

## **HILLCREST HIGH SCHOOL SCHOOL CONDUCT RULES**

### **1. DRESS AND APPEARANCE**

- 1.1 Uniforms are to be worn at **ALL** school functions and by students in organised parties, unless otherwise specified.
- 1.2 Blazers are to be worn to and from school between 1 May and 31 October.
- 1.3 Students may only wear the regulation navy blue (or white Matric) jersey displaying the school badge. Jerseys are to fit neatly. They are not to be baggy or stretched. Jerseys are also not to be tucked inside skirts or trousers.
- 1.4 Blazers are to be clean and are not to have any missing buttons.
- 1.5 Representative blazers and tracksuits (1<sup>st</sup> team, district, provincial and national representation) may be worn to school on a Friday.
- 1.6 Tattoos must not be visible – they must be covered.
- 1.7 Blankets are not allowed at school.
- 1.8 Appearance should be neat and tidy at all times.
- 1.9 **Only navy blue scarves may be worn to school**

### **2. GIRLS**

- 2.1 Only regulation, short-sleeved white blouses displaying the school badge on the pocket are to be worn.
- 2.2 Underwear is to be white or flesh colour.
- 2.3 Only black regulation school shoes of the lace-up or bar type are allowed and they are to be kept polished.
- 2.4 Only plain white T-shirts, vests and spencers are allowed and they should not be visible.
- 2.5 Only navy tights, including woollen tights, may be worn. These should not be laddered. Socks may not be worn under or over these tights.
- 2.6 Skirts must be regulation i.e. knee length.
- 2.7 Girls may wear one plain gold or silver stud or sleeper in each ear lobe.
- 2.8 No jewellery (except the above) may be worn.
- 2.9 No make-up is allowed.

2.10 Hair regulations are as follows:-

- i) Hair must be clear of the face.
- ii) If long, hair should be tied back or plaited.
- iii) Fringes must be above the eyebrows.
- iv) **Only plain accessories** may be worn and they must be in school colours.
- v) Only extensions of a natural colour will be permitted.
- vi) Only naturally coloured hair will be permitted. No obvious colouring will be allowed.
- vii) Deviations from these regulations may be permitted for certain events, e.g. the Matric Dance. However, this will be for a limited period only and the conditions under which these deviations are permitted will be made very clear to parents and/ or guardians and students.
- viii) Disputes relating to hair styles will be referred to a sub-committee consisting of the **Departmental Heads** in charge of boys' and girls' hair and two members of the RCL (one male and one female).

2.11 Nails must be well-trimmed. Only colourless nail varnish may be used.

### **3. BOYS**

3.1 Only regulation trousers are to be worn. They must not be too tight or too wide.

3.2 Socks are to be regulation grey.

3.3 Only black, school-type shoes are allowed, and they are to be kept polished.

3.4 Shirts are to be buttoned to the collar, and ties are not to be worn loose.

3.5 Only plain, white short or long-sleeve shirts are to be worn.

3.6 Belts, if worn, are to be grey or black with a simple buckle.

3.7 Printed or coloured T-shirts are not to be worn beneath shirts.

**3.8 Hair must be neat and well-groomed at all times. There should be no extremes of style.**

3.9 No jewellery of any description may be worn. This includes earrings and substitutes **for them**.

3.10 All boys are to be clean shaven. Sideburns may not extend beyond the middle-ear.

**3.11 Nails must be well – trimmed**

### **4. ATTENDANCE / SCHOOL HOURS**

4.1 School hours are published in the School Note Book and are amended from time to time.

4.2 Students who arrive late for assembly will have their names recorded by the SLT members on gate duty. Students who arrive after registration are to report to the front office.

4.3 No student is permitted to leave the school grounds during school hours (including breaks) unless permission has been granted by the Principal, Deputy Principal or **Departmental Head**.

- 4.4 Casual visitors to the school are not permitted. All visitors are to report to the front office and obtain a visitors card. Casual visitors not in possession of a visitor's card will be asked to leave the school premises.
- 4.5 Students must be present in their registration classrooms for both the morning and afternoon registrations.
- 4.6 Students may not be late for lessons. Unavoidable delays must be covered by a note from the previous lesson's teacher.
- 4.7 Students are expected to make every effort to avoid medical appointments during school hours.
- 4.8 A doctor's certificate is required if a student misses any formal assessment.
- 4.9 Students who are unwell during school time should ask the educator to inform the front office who will, in turn, call their parents and/ or guardians.
- 4.10 Students leaving class during lesson time require written permission from the teacher in charge.

## **5. ASSEMBLY**

- 5.1 Assemblies are to be treated with dignity.
- 5.2 There is to be silence once the Head Leaders have called the school to order.
- 5.3 Blazers must be worn to assemblies between 1 May and 31 October.
- 5.4 Students wearing tracksuits, jerseys or scarves will be required to remove them before assembly.

## **6. STAIRWAYS, CORRIDORS AND CLASSROOMS**

- 6.1 Students are to show courtesy to passers-by by standing in line outside their classrooms. **Leaning over and sitting on balconies and otherwise obstructing traffic is forbidden – this applies especially to wet breaks.**
- 6.2 Students may only enter classrooms during breaks or after school with the express permission of a staff member.
- 6.3 Classrooms and all upper floor passages are to be cleared within 5 minutes of the start of each break (indicated by the 5-minute bell).
- 6.4
  - i) Matric students are allowed in their designated quads during break.
  - ii) Grade 11 students are allowed in their designated quads during break.
  - iii) Grade 8 - 10 students are to report to the field during break.
  - iv) The school buildings are out of bounds after school except to students making official use of specific venues.
- 6.5 Running on corridors and up and down stairways is not allowed.

6.6 In the event of a wet break, students are only allowed in designated areas of the school buildings – these areas will vary from grade to grade

6.7 Eating during lessons is not allowed.

## **7. TOILETS AND CHANGE-ROOMS**

7.1 Loitering in the change-rooms and toilets is strictly forbidden.

7.2 Students should only visit toilets during lesson time in cases of emergency.

## **8. TUCK SHOPS**

8.1 There are two tuck shops – one for seniors located on the ground floor of D-block and one for juniors located at the end of the change room building.

8.2 Grade 11's and 12's use separate designated entrances to the senior tuck shop.

8.3 Students should wait patiently in line for service. There is to be no pushing and shoving and courtesy should be shown to those serving at the tuck shops.

8.4 The tuck shop area should be vacated immediately after purchases have been made.

8.5 Students who behave inappropriately at the tuck shops will be banned from using the facility for an appropriate period of time.

## **9. RESTRICTED AREAS**

The following areas are out of bounds:

9.1 Staffroom, staffroom foyer, administration offices and passage, unless the student has been sent on official business by an educator to this area.

9.2 Cleaners' quarters and the area behind these.

9.3 The fishpond quadrangle, except when attending meetings and for Grade 8's before school.

9.4 The areas adjacent to the tennis courts.

9.5 The hall, hall change rooms and toilets, and foyer.

9.6 The area behind the hall and Consumer Studies rooms.

9.7 Any area where examinations are being written.

9.8 The area behind the Cage.

9.9 The main foyer unless students are on official business.

9.10 The swimming pool area, unless a teacher, nominated parent or coach is in attendance. At weekends and during holidays the Principal's permission is required for use of the pool.

## **10. SCHOOL PROPERTY AND MATERIALS**

- 10.1 Any money or valuables should be handed to a secretary or teacher for safe-keeping at the beginning of the day. The school accepts no responsibility for loss, damage or theft.
- 10.2 All school property is to be treated with respect.
- 10.3 All text and library books issued remain the property of the school. They must be covered and treated with care. They must be paid for or replaced if lost or damaged.
- 10.4 Electronic devices may not be used during normal school hours, except when permitted by a **teacher** for use in a lesson.

## **11. BICYCLES, MOTORCYCLES AND CARS**

- 11.1 Bicycles, motorcycles and cars are to be ridden/driven with extreme caution inside the school grounds and the 20 kph speed limit is to be observed.
- 11.2 Bicycles and motorcycles must be parked in the designated areas.
- 11.3 Students are not to touch, lean against or tamper with bicycles, motorcycles or cars parked anywhere on the school grounds.
- 11.4 Students with their own cars are not permitted to sit in their cars and listen to radios etc. during break. Cars should be parked behind the change rooms on the field and must display a school parking disc.

## **12. COURTESY AND GENERAL BEHAVIOUR**

- 12.1 Students are to obey the instructions of staff and **members of the SLT** at all times.
- 12.2 Students must stand aside for staff and must stand up when being addressed by them.
- 12.3 Students must greet staff (including administrative and cleaning staff) and visitors and offer assistance where appropriate.
- 12.4 Yelling, shouting, whistling, hissing, foul language and horseplay are forbidden **especially when walking past teaching venues**.
- 12.5 Students are to stand quietly behind their desks before and after each lesson and wait to be greeted by the teacher.

**13. GENERAL**

- 13.1 Smoking, drinking alcohol or the use of drugs, including being under the influence of these substances, on the way to or from school, on the school premises or in school uniform, or on school tours/excursions is strictly forbidden. No student may bring matches, lighters, tobacco, alcoholic drinks or drugs of any kind onto the school premises or have them in his/her possession whilst in school uniform outside the school grounds. Students contravening this rule will face immediate suspension.
- 13.2 The possession of fireworks, inflammable materials, knives, firearms and any other potentially dangerous items are not permitted on the way to or from school, on the school premises or in school uniform. Students contravening this rule will face immediate suspension and disciplinary action.
- 13.3 Material of a sexually explicit nature is banned from school. Students found in possession of such material will face immediate suspension and disciplinary action.
- 13.4 Students shall not litter, deface or damage the school premises/buildings in any way. Students guilty of these offences will face immediate disciplinary action.
- 13.5 **Discrimination on any grounds**, sexual harassment and bullying will not be tolerated under any circumstances and students found guilty of these offences will face immediate disciplinary action.