answer pages for the examiner's marks
 - place their answer sheets in the correct order, ensure that all pages have been included and secure the examination scripts with a pin or staple.
15. When a class is not writing, learners must read a book or do revision work in absolute silence on their own.
16. The invigilator may allow learners a short break at the end of each period to stretch and talk softly.
17. No learner may leave the room until the prescribed break time.
18. No learner may work or study outside his/her classroom during these revision periods.

Cell phones, iPods and other electronic devices

1. No programmable calculators may be used.
2. No learner may be in possession of a cell phone, ipod or electronic device during an examination.
3. Must be placed in book bags and left at the back of the classroom.
4. Are best left at home during exams as they are too often forgotten or left unattended.

Attendance at school

1. All learners (Grades 8-12) are expected to attend school throughout the exam period even if they are not writing. A structured revision environment is provided.
2. If an examination is missed as a result of illness, a medical certificate must be handed to the class educator. The secretary should also be phoned if an exam is to be missed.

Breaks

1. Total silence must be observed in the school passages during the exam period in June and December.
2. Learners may only take their breaks in the front of the school on the far side of the flagpole.
3. Special arrangements will be made on rainy days.

Uniform regulations must continue to be observed throughout the exam period. This includes learners who come to school on their non-writing days. They must wear school uniform.

LIBRARY RULES

Courtesy and consideration must be the watchwords for all when using the Library.

1. The Library is a centre for work not for socializing. Users are asked to talk quietly and not to disturb others.
2. All library material removed from the library must be used correctly. The borrower's name and class must be written on the issue card and the due date stamped on the issue card and on the date sheet in the book.
3. Borrowed material must be returned by the due date. It must be posted in the 'Return Book Box' or handed to the duty librarians at breaks. Books left lying on tables or the issue desk sometimes disappear.
4. Books lost or defaced or marked in any way must be paid for by the borrower.
5. Book bags must be left in the lockers in the passage.
6. There must be no eating in the library.
7. Learners may not use the copier in the vestibule during lesson time.
8. Users are asked to ensure that the library is kept neat and tidy.
9. Classes are very welcome, provided they are supervised by their teachers. Periods may be booked in advance in the library office.

CLASSROOM PROCEDURE

1. Go to your locker/toilet before school and at breaks.
2. Be punctual and correctly dressed.
3. Enter quietly; stand until greeted.
4. Immediately take out your books and diary.
5. Contribute positively to the lesson and complete all tasks on time.
6. The teacher is in charge of classroom management.
7. Speak courteously to teachers and fellow learners and respect the opinions of others.
8. Respect the property of the school and others.
9. Be responsible for the cleanliness of your environment.
10. At the end of a lesson pack up and leave only on instruction.

