

SECTION A

School Rules

Camps Bay High School
Code of Conduct

Foreword

The Camps Bay High School Code of Conduct has been expanded to create a comprehensive set of policies and procedures which are compliant with the South African Constitution and The South African Schools Act.

This is to make our school a safer place, and to protect our pupils and teachers in their place of learning.

At Camps Bay High School, we consider each child as an individual with unique skills, talents and abilities. These skills, talents and abilities are encouraged and supported, creating a diverse and vibrant school.

This Code of Conduct will be used as a guiding set of principles when dealing with each individual child, in each separate incident and taking all circumstances into consideration.

This approach has been agreed upon by the School Governing Body, the Principal and the School Management Team (SMT).

Introduction

Camps Bay High School is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners, teachers and parents
- Ensuring learners 'responsibility for their own actions and behaviour
- Promoting fairness and tolerance of diversity
- Modelling correct behaviour
- Implementing restorative practices.

This code of conduct spells out the rules regarding learner behaviour at the school and describes the disciplinary system to be implemented by the school. It is compiled in the interests of fairness and consistency.

The code of conduct applies to all learners while he/she/they is/are on the school premises or when he/she/they are away from the school, acting as a representative of Camps Bay High School at a school function, or in any way associated with or connected to the school.

The SA Schools Act 84 of 1996, states that all learners are bound by the code of conduct of their school. All learners attending the school are expected to sign a statement of commitment to the code of conduct upon admission. The administration of the code of conduct is the responsibility of all teachers, prefects, parents, School Management Team(SMT), and the Governing Body.

General Principles

Behaviour:

Learners are expected, at all times, to behave in a courteous and considerate manner towards each other, all members of staff, prefects, the Representative Council of Learners (RCL) and visitors to the school.

School rules:

Learners are expected to abide by the school's rules when representing the school both during school hours and after school hours, and on all social media platforms, whether connected to the school or not. Learners are, at all times, to be 'proudly Camps Bay' and to not say or do anything that will discredit themselves or the school.

Teaching and learning:

Camps Bay High School encourages learners to respect and support their fellow learners in their learning environment. No learner has the right, at any time, to behave in a manner that will disrupt the learning activity of other learners, or to cause another learner physical or emotional harm.

Intervention and consequences:

The school will contact parents/guardians when a learner's behaviour becomes a cause for concern and will endeavour, in a spirit of constructive partnership, to resolve the problem. Inappropriate behaviour will have consequences as outlined in this code of conduct.

School and class attendance

Parents and guardians, learners, teachers, School Management Team (SMT) and School Governing Body members are jointly responsible for ensuring that all learners attend school.

1. If a learner does not attend school regularly, the relevant register teacher will report the absence of the learner to the parent and the Principal in writing.
2. All learners are to arrive on time for the official starting time. Learners who are late for school will be marked absent, as registers are completed at the beginning of each day.
3. Absence from a class, without the permission of the relevant register or subject teacher, is not acceptable.
4. Any absence and late-coming, as well as requests to leave school early, must be covered by a note from a parent/guardian.

5. Should a learner be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered holistic doctor or registered medical practitioner.
6. Any absence from a formal examination must be supported by a letter from a medical doctor/traditional doctor/registered holistic doctor or registered medical practitioner.

School uniform and appearance

Learners are expected to wear the official uniform and appear neat and tidy at all times.

1. No additions to the uniform that are not in accordance with the school regulations will be allowed.
2. No unauthorised earrings (only two piercings per ear are permitted), other piercings, jewellery, make-up, accessories or visible tattoos are allowed.
3. No unnatural colouring of hair or styles that attract undue attention is allowed.
4. Fingernails must be kept trimmed, short, in a natural colour and clean at all times.
5. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beach wear, tight fitting clothes and clothes that are too revealing are not permitted. Hair, shoes and accessories should be kept neat at all times.
6. No visible tattoos during any school activities or functions are allowed when wearing the school uniform.
7. Only learners who have applied and submitted relevant supporting documents and received the necessary permission from the School Governing Body may deviate from the official school uniform for religious and cultural or other reasons.
8. Sports or Cultural Tour hoodies etc. are not part of the daily school uniform and may only be worn at appropriate and relevant events.
9. It is the responsibility of each parent/guardian to ensure that the learners attend school in the correct uniform as mentioned in the above points.

Valuables and personal belongings

1. The school will not be held responsible for the theft of, or damage to, personal belongings on school premises (e.g., cell phones, bags, books, clothing, etc.).
2. Learners should avoid bringing large sums of money and/or valuables to school.

3. The school has a Karri payment system in place as well as EFT and Snap Scan at the Clothing Shop. We are endeavouring to be cashless. However, if a parent requests a learner to pay cash, it must be paid before the start of the school day or placed in the drop safe.
4. Learners must be aware that when they bring cell phones, electronic devices or any other valuable items to school, he/she/they are doing so at their own risk.

Behaviour in the school grounds

1. Playing dangerous games in and around the corridors, stairwells and toilets is forbidden
2. Playing games that intend to injure or may cause injury are forbidden.
3. All litter must be placed in refuse bins or waste-paper baskets.
4. Wilful damage, vandalism or neglect of school property and the property of others is prohibited.
5. Theft of school and private property is prohibited and will be dealt with according to the Schools Code of Conduct.

Class and Assessments rules

1. Any cheating in classwork, homework, informal and formal tests or internal or external examinations is prohibited. Furthermore, plagiarism (copying of another's work or borrowing another learner's work) is forbidden.
2. Borrowing calculators or stationery during tests and exams is not permitted.
3. Disruptive, unruly, rude and/or offensive behaviour is not allowed.
4. It is the responsibility of each learner to hand in work on time.
5. If a learner misses a test through absenteeism, he/she/they must produce a medical certificate/affidavit within three (3) days of returning to school. By the same token, if he/she/they miss a project hand-in date due to absenteeism, he/she/they must hand in the work on the day that they return to school.
6. Learners who fail to produce a medical certificate after absenteeism from a formal assessment task can obtain a mark of '0' (zero) for the particular assessment task. Projects and assignments will still be required to be submitted.

7. All electronic devices (cell phones, smart watches, etc.) must be switched off and placed in the learners' school bag for ALL assessments.

Respecting diversity

1. Each learner will respect the beliefs/religion, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
2. Language which is deemed to be derogatory, discriminatory or racist is prohibited. Swearing is not allowed.
3. Any act that belittles, demeans or humiliates another learner's culture, race, gender, sexual orientation or religion/beliefs is prohibited.

Respecting each other

1. All learners have the right to an education free of interference, intimidation, victimization, initiation and/or abuse of any kind.
2. Every learner must respect the safety of other learners. Fighting or threatening other learners is forbidden.
3. Taking photographs and videos or voice recordings of other learners and/or teachers in the school environment without permission is forbidden.
4. Learners should respect ALL staff and/or learners in positions of authority.
5. A learner who is in a position of authority will conduct themselves in a befitting manner. Learners in a position of authority agree to put the good name of their school first during their term of leadership. This includes how he/she/they present themselves both in and out of school as a representative of Camps Bay High School. Each learner will respect the rights of other learners and will not abuse such authority bestowed upon them through their position.
6. The carrying, copying and/or reading/storage/distribution of pornographic, obscene or offensive material (including material that incites violence) is prohibited.
7. Bullying in any form is not allowed. This includes physical and psychological bullying, both verbally and on all social media platforms and via any form of electronic communication, including all Instant Messaging Apps.

8. Postings on social media should not damage the name of individuals and/or the school. This includes defaming another person's character through unsubstantiated rumours or stories, and 'cancel culture' will not be tolerated.

Rules governing public spaces

The school is subject to laws pertaining to public spaces.

1. No dangerous objects or illegal drugs as designed in the SA Schools Act may be brought onto school property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms and any item which could cause injury or harm to a person.
2. The carrying of matches, lighters, tobacco and/or the smoking of cigarettes, vapes, e-cigarettes etc. is prohibited.
3. Alcohol is not permitted to be brought onto school premises and/or consumed during any school activity either on or off campus.
4. The carrying, consumption and/or selling of illegal chemical substances and drugs is prohibited, as is the selling of prescription and non-prescription medication.
5. During the formal school day, learners may ONLY leave campus by gaining permission from the School Management Team (S.M.T). A written (email) request from a parent is required to be signed by a member of the S.M.T.
6. Any form of sexual behaviour on school grounds or at school events is prohibited.
7. Any group/'gang'-related activity that may threaten the safety and/or welfare of others at school, at school events or in relation to the school are prohibited.
8. Partaking in any form of gambling while on school premises or in school uniform is prohibited.
9. Association with any of the above behaviours will be regarded as 'supporting the behaviour by association' and is a punishable offense.

Out-of-bounds Areas

Learners must keep clear of areas that are indicated as out-of-bounds. These include but are not exclusive to the following:

1. The school motor vehicles garage,
2. The hockey fields, tennis courts and swimming pool area, except while attending official sports practice and matches or during a lesson whilst under the supervision of the teacher.

3. Electrical mains distribution boxes, fire extinguishers and hoses.

Transport

1. Parking on campus is a privilege and is based on the availability of spaces. Staff will always get priority.
2. Learners wishing to park motorcycle/motor vehicles on the school grounds must first obtain permission from the school to do so (accompanied by a copy of the licence to the Head of Discipline) and must make use of the areas specifically demarcated for this purpose.
3. All learners park their vehicles and bikes (pedal or motorised) on the school premises at their own risk.
4. Specific areas are provided for the safekeeping of bikes and must be used by learners.
5. A learner may ride or drive a vehicle on the school grounds provided that he/she/they have a licence to do so, and provided extreme caution is exercised. Reckless behaviour is forbidden.
6. The code of conduct is applicable when making use of public transport to and from school, as well as all school-related events involving transport.
7. Learners may not hitch-hike while in school uniform, whether it is formal uniform or sports kit.

School extra-mural Programme

Involvement in the school extra-mural programme forms a valuable and integral part of the holistic education of every learner. All learners in Grade 8 to 11 are therefore expected to become actively involved in at least one sport per term. Grade 12s are encouraged to play one sport in their Grade 12 year.

1. The learner is expected to adopt the correct protocol pertaining to the specific activity at all times.
2. Once a learner has committed him/herself/themselves to an activity, he/she/they will be bound by the rules and obligations related to that activity.
3. Involvement in a particular activity will span the entire season/duration of that activity.

4. Attendance at all practices is compulsory. Missing a practice without a valid excuse from the learner's parents will result in the learner receiving the appropriate punishment.
5. Correct kit/uniform must be worn to all practices and matches.
6. Learners travelling to away fixtures will travel in full school uniform unless other arrangements have been made.
7. Learners playing in home league fixtures must arrive at the venue in their appropriate sports kit/uniform with their school blazer, unless other arrangements have been made.
8. School uniform for learner supporters is compulsory at all times.

Accommodation of religious and cultural rights

The right to freedom of religion is enshrined in the Constitution of South Africa, and section 9, the Equality Clause, prohibits unfair discrimination on various grounds including culture and religion. Learners are encouraged to practice respect and tolerance of other beliefs.

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this code of conduct will be accommodated by a deviation from this code of conduct by the School Governing Body under the following conditions:

1. The learner, assisted by the parent/guardian, must apply for a deviation from the standard school rules if such rules are in conflict with, or infringe upon, any religious rights of the learner.
2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offensive, and a suggestion of how the rules may be supplemented by the Governing Body to accommodate such religious rights.
4. The learner must provide proof that he/she/they belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the school's code of conduct are their true beliefs and commitments.
5. The religious conduct or practice must be lawful.

6. The Governing Body must consider the application and if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
7. When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
8. The deviation must specify the extent of the exception from the normal rules and must clearly identify the conduct that will be allowed (e.g., the wearing of a headscarf including colours and details of design; the growing of a beard, or the wearing of a specific hairstyle or jewellery) and the conditions under which such deviation will be applicable to the learner.
9. Cultural rights will be considered in the event that they do not relate to a religion if they are deemed compulsory within a cultural group. This refers to cases where the removal of cultural jewellery or marks will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his/her/their cultural rights can be exercised only through a permanent intervention.
10. Any request for a deviation from the code of conduct, based on cultural rights, must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 9 above.