



# HYDE PARK HIGH SCHOOL

## CODE OF CONDUCT

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The South African School's Act empowers a School Governing Body to maintain discipline in a school. Our school's Code of Conduct is available for perusal at the Front Office. The Code of Conduct prescribes behaviour that respects the rights of learners and educators which includes, but is not limited to:

- ✓ All learners at Hyde Park High School are subject to the Code of Conduct without exception.
- ✓ An educator has the same rights as a parent to control and discipline a learner in accordance with the Code of Conduct during the time the learner is in attendance at school or at school-related activities.

**There are four expectations of any pupil admitted to Hyde Park High School. These are:**

- ✓ He or she should be seen to be working to the best of his or her ability, and should be suitably prepared for all lessons;
- ✓ His or her presence at Hyde Park should in no way spoil the quality of life of any other member of the school community;
- ✓ He or she should get involved in the extramural life of the school;
- ✓ He or she should agree to abide by the rules and regulations of the school, and should behave in such a way as to bring credit to the school.

Included in the school's Application for Enrolment Form is an acknowledgement which all parents sign, the first point of which reads as follows: **"Pupils and their parents/guardians must agree to abide by the school's ethos, policy and rules, including the school's standards of discipline, dress, behaviour, extramural involvement, attitudes, and social values."**

The spirit rather than the letter of the code is most important, but ignorance of a rule cannot be offered as an excuse.



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### GENERAL BEHAVIOUR AND CONDUCT

- Manners:** The standard forms of address at Hyde Park are "Sir" and "Ma'am". Pupils stand when anyone in authority enters the room, and knock before entering a room in the course of a lesson. They are expected to make way for and to greet visitors and staff in corridors and doorways at all times.
  
- Respect:** This is important with regard to self, to property, and to others. It should be reciprocal, and earned rather than automatic; but an appropriate respect for position is very important, together with recognition that everyone has something special to offer. Pupils must be led towards contemplating the consequences of their behaviour and accepting responsibility for their actions and for their own education.
  
- Punctuality:** Lateness for the beginning of each school day and the beginning of any extramural activity cannot be accepted without good reason. Neither distance from the school, nor transport difficulties, can be used as an excuse.

Movement between classes and after breaks should be brisk. Four minutes is allowed for this before a second bell rings and the next lesson begins. Pupils, who arrive later than the body of the class without a note from the previous teacher, are given a standard punishment of 2 pages of constructive notes per minute late. These pages should cover the work done in the lesson for which the pupil is late.

- Self-confidence:** Treating others with consideration and appreciation develops their confidence in themselves and their respect for you.
  
- Commitment:** Every pupil should be involved in at least one activity per term.

**Attitude problems** should be dealt with immediately and specifically as they arise. It is recognised that no "rule system" can force a change of attitude.



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### COMMUNICATION

This must be as full, as accurate, and as clear as possible.

- The **newsletter** must be handed to parents as soon as possible after it comes out, and parents should as far as possible communicate with the school in writing.
- The main **school notice boards** and web site are the primary means of communication for extra murals. Details of activities and events, fixtures, practices, rehearsals, etc are provided here; and the boards must be consulted at least daily.
- The school makes use of the **School Communicator** – which keeps you up-to-date with what's happening at the school. It updates automatically, and brings you all the latest news and calendar events. It also contains a photo gallery, contact list and a range of useful links and documents. However, the School Communicator is not used to publish homework assignments.

*There are both PC and MAC versions available as well as versions for mobile phones on our website for download at <http://www.hydepark.qp.school.za/links.html>. If you would like to install it at work, a letter explaining that the software does not pose a security risk is also available for you to download. If you would like more information or need support on the installation please navigate to <http://www.school-communicator.com/support/index.php>, where you can create a ticket and a support technician will get back to you.*

- Any telephonic messages for individuals should be restricted to emergencies; the **public phones and cellphones** can be used only during break and after school hours, and cellphones are under no circumstances to be used for any purpose during lessons or exams. (Bringing cellphones to school at all is strongly discouraged because of the prevalence of their theft; they should be worn only around the neck for safekeeping.
- No phones may be used i.e. switched on during class/teaching time. No phones may be used as a calculator, games device, or to play music at school, etc.
- If you **cannot attend** a practice, rehearsal, or other scheduled activity after school hours, your parents must excuse you beforehand in writing in a signed and dated note addressed to the teacher concerned, giving the reason.



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- If you have an unavoidable problem or an **emergency** with some aspect of the school rules, your parents must again provide you with a suitable note, signed and dated, giving the reason, which you must carry with you. (This should obviously not extend beyond a reasonable period, and will not necessarily result in exemption in every case.)
  
- Many newsletters and other communications require a **written response** of some sort from your parents; these are to be completed and handed in, usually during Register Class on Mondays. Register Class teachers keep an alphabetical record of such returns.
  
- If you feel **ill and need to go home**, you must see your Grade Head together with your Register Class secretary, between lessons or at break.

### BEHAVIOUR AND PUBLIC CONDUCT

Mutual respect is again the key concept.

- Pupils are to **stay in class** during lesson time, except in an emergency. Requests to leave class to see another teacher (or pupil) during lesson time will be refused, because this would mean the interruption of someone else's lesson. In the same way, requests to go during lesson time to the bathroom, general office, media centre, or locker area will also be refused - unless it is a real emergency.
  
- Undue boisterousness or loud behaviour** is discouraged because they are really no more than unnecessary showing off (rather like swearing and smoking).
  
- As far as **physical contact** is concerned kissing, holding hands, or other overly-familiar behaviour is inappropriate in uniform and in public. The current enthusiasm for hugs by way of greeting is usually acceptable if not carried to extremes, and the hug of comfort is generally fine - depending on the circumstances.
  
- Because **theft of any sort** shows a complete lack of consideration for others, any thief caught will be punished most severely and in all probability will not be allowed to remain at the school.
  
- Bullying, intimidation or harassment** is a systematic abuse of power and can be verbal, physical or social and has the intention to hurt, humiliate and isolate individuals. It entails



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systematically and chronically inflicting physical or psychological distress on one or more students. Intimidating or threatening others in any way, either physically or verbally, non-verbally individually or as a group, is entirely unacceptable in our school community. Bullying or any form of harassment will not be tolerated or condoned and shall be just cause for disciplinary action.

- Sexual harassment** is any unwelcome or unwanted verbal, written or physical conduct of a sexual nature that causes discomfort, humiliation, offence and/or interferes with a student's right to learn, study, work, achieve or participate in a comfortable and supportive atmosphere. The school is firmly opposed to all forms of sexual harassment and any perpetrators will be liable to prosecution.

### DAMAGE TO PROPERTY

- The **buildings and all fittings and equipment** belong to the whole school community; so if anything is damaged, broken, or goes missing it has to be paid for by those responsible. If they report it immediately, the only penalty to them will be the cost of replacement; but if investigation becomes necessary, the punishment will have to be severe.
- Graffiti of any sort is **unacceptable on any surface**.
- The inappropriate use of **Tippex, thick felt pens** is not allowed at school.
- Chewing gum is forbidden at school and may not be stuck on any surface.

### NEATNESS AND UNIFORM

Our concern as educationists is with the internal rather than the external, but the role of the school uniform in a school like ours is vital in levelling the playing fields for all pupils. A school is also often judged by the public on the appearance of its pupils.

- The dress requirements are set out in the **Application for Enrolment Documentation** agreed to and signed by the parents.
- Neatness of appearance** is the main uniform criterion. Pupils who look untidy or who deliberately disobey the uniform requirements are given a **uniform detention**. These are run on Friday afternoons. Pupils who are inappropriately dressed may also have the offending items confiscated or be sent home to change into proper school uniform at the discretion of the Grade Head.



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- Uniforms are checked by the register teacher at the beginning of the day and by the subject teachers during the school day. Formal inspections are also conducted at school assemblies on a regular basis.

- The **school uniform** includes and is not limited to:

### Hair

- Pupil's hair must look neat.
- Hair may not fall into the face.
- Hair longer than the collar must be tied up.
- The hair must be of natural colour.
- The style of the hair must not draw attention to itself.
- Boys' sideburns may not be below the centre of the ear.
- Boys must be clean-shaven.
- Hair accessories must be brown, black, tortoiseshell, white, navy, red or yellow and only one colour at a time.

### Shirts – Boys

- A white golf shirt with the school badge on it, which need not be tucked in (summer). Oversized shirts are not acceptable. No items of clothing may be worn under the shirt such as T-shirts or vests that are wildly coloured or with logos on them.
- A white shirt with the school tie (winter). Golf shirts are not permitted as part of the winter uniform.

### Shirts – Girls

- A white open-necked shirt with the school badge on the pocket, rounded at the bottom and not tucked in (summer). No items of clothing may be worn under the shirt such as T-shirts or vests that are wildly coloured or with logos on them.
- A white shirt with the school tie (winter).

### Trousers – Boys and Girls

- Grey school pants, which must touch the shoes, with a plain grey or black belt.

### Skirts

- A pleated grey skirt as supplied by the school stockists, which is four fingers above the knee.

### Jerseys

- A long-sleeved navy V-necked jersey (white for matrices) may be worn but only with a blazer.
- A sleeveless navy jersey (white for matrices) with the school badge on it.

### Socks and Shoes

- Grey socks with grey school pants.
- White ankle length socks (summer), or black or grey stockings or long grey socks (winter), with the pleated grey school skirt.
- Plain leather black, round-toed school shoes.

### Blazers

- The blazer must be worn daily as part of the winter uniform and is optional with the summer uniform.



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- Blazers are to be worn properly when pupils are on the move; they may be removed only during break and, with permission, during a lesson.

### Other Accessories

- A plain navy raincoat may be worn to and from school only if it is raining. Raincoats may not be worn at school.
- The school navy scarf with the school colours or a plain navy scarf may be worn with the winter uniform only.
- A white scarf may only be worn by members of first teams with the winter uniform.
- Hats, caps and beanies** are not part of the school uniform and will be confiscated by teachers and Senior Councillors. Official school caps may only be worn in the sun and after school.
- The **school tracksuit top** may not be worn as part of the school uniform, and will be confiscated by teachers and Senior Councillors.
- Body piercings and tattoos must not be visible in school uniform.

### Jewellery & other adornments

- Girls - only plain gold or silver stud earrings are only allowed to be worn in the lobe of the ear and then, only one earring per lobe and they must be an identical pair. Pearls and diamonds earrings are not permitted.
- Any other body piercings must not be visible in school uniform.
- Jewellery of a religious type may be worn but must not be visible.
- A watch or a medic alert bracelet are the only other items that may be worn whilst in school uniform or in sport uniform.
- Make-up and coloured nail varnish are not permitted and finger nails must be kept short.

### Sportswear

- Blue Hyde Park shorts and a white golf shirt with the school crest must be worn for physical education lessons and all sports practices. Black swimming costume or team costume can also be used. Sports coaches will advise on kits for specific sports.
- Regulation **Hyde Park School sport tracksuits** are the only tracksuits to wear, to and from games and after practice, with appropriate sports shoes. Pupils who represent Hyde Park should wear the school tracksuit as part of their team outfit.

## REGULAR PROCEDURES

### 1. Absence

Any absence from school must be accounted for **in writing by parents on the day of the pupil's return** to school. Any absence from school must be accounted for **in writing by parents on the day of the pupil's return** to school. If **assessments** are missed due to absence, where possible, the learner may be allowed to complete the assessment, providing that permission is granted by the Grade Head.



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### 2. Assembly

Pupils line up in register classes, with immediate silence at the 4-minute bell. Anyone who **talks or misbehaves** at any stage stands for the rest of assembly, then remains behind when the school leads on to be given a Friday Detention.

### 3. Class Secretary

This pupil keeps the Daily Register (absence, lateness, and sick room). S/he also reports to the general office the non-arrival of a teacher after the four-minute bell. Other pupils are not allowed out of class during lesson time without a note in their diaries from the teacher accounting for this.

### 4. Collection and dropping-off of pupils

The Loop Road is **one-way only**. All who use this access route are asked to obey all the rules of the road at all times. There is especially **no parking on the east side of Third Road** opposite the Loop Road. All pupils are to wait to be collected after school or extramural activities inside the Loop Road, and are to be appropriately dressed in full school uniform, blazer over sports kit, or full school tracksuit.

### 5. Colours

At Hyde Park these are perceived not as a reward for effort, but as a recognition of excellence and talent properly applied. This thinking permeates the decisions of the colours committee, whose responsibility it is to ensure that the standards for the awarding of colours are maintained. These can be awarded for Academics, sports and Cultural Activities that are recognised as an official school activity. In this regard, a code of conduct is to be adhered to. This process is managed by the Colours Committee and their decision is final.

The **Recognition Badge** is awarded for provincial- or national-level achievement in any activity in which there is no inter-school competition, or which does not form part of the school's extramural programme.

### 6. Deadlines

It is imperative that assessment tasks are submitted by the due date set by the relevant teacher. Submissions made on the day after the due date will carry a 50% penalty. Submissions that are more than a day late will be awarded a 0%.

### 7. Detention





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Apart from those imposed by individual teachers during breaks or after school. A Detention is held on Fridays for which 24 hours' notice will be provided.

### 8. Discipline

Teachers are responsible for discipline inside and around their own classrooms, but if their own efforts do not achieve the desired result the relevant Grade Head is called in to assist.

### 9. Disciplinary Procedure

- If a teacher deems it necessary to prevent a particular pupil from further participation in a lesson for the sake of effective teaching ("Time Out"), but does not feel that the offence merits the attention of the Grade Head, that pupil may be set to work on the floor next to his/her desk, or at the front of the classroom, or immediately outside the door for the rest of that lesson. S/he can then hear the lesson without taking part in it.
  
- Pupils are sent to the Foyer for repeated errors of omission, or for serious sins of commission where they will wait to see their Grade Head.
  
- Depending on the nature of the offence, or the record of the pupil concerned, the Grade Head may then ask all those who teach the pupil to fill in a Confidential Report Form. Once this has been completed and assessed the Grade Head and/or Headmaster may decide that an interview with the parents of the pupil is required, or a First **Notice of Unacceptable or Unsatisfactory Behaviour**, or both.
  
- If, once the parents have been seen or a First Notice signed, the same pupil again arrives in the foyer for unacceptable or continuously unsatisfactory behaviour, the Headmaster after due investigation is obliged to send a **Second Notice** to the parents for signature.
  
- If this in turn has to be followed by a **Third and Final Warning**, any subsequent unacceptable or continuously unsatisfactory behaviour will in all probability have to result in the departure from the school of the pupil concerned.

### 10. Dishonesty & Plagiarism

- Pupils are expected to be honest about the work they claim to be their own.



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- If any work handed in to a teacher has been copied from another person, both the person who has copied and the person who allowed the work to be copied will forfeit all marks that may have been awarded for that task.
  
- If any work handed in to a teacher has been plagiarised in any way without acknowledgement, the pupil will forfeit all marks that may have been awarded for that task.
  
- If a pupil is found to be cheating during a test or an exam he/she is liable to forfeit all marks for the assessment in question.

### 11. Electronic Devices

- Bringing electronic devices, such as cellphones, I-pads and tablets to school is strongly discouraged because of the prevalence of their theft. **The school accepts no liability for any loss or damage incurred for any of these devices on school property.**

*Should such a device be confiscated for improper use, the following rules apply:*

- i. First offence - it may be collected from the front office by the pupil on the following Friday, or earlier by the parent.
  - ii. Second offence – it may only be collected on the following Friday.
  - iii. Third or further offences – it may not be retrieved until the end of the term.
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- iPods, MP3 players, headphones, etc. are not allowed to be brought to school and will be confiscated by teachers and senior counsellors and may only be retrieved at the end of the term.

### 12. Emergency Procedures

- Announcements will be made over the intercom. If the intercom is inoperative this will be done by one of the following means:
  - i. Three consecutive rings of the bell;
  - ii. By hand bell, rung in each of the quads;
  - iii. By siren/aerosol alarm, which means stay in your classrooms, but hit the deck.



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- On hearing the signal to evacuate:
  - i. Pupils take belongings with them;
  - ii. Teachers follow classes after checking for strange or foreign objects in and around their classrooms. If classroom is clear - close door; if doubtful - leave door open. Do **not** lock.
  
- Once at the evacuation area, using the directions given below, pupils must assemble alphabetically in their register classes.
  
- If an evacuation is called at break, pupils must move away from the buildings and down the ramps towards the rugby fields.
  
- If the **lightning warning system** alarm goes off, all pupils are to get out of the pool and/or off the fields and must wait until the “all-clear” siren is heard before resuming their activities.



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### 13. Evacuation Directions (to Rugby Field)

Rooms 4, 5, 6, 7 8, 15, 18, 19 & 21	Towards the Science Block, turn right between Room 18 and the Science Block and then down the South Ramp
Rooms 28, 29, 30 & 31	Down the stairs, turn right past the old Hamburger Hut and then down the South Ramp
Hospitality Centre and Science Block (S1, S2, S11, S12, S14 & S15)	Along the bottom corridor, past the matric bathrooms and then down the South Ramp
Rooms 60, 61, 72 & 73	Past the old Hamburger Hut and then down the South Ramp
Rooms 32, 33, 34	Down the stairs, past the Admin Block, through the staff car park, over the PT Lawn and then down the North Ramp
Room 40, 41, 42, 43, 44 & 45	Past the Admin Block, through the staff car park, over the PT Lawn and then down the North Ramp
Admin Block, Staff Room, Media Centre & Media Auditorium	Through the staff car park, over the PT Lawn and down the North Ramp
Rooms 38, 39, 46 & 47	Across the Hall Quad to the PT Lawn and then down the North Ramp
Rooms 48 & 49	Through the new tuckshop tunnel, down the stairs on the left behind the new tuckshop, across the old netball courts, and down the stairs to the rugby field.
Rooms 50 & 51	Through the old tuckshop tunnel, down the stairs past the swimming pool to the rugby field.
Rooms S56 & Lapa Auditorium	Across the Bicycle Quad, through the new tuckshop tunnel, down the stairs to the left of the pool to the Rugby Field



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### 14.Extramural Activities

Pupils are expected to participate fully in sporting or cultural activities, and preferably in both. At least two afternoons or evenings a week should be spent at school involved in one activity or another. There is no reason for this to affect school work adversely; it is in fact found to improve it. However, **a pupil may not participate in any extra-curricular activity if they have not completed the formal academic programme of the day. Failure to adhere to this may compromise a learner's ability to be awarded colours.**

- Once a pupil has committed himself/herself to any activity, s/he is expected to attend all practices/rehearsals and matches/performances. Should s/he be unable to attend, this must be discussed in advance in person with the teacher in charge. **No passed-on messages can be accepted.**
  
- The correct dress is to be worn at all times.
  
- Any defaulters are reported to the teacher in charge of the activity for further action.
  
- Equipment is very expensive, and pupils have to replace, individually or as a team, anything that is lost or broken through negligence.

### 15.General Office

Permission is required for any pupil to enter this office, or to go past the security gate in the admin block corridor.

### 16.Grade Head System

A senior member of staff is allocated to manage and look after each grade as they arrive in Grade 8, staying with them as they move through the school, and working in close co-operation with the Register Class teachers each year. Should an academic, social, personal, or emotional problem arise at any stage, the Grade Head is the one to contact in the first instance. They are usually well placed to assist pupils, staff and parents with difficulties.

### 17.Hall (Use of)

A member of staff must be present to supervise all activities. Only authorised pupils are allowed in the **Sound and Lighting Box** or above or under the stage.



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The use of Prestik, glue, Tippex, paint or nails is expressly forbidden on any surface anywhere in the Hall. (If the use of any of these is required for a specific production, it must first be approved by the SMT.)

### 18. Homestudy/homework/preparation

To ensure that pupils progress it is essential that parents take a real interest in work done at home, and co-operate with teachers in insisting on extra work in weak areas. The use of the diary is a valuable communication medium to achieve this.

- Home study/preparation in Grade 8 should occupy one and a half hours every weekday, in Grade 9 two hours.
  
- Home study/preparation in Grades 10, 11, and 12 a maximum of 3 hours a day.
  
- By home study is meant not only written and learning homework, but also consolidation of the day's work, regular revision, and preparation for the next day's lessons, any projects set, and anticipated tests.
  
- Pupils can therefore never justifiably say, "I have no homework today."

### 19. Lateness

Roll call is taken by Register Class teachers promptly at 07h45 every morning. **Any pupil not present then is entered as absent**, both on the return slip and in the daily register. Pupils arriving at any time after 07h45 must therefore report immediately to the General Office with their diaries, i) for a late note, and ii) to have the absentee records amended.

- If a pupil's name has been entered as absent on the register, but the pupil is present in class **without a late note** to explain the absence from roll call, then that pupil must be sent to the foyer immediately to explain the situation to the Grade Head. (A composite absentee list is put up every day in the staff room immediately after the daily return slips have been received and processed.)
  
- Any pupil arriving late more than three times will attend a Friday detention.



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### 20. Leadership

Several avenues are open to pupils to develop these skills:

- RCL Representatives** are elected by the end of January each year. Two pupils are elected per class. The class representatives of each Grade then elect two of their number to represent their Grade on the RCL.
  
- Grey/Blue Tie Leaders** are elected by the teaching staff, and by their Grade 11 peers, towards the end of the third term of each year.
  
- House Captains** are 12 pupils and are elected by the Heads of House, and the Heads of Sporting and Cultural activities. They assist the Head of House to manage interhouse activities during the year.
  
- The election or appointment of **Captains and vice-captains of teams, and Chairpersons of societies**, is at the discretion of the teacher in charge of the activity in question.
  
- Class Secretaries and their Deputies** will be appointed for each class by the Register Class teacher.

### 21. Leaving during school day

Pupils must have notes from their parents with details of appointments etc, which must be countersigned by their Grade Heads early in the day. Pupils are then collected in the foyer by their parents or accredited representatives. Care must be taken to ensure that **no assessments** are missed, as this may result in them attaining **no marks** for these assessments.

### 22. Life Orientation

Job Shadowing and community service is to be completed by July of the Grade 11 year in the pupil's own time. No time off will be granted by the school.

### 23. Marking of belongings

It is very important that **everything** a pupil brings to school is clearly marked with his or her name. This not only makes the return of lost property much easier, but is also a vital aid in combating petty theft. (The school cannot be held responsible for any loss of or damage to anything brought to school, howsoever caused.)



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### 24. Marks and Averages.

The method of arriving at the mark is left to the subject concerned, but the average each cycle for each course group in a grade must approximate that which the group would be expected to achieve in the annual examination.

- Progress** through the year is reflected on reports which show each pupil's percentage for each subject in each of the three mark cycles, together with the grade average for each as a means of comparison.
  
- The principle of the **moderating of marks** as accepted in the public matric examinations is adhered to. Subject Heads all see the Headmaster at the end of each cycle with class and group averages, highest and lowest percentages, and symbol distribution.
  
- The **overall percentage** attained in each mark cycle should be indicative of the pupil's true general attainment. Subject Heads ensure that marks are representative of all components to be evaluated, and that components are balanced according to the requirements of the syllabus.
  
- Cycle marks, and especially those of the first cycle, should not (as a result of tests on too little work, too great a proportion allocated to a research assignment, etc.) be inflated and thus **misleading** to a pupil and his/her parents.
  
- The **Final Promotion Mark** for the year will be weighted as follows:

	First three cycles	Year-end examination
Grades 8 & 9	40%	60%
Grade 10, 11 & 12	25%	75%

- Standardised cycle exams** are written on Monday mornings, and often on Fridays. These exams are standardised in that every pupil within a Grade writes the same exam and the marking in that the same teacher marks the whole exam, or a section of it, across the Grade.





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- In the absence of other examinations, these exams are used as the **norm** against which other marks attained by a pupil in class work are judged.
  
- If a pupil is absent for an exam on account of illness, an **estimate mark** (as close as possible to the true standard likely to be achieved by the pupil, i.e. based on an average of the pupil's own performance, and position relative to the rest of the group) is allocated.
  
- In the case of **standardised exams or examinations being missed** the following procedure has to be strictly adhered to before the Grade Head will consider awarding of any marks:
  1. Parents are required to **communicate with the School before 09:00 on the day** the Cycle Exam / Examination is being written, to notify the Grade Head of the learner's absence.
  2. The learner is required to report to his/her Grade Head on the very first day he/she returns to school with a medical certificate / notification in writing by the parent explaining the child's absence. This should occur first thing in the morning, directly after registration.
  3. Estimate marks will only be awarded if a medical certificate is furnished, or on receipt of an authorisation slip signed by the Grade Head.
  4. If it is known prior to the date of the cycle exam / exam that the learner will miss the exam, the parent is required to notify the Grade Head in advance and in writing, to request for authorisation to be granted for an estimate.
  5. If no medical certificate or authorisation is received, or if the above procedure is not strictly adhered to, the pupil will receive **no marks** for the exam missed.
  
- Reports**, once distributed, must be signed by the parent and returned to the Register Class teacher. Once the RC teacher has checked that the report has been signed by the parent, it is returned to the pupil for safekeeping. If a report is lost, a duplicate will be provided at a cost of R30.00.



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### 25. Media Centre (Use of)

Loss or damage to, hardware, books, or software, will be the responsibility of the borrower. No books, magazines or software may be removed from the media centre without having been signed for or issued by the **media teacher**. All pupils may take out books, but may borrow hardware or software only for use in the classroom under the supervision of the subject teacher.

### 26. Notices for announcement

The pupil **notice boards** and website are the standard means of routine communication; but when it is necessary, notices for announcement at Assembly or for broadcasting on the intercom are to be written into the Daily Notice Book at the general office before school. All notices are to be entered and signed by members of staff. Intercom notices should be reduced to the bare minimum as far as possible, and made only once per day.

### 27. Out of Bounds Areas

- All first-floor corridors, the parking areas and the whole science block are out of bounds both during breaks and after school.
- The areas beyond the PT lawn, the back of the hall, the tuck shop, the Hamburger Hut, the ramp roads and the matric bathrooms are also out of bounds.

### 28. Parents (Contact with)

Especially in the junior grades, teachers should contact parents if a pupil is seen not to be working or making an effort. This can be done by asking them to **sign tests** or other work, or by **diary entries**.

### 29. Privacy Violations

1. Pupils must ensure that files stored on their mobile phones do not contain violent, degrading or pornographic images.
2. Pupils are not permitted to:
  - Take, store and/or transmit photographs/videos of members of staff under any circumstances.
  - Take, store and/or transmit photographs/videos of other pupils which may be deemed offensive, pornographic, abusive, violent, criminal and/or discriminatory.
3. Pupils found to be responsible for these types of offences will have their mobile phones confiscated; it will only be returned to their parent/guardian or the police, depending on the nature of the material.



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4. In the event of a mobile phone being returned to the parents/guardian, the pupil will not be permitted to have a mobile phone at school for a period to be determined by the Headmaster.
5. Pupils may not, under any circumstances:
  - Call staff members on their private mobile phones or landlines, even if they believe they have a legitimate reason.
  - Communicate with staff members using their private email addresses.
  - Use the internet to distribute any private information about a staff member or other pupils as this represents a violation of privacy rights.
6. Pupils are expected to acknowledge that it is a privilege to be permitted to bring a mobile phone to school and any abuse of this privilege may lead to its curtailment / removal.

### **30. Religion and Culture**

While the school recognises religious and cultural diversity, our school uniform is as important, in ensuring the equal treatment of all members of our community. Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the School's Governing Body, may deviate from the official school uniform for religious and cultural reasons.

### **31. Safety and Security**

Apart from the general coverage of this matter elsewhere in the Code of Conduct, the following also applies, (the wording is from the Notices on display at all entrances to the school):

- All persons or vehicles entering these premises do so at their own risk and subject to identification and/or search.
- Neither the school, nor the Gauteng Department of Education shall be liable for any injury, loss, or damage howsoever caused.
- This school has been declared a drug-free and dangerous object-free zone.
- Any weapons/dangerous objects or illegal substances found will be seized and the bearer/owner thereof will be liable to prosecution.
- No person may enter these premises while under the influence of alcohol or any illegal substance.
- Right of Admission is reserved. Trespassers will be removed and are liable to prosecution.
- The above applies irrespective of the person's age.



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What the school strives to provide:

- A visible security presence along the front perimeter of the school.
- Controlled access to the school through a single point during school hours.
- Security surveillance cameras in key points around the school.
- Staff members on duty during breaks and in the afternoons.
- Senior pupil leadership duties at key points throughout the school day.
- 24 Hour alarm, medical and panic button response linked to a security company.
- Assemblies, evacuations and random searches to create awareness.
- Liaisons with the Bramley Police Station (our local precinct station)

Please note:

- If your son/daughter is dropped off before 07h00 in the morning and collected after 16h00, we strongly advise they remain in the loop road concourse area. They should not be left alone at any time. Should they venture away from this designated area (including to the bathrooms) they should always be accompanied by a friend.
  
- We tend to regard the school as a safe place to be and to leave valuables in bags lying around. The truth is our school should be treated in the same way as when our young people go to the local shopping centres, it is the same community!
  
- It is an unfortunate reality that from time-to-time our school receives unwanted visitors in the form of “friends” and adults who enter the property illegally. Please be vigilant and report any suspicious persons to the security guard, a staff member or the front office.

It is a sad comment on society today but please be vigilant on behalf of our community and help us make Hyde Park not only a great place to grow up but also a safe one!

### **32.Serious Misconduct**

Schedules 1 and 2 of Provincial Gazettes 144 of 2000 and 72 of 2001 (Misconduct of Learners at Public Schools and Disciplinary Proceedings) apply.



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### 33. Sexual Violence and Abuse

#### The South African School Act, Act 84 of 1996

- Every learner has the right to privacy, respect and dignity.
- Learners are entitled to an environment that is supportive of education. This includes an environment where there is no violence, no harassment and freedom of expression and security is respected.
- Where a learner has committed an act of sexual violence, as a corrective measure, such a learner may be suspended.

#### Procedures to be followed when a learner reports sexual assault to an educator:

- Headmaster needs to be notified.
- If the learner is under the age of 18 the South African Police are to be called to the School.
- If the suspect is a **THIRD PARTY** (Not a family member) the **parents** or **legal guardians** of the child should be notified immediately.
- If the suspect is a **FAMILY MEMBER**, the family should **not be contacted under any circumstances**. The police will make contact.
- The Head of the school must insist the police officer taking the statement from the learner is of the same sex as the victim.
- It is advisable that the school counsellor or an educator remains with the child during the entire investigative process.

#### Dealing with pornographic downloads and distribution

Both the cinema and Publication Act and the Sexual Offences Act make it an offence for a person under the age of 18 to:

- View pornography
- Be in possession of pornography
- Download pornography off the internet
- Trade in pornography
- Enter a licensed premises where pornography is legally sold
- Expose another person under the age of 18 to pornography

*There is an obligation to report this to the police. Failing to report this matter to the police is an offence under the Sexual Offences Act.*



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### 34. Social Networking sites (also see Rules of the Network)

e.g. Facebook, Myspace, BBM, Twitter, etc. Learners are expected to communicate appropriately and not insult, abuse, or make any disparaging comments, use foul or crude language or in any way express themselves in a racist or defamatory way. Failure to show respect for others on these sites may result in disciplinary and/or legal action.

### 35. Staying after School

- Pupils may be on the school property or in the vicinity after school hours only if they are involved in an authorised school activity under the control of a teacher; otherwise they must go home immediately.
  
- The school gate will be locked by the guard half an hour after school for security purposes.

### 36. Sickroom

Sick pupils are to be signed in to the sickroom by their **Grade Head**. Every effort should be made to prevent malingering. Minor indispositions do not qualify for admission to the sickroom. Records of all sickroom admissions are kept in the general office. Care must be taken to ensure that no **assessments** are missed by the learner in the case of them being signed into the sickroom as this may result in them attaining **no marks** for these assessments.

### 37. Substance Abuse (also see Drug Policy)

- No pupil may use **addictive or intoxicating substances** on the school premises or bring them to school.
  
- No pupil may come to school while **under the influence** of alcohol or narcotics.
  
- Smoking**, (including the smoking of e-smoking), is strictly prohibited by pupils on the school premises or outside the school whilst in school uniform. Any student found smoking or in the company of smokers is also deemed to be a smoker.
  
- Any contravention of these rules will result in a **Notice of Unacceptable Behaviour or Unsatisfactory Behaviour, or both**.



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### 38.Substitution

Up to five **teachers-on-call** are allocated to each pupil for this purpose.

- If any of a pupil's regular teachers are absent, pupils report to their teachers-on-call in the order specified in their substitution timetables.
- If **none** of their teachers-on-call are teaching at that time, pupils report next to their Register Class Teacher for substitution, and failing that, to their Grade Head.
- It is the **pupil's responsibility** to carry out this routine as quickly as possible so as not to interrupt the lessons of the teachers-on-call concerned.

### 39.Swimming Pool

This can be used only if a member of staff is present.

### 40.Swop (Nearly-New) Shop

This is open at second break and immediately after school on Wednesdays only.

### 41.Textbooks / Learning Materials

- Pupils are required to have these with them to participate in a lesson.
- All textbooks issued to learners by their subject teachers remain the property of Hyde Park High School.
- Textbooks will be collected on the day of the final examination for that subject.
- Missing or damaged textbooks are required to be replaced or paid for by the learner, to whom the book was issued.
- Reports will only be released to the guardian once the book has been returned, replaced or paid for.

### 42.Toilets/Bathrooms

Visits to these are **not allowed during lessons** except in an emergency. If more than one pupil has to leave the room, they must do so one at a time, and the second one goes only when the first one has returned.



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### 43. Tours/Excursions

The usual school rules apply at all times; failure to conform to these rules may mean that pupils will be sent home.

## DRUG POLICY

Our aim is to promote an atmosphere and ethos of caring, concern and acceptance in our school community. We want our children to learn in, and experience an environment where everyone feels valued and safe and where individual differences are appreciated and accepted.

The school therefore has seen fit to be proactive in prevention, providing access to counselling, as well as implementing disciplinary measures where necessary.

### What are Drugs?

For the purpose of this policy, drugs are defined as all chemical substances that have the potential to be abused. This includes tobacco, alcohol, inhalants and illegal substances, as well as prescription and over the counter medicines. Students who are required to take medication at school must notify the school in writing.

### Jurisdiction of this Policy

The jurisdiction of Hyde Park High School Drug Policy includes the following:

- On school property at all times, both in and out of school uniform.
- At all school events, under the auspices of school management, both in and out of uniform.
- Whenever a learner is in school uniform, or is recognized as a learner of the school.
- Whenever the conduct of a learner at a place or time not covered by the above nonetheless affects fellow learners and staff, or the learner's own performance, or brings the school into disrepute.





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### Prevention

Educational Programmes are organized by the school to make the student body aware of the dangers and consequences of substance abuse. These are updated and evaluated on an annual basis by the school.

### Procedures for Counselling and Rehabilitation

1. If there is reason to believe that a learner is abusing drugs, the case should be referred to the Headmaster, the Grade Head as well as the school counsellor.
2. They will take the necessary steps to investigate the nature and severity of the problem. These steps would include investigating, collecting evidence, interviewing and referring where appropriate.
3. If the learner admits to drug abuse and seeks assistance or self-refers, support will be given, parents consulted and appropriate referrals given.
4. A compulsory contract for rehabilitation will be drafted and signed by the learner, parents/legal guardians and the Headmaster and school counsellor in which the appropriate consequences and conditions for continued attendance will be stipulated.
5. If the contract is not adhered to, the school reserves the right to institute disciplinary procedures.
6. If the learner denies drug or alcohol use or refuses assistance, parents will be notified and will be informed that any behavioural manifestations of substance abuse while at school will be subject to the disciplinary procedures outlined below.

### Disciplinary Action

1. Discipline will be according to the norms and procedures of the school, as stated in the school rules.



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2. Careful assessment will take place with regard to each individual case. Action taken will be commensurate with the severity of the case, the previous disciplinary record of the learner, any possible coercion or intimidation that may have taken place, and the subsequent reaction of the learner involved.
3. Disciplinary action will be taken against learners who bring drugs to school, use these substances at school, or who come to school under the influence of drugs. It is a criminal offence to bring drugs to school or to sell them, and the police may be called in under such circumstances.
4. If a learner is suspected of being under the influence of drugs whilst at school, the matter will be referred to the Headmaster, Grade Head and school counsellor, who will assess the claims according to the laid down procedure.
5. If the assessment appears to validate concerns, the learner will be isolated from others, parents will be called and required to take responsibility for the learner, and the school will carry out drug testing at any given time for the duration of the learner's school career. Where a learner is distributing and/or selling drugs at school, that learner is liable for immediate suspension and possible expulsion.
6. Once a learner has been identified and referred for rehabilitation, the school will continue to monitor their progress in recovery. If the learner or the parents are not compliant with the rehabilitation process, the learner may be asked to leave the school.

### Drug Testing

1. If there is evidence of possible drug use, the school may request testing for substances by professional or appropriate agency or the school may conduct the test themselves. Refusal of consent to test or undergo a test may lead to the inference being drawn that the learner has breached the policy.
2. All official drug test results done by external organisations must be given to the school in writing.



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### Searches

1. Searches may only take place following the notification of the headmaster and the presence of senior members of staff and the school counsellor.
2. The South African Police Services will at any given time be allowed onto the campus with the aid of sniffer dogs to conduct searches of all property on school grounds.
3. Should any illegal substances be found, the school holds no responsibility for the actions decided upon by the South African Police Service.

### Confidentiality

The confidentiality of the learner and the family will be considered at all times throughout any procedures contemplated in this policy, as long as it serves the best interests of the school as a whole, and depending on how blatant the situation of the substance abuse is. The number of people receiving information will be kept to a minimum. Information will only be shared if it is in the interests of the community.