



SCHOOL RULES



MANU ET MENTE

1. SCHOOL DAY TIMES

- 1.1 07:10 – 13:30 **GATE CLOSSES AT 7:10**
- 1.2 Late comers must enter the school premises through the main gate at the administrative office.

2. GENERAL BEHAVIOUR

- 2.1 Instructions of staff, members of RLC and class representatives must be carried out promptly and without reserve.
- 2.2 No fighting is allowed – it does not solve problems.
- 2.3 No bad or offensive language may be used.
- 2.4 No learner may leave the school grounds without permission.
- 2.5 Learners must stay away from motor vehicles.
- 2.6 Learners may not be in the entrance hall of the school or in the hall in front of the principal's office unless:
 - they have to be there for a photo session
 - they have been called
 - they have to see the deputy principal, in which case they must report to reception first
- 2.7 No object, including stones or water bombs, may be thrown or shot at anyone.
- 2.8 Littering is not allowed.
- 2.9 No climbing over walls, fences or railings is allowed.
- 2.10 Vandalism and theft are seen in a very serious light and are not allowed.

3. ROTATION OF CLASSES BETWEEN LESSON PERIODS

- 3.1 Walk quietly, briskly and in neat rows when changing classes and do not loiter.
- 3.2 Keep left.
- 3.3 Learners may not be in the passages during periods without permission from a teacher (comma).
- 3.4 Learners may not go to the toilet while changing classes, except in an emergency and then the learner must be in possession of a comma.
- 3.5 Learners that are late for class will not be tolerated.

4. SCHOOL UNIFORM

Pride and unity are developed if all learners attend school in the correct school uniform.

4.1 BOYS

4.1.1 Shoes, neat, black shoes (grasshoppers, Bata, Toughies)

4.1.2 Socks: School socks

4.1.3 Uniform

Summer: Pull over with tie, neat grey short or long school trousers and light blue school shirt with school's emblem on the pocket. No civilian clothes may show, e.g. t-shirt or vest. Trousers must be worn with a black belt. Short trousers wear blue socks with light blue stripes. The prescribed cricket hat with the school's emblem on it is allowed. Pants may not be stitched off, "skinny pants" is not allowed.

Winter: As for summer with the addition of a school tie when the school's blazer or jersey is worn. Grade 10-12 learners may wear honours blazers. Only jersey, pull over and blazers. Long trousers wear short grey socks. Only scarves that are supplied to the school are allowed. The prescribed beanie with school's emblem on it is allowed.

School tracksuits are not part of the school uniform and may not be used as such, neither during summer nor winter. School tracksuits are only allowed at sport events.

Mondays: On Mondays learners who have attained provincial colours may wear full provincial outfit, i.e. long trousers, jacket and tie.

4.1.4 Hair, beard and "moustache"

- No dreadlocks may be worn either hanging or upright. Hair may not be fluffy or teased. Hair may not be longer than the natural hairline at the sides.
- The hair may not form a ridge in the neck or above the ears.
- The fringe may not be lower than two fingers above the eyebrows.
- Hair may not be dyed or bleached.
- Hair on the top of the head may not be too long, or stand on end.
- No steps, Mohawks, afros, beads etc.
- All boys must be clean-shaven at all times.
- No patterns to be shaved on the head

4.1.5 Jewellery

No jewellery is allowed (this includes studs in the ears, nose and tongue) except a wrist watch or Medic Alert pendant or bracelet.

4.2 GIRLS

4.2.1 SCHOOL UNIFORM

Summer

- (a) Navy blue school skirt or long trousers and a light blue short-sleeved school blouse with school emblem.
- (b) Short skirts are not allowed. Skirt length should not be more than 3 fingers above the knee.
- (c) Underwear should be in good taste to prevent embarrassment. White or skin colored underwear is recommended.
- (d) See through panties and G-strings are not recommended.
- (e) The prescribed cricket hat with the school's emblem on it is allowed.

Winter

- (a) Long navy blue school trousers or navy blue school skirt and a long sleeved light blue school shirt with a blue school tie.
- (b) A school jersey may be worn on extremely cold days but no knitted hats are allowed.
- (c) Only scarves that are supplied to the school are allowed.
- (d) The prescribed beanie with school's emblem on it is allowed.

School tracksuits are not part of the school uniform and may not be use as such, neither during summer nor winter. School tracksuits are only allowed at sport events.

4.2.2 Hair

- (a) No colouring of hair or spraying of colour will be allowed.
- (b) Only white, navy blue, red and yellow hair accessories e.g. clips, elastic bands or ribbons may be worn.
- (c) No decorated clips e.g. butterfly clips etc. are allowed.
- (d) No gel or substitute for gel may be used to obtain the wet-look.
- (e) Hair must be fastened or taken up as soon as it reaches collar length. If the style does not permit this, only the educator in charge will give permission for hair to hang loose.
- (f) No one will be allowed to wear single strips of hair grown longer in the middle of the head.
- (g) Fringes may not hang in eyes.
- (h) Hair styles must complement the school uniform.
- (i) Dreadlocks are allowed only if they are worn close to the head and neatly tied.
- (j) Hair may not be teased or fluffy.
- (k) Extensions are allowed if it is the same colour as the learners natural hair colour, no purple, pink or any strange colours.

4.2.3 NAILS

- (a) Must be short, neat and clean.
- (b) No nail polish, not even clear nail polish is allowed.

4.2.4 MAKE-UP

- (a) No make-up whatsoever is allowed.
- (b) Girls with a problem skin may treat affected areas, but no base, foundation etc. may be applied.

4.2.5 JEWELLERY

- (a) Only small gold or silver hoops or studs without any decorations may be worn.
- (b) Only one earring per ear and no tongue rings allowed.
- (c) No necklaces, bangles or rings are allowed.
- (d) A gold or silver signet ring may be worn.
- (e) No tongue and nose rings or studs are allowed.

4.2.6 SHOES AND SOCKS

- (a) Black school shoes – (Baby Dolls) or laced up shoes must be worn.
- (b) No platform shoes are allowed.
- (c) Shoes may not be decorated in any way.
- (d) Only navy blue school socks are allowed.
- (e) Socks may not be pulled up over the calf or rolled down excessively, but should be folded over, two or three fingers above the ankle.

Dress code for Civvi-days

- (a) All necessary clothing as well as underwear must be worn. Attire should always be good taste.
- (b) No short blouses, naked backs and midriff, plunging necklines or extremely short dresses may be worn.
- (c) Make-up applied lightly will be allowed but note that this is only a concession and a misuse or abuse of this will lead to an abolition of this privilege.

The girl's co-operation is appreciated but if a girl should overstep the rules concerning her appearance, the necessary disciplinary action will be taken against her. Parents will be contacted after a third transgression.

5. ALCOHOL AND CIGARETTES etc.

Learners may not be in the possession of or use the following

- 5.1 any form of tobacco, matches or lighters
- 5.2 any undesirable reading material or other objects
- 5.3 any form of alcohol
- 5.4 any type of drugs.
- 5.5 Electronic cigarettes, vipers and hubbly pipes are not allowed on the school premises or on learners.

6. BICYCLES, MOTORCYCLES AND MOTORS

- 6.1 All the above mentioned vehicles must be parked in the bicycle shed.
- 6.2 No learner is allowed near the bicycle shed during school hours.
- 6.3 No vehicle may be removed from the bicycle shed before the end of the school day.
- 6.4 Only learners with a valid driver's license and written permission from their parents may come to school by car.
- 6.5 Learners are not allowed to bribe the security guard to open the shed for any reason. Learner must present a letter from the principal or deputy.

7. SCHOOLBAGS

- 7.1 Only the name and grade of a learner should be written on the outside of the schoolbag, no bags covered in graffiti are allowed.
- 7.2 Rucksacks must be reinforced on the inside with sturdy cardboard.
- 7.3 Schoolbags must be in the possession of the owners at all times.

8. SUBSTITUTION

When a teacher is absent, his or her name will be announced and learners must follow the substitution arrangements that are in use.

9. ABSENCES FROM SCHOOL

The school must be notified of any learner's absence before 08:00 on the day of absence. On returning to school, a letter from the parents, guardian or medical doctor (if absent for three days or longer) must be handed to the register teacher.

10. ABSENTEES FOR A PART OF THE SCHOOL DAY

Learner complete the permission form to be absent from class, signed by each subject teacher, indicating if a test was scheduled and if there will be homework given during the class period, during register period. If a test is scheduled the learner will only be allowed to leave after the test. Parents must personally collect their children, if this is not possible, parents must send an email to the principal at; admin1@tegnies.co.za explaining the reason why the learner needs to leave the school premises as well as indicating the person who will fetch the learner on the parent's behalf or if the learner can leave on his/her own. The person fetching the learner must be in possession of a written statement permitting the school to entrust the learner to this third party.

The learner will not be allowed to leave the school premises if the above procedures were not followed.

11. ABSENTEES DURING A TEST OR EXAMINATION

A doctor's certificate must be handed in upon returning to school. Failing to do so will result in the learner receiving 0 (zero) for the subjects not written during the absenteeism.

11. LEAVE DURING SCHOOL

- 11.1 No learner may leave the school grounds without permission from the principal / deputy principal.
- 11.2 Appointments with doctors or dentists must be made for afternoons.
- 11.3 No learner may arrive at a classroom late without a letter from the person who last saw him/her, this will result in receiving demerits.

12. CLASSROOM

- 12.1 Order and discipline are to be maintained in class and learner's behavior must be impeccable.

12.2 Learners who disrupt classes will be removed from class, placed in a alternative classroom until the end of the day and the learner will only be allowed back in school after the parent/guardian visited the principal/deputy principal and the issue is resolved.

12.3 No learner is allowed in a classroom before school or during break.

13. CELL PHONES and other electronic equipment

13.1 Cell phones and above mentioned electronic equipment are not allowed., If a learner need to have a cell phone at school it should be switched off and kept on the learners person. Stolen cell phones or any other electronic devices are not the responsibility of the school and therefore no requests to look on the security cameras for these stolen items will be granted.

13.2 Any visible electronic equipment will be confiscated and only returned after the fine of R100.00 is paid. Learners will not be allowed to excuse themselves from a class to go and pay or collect these electronic devises. They must pay the fine during break and collect the devise after school.

14. WEAPONS

No learner is allowed to be in possession of firearms, knives, explosives, including fire-works, etc. or any other object that may endanger other learners, visitors, staff members or teachers.

15. RULES FOR WORKSHOPS

15.1 All learners must wear the prescribed protected clothing during practical sessions in the workshops.

15.2 No learner may enter a workshop before an educator arrives or is present.

15.3 No learner may operate any machine without the permission and presence of an educator.

15.4 No learner may leave the workshop without a permission ticket given by the educator.

16. GENERAL

16.1 No skateboards or roller skates are allowed onto the school premises.

16.2 No chewing of gum at school.

16.3 Learners without scripts, textbooks or drawing equipment will receive demerits according to the code of conduct.

16.4 Trading with anything on the school premises or sport grounds by a learner is not permitted.

17. LATE COMING & LEAVING AT THE END OF A DAY

17.1 When a learner is late for school he/she enter at the main entrance at the admin office, together with his/her parent/guardian, to explain the reason for late coming.

17.2 If parents/guardians cannot come to school they need to phone the school to apologize for their child's late coming.

- 17.3 If parents/guardians do not contact the school the learner will remain an alternative room for the rest of the day, doing school work, under the supervision of a teacher.
- 17.4 It is responsible of the learner to be up to date in all subjects upon entering the class the following day.
- 17.5 Learners are only allowed to remain after school for extra lessons of practice sessions for extra mural activities. Learners involved in these will receive letters with the times allocated to classes or practice. If a learner did not receive such a letter, parents must not let them remain at school after normal school hours. The principal and teachers are not responsible for learners loitering around school or sports grounds because they do not want to go home.
- 17.6 Learners who must wait for transport after school hours must stay inside the school premises (close to the security guard) for safety reasons. This can only be until 14h00.

18. TESTS & EXAMINATIONS

- 18.1 Learners are obliged to write the tests and exams given at school.
- 18.2 Learners may not communicate with each other in any way during tests or exams.
- 18.3 Learners may in no way be dishonest in order to put him/her at an advantage.
- 18.4 Learners may not be in the position of a cell phone or any other electronic devices when writing any test or examination.
- 18.5 Learners who are caught attempting to be dishonest will receive zero for the paper being written, without any further discussion.

The SCHOOL RULES and the CODE OF CONDUCT complement each other and should not be treated separately. After both, parents / guardian and learner studies these rules, the acknowledgement should be signed and handed to the register teacher.



**ACKNOWLEDGEMENT OF RECEIPT AND SUBJECTION
TO THE RULES OF THE TECHNICAL**

HIGH SCHOOL, RUSTENBURG

We, the parents/guardian of _____ in grade _____, do hereby acknowledge receipt of the **RULES** of the Technical High School, Rustenburg. We understand the responsibility it places on us as parents/guardian and on our child. We undertake to obey the rules and to lead our child to respect and obey by the rules. If he/she should contravene any of the rules, he/she will carry out the punishment meticulously and without resistance.

Signed on this _____ day of _____ 2020.

Signature of parents/guardian

As a learner of the Technical High School Rustenburg, I subject myself to these general rules and undertake to behave in such a manner that I will always honor the name of my school and do it proud.

Signed on this _____ day of _____ 2020.

Signature of learner