

School regulations

Out of bounds spaces – for safety reasons, the following designated areas are out of bounds to any student, unless written permission has been given by a teacher:

- the roof of any school building (**the platform above the tuckshop is not considered to be a roof and may be used by students**)
- the electricity sub stations or any electricity boards
- the boarding houses and staff houses during school hours
- the cleared and blasted (fenced off) area on the side of the sports field
- any gates that allow access to the campus other than the main school entrance
- you may not leave the campus at any stage during the school day without written permission which must be handed to the security guards on duty at the school gate
- school dams

School Hours – 07h30 – 16h30 (Monday, Tuesday, Thursday, Friday)
07h30 – 13h30 (Wednesday)

Arriving late for school – parents and students are responsible for arriving at school on time. The aim should be to arrive by 07h20 and to be in class by 07h30 to begin the first lesson; If a student is late they should report to US or LS reception to collect a late note which they will hand to their teacher upon arrival in class. They will be recorded as Late in the daily register. Repeated late arrival will result in a meeting with parents. If a student is at school on time, but arrives late for class, the class teacher will deal with this. They should have a reception late note, or a note from a teacher who has kept them from being on time. If no note is brought, then the student is late for class. (in the US we tolerate a 5 minute change over between lessons!) This will then be recorded in EdAdmin. Should there be a growing number of incidents when a student is late, the Tutor/HOD will be asked to address the matter.

Leaving of campus – should a student need to leave the campus during the school day, they should have a signed letter from their HOD (Lower School) or Deputy Principal and Tutor (Upper School) which they will hand in at the main school gate as they leave the campus. Should a student be feeling ill, they should first report to the School Clinic where their condition will be assessed by the nurse on duty. Should they have to leave the campus, they will be given a signed note from the nurse.

Truancy – roll call will be taken daily at Lebone II. Should a student be absent from school, a written note should be provided by the family or doctor of that student. These notes should be handed to the class teacher (Lower School) or Tutor (Upper School). Should a student be absent unexcused the HOD (Lower School) or House Director (Upper School) of that student will follow up by calling the family of the student. Regular repeated indiscretions regarding truancy will be viewed as serious misconduct.

Cell phones – Cell phones are allowed at school; headphones may not be used in class and should be out of sight. Headphones should be removed when approached by an adult or peer, in the dining hall, in any gathering of people, and also when on bicycles, j-boards, skate-boards; cell phones may not be on in class, in the hall, in meetings, etc. unless otherwise instructed by the teacher. Students should not receive messages or calls in class – if so, the teacher may confiscate the phone (including the SIM card) for up to 1 week. Should this happen, a report should be entered into the BMS system on EdAdmin.

Phone calls in emergency – If families desperately need to get hold of a child, they should not contact their child or their cell phone, they should phone the school office. The school will then ensure that the student receives the message.

I-pods, MP3 players, etc. – these are allowed at school, but may only be used in class when allowed to do so by the teacher. The regulation regarding use of headphones with cell phones applies in the same way to these items.

Confiscated goods to be kept safe – should a student have any of their possessions confiscated (due to inappropriate use) the teacher should provide a written note which should be taken home and signed by the parent of the child concerned. This note will state that the item has been confiscated, why it has been confiscated and when it will be returned to the student. Any confiscated items will be safely stored away by the staff member (in an envelope, name, date, reason, date for return, kept in school safe) who has removed the item. That staff member should inform the relevant HOD (LS) or House Director (US) of this action, and should record the event on EdAdmin.

Lost and Found – should a student lose any item at school, they should go to the reception area of the school to find out if their items have been found. Found items will eventually find their way to the secretaries of the Lower School or Upper School. Students are to ensure that their items are clearly marked with their name so that we can assist in returning lost property to the rightful owner.

Theft – should a student have items stolen, this must be reported to the security office, as well as a relevant teacher, as soon as possible. The school will try to assist as best they can. Families should be aware that we cannot guarantee the safety of any items at school. Don't leave belongings lying around; mark items clearly; use lockers; do not bring valuables to school unless vital; should a student have a lot of cash in their possession, they should hand it in to a staff member for safe keeping. We will try to assist when theft has occurred.

Academic dishonesty – as per the Policy document which all students have access to.

Computer/internet abuse/use

This is covered in the Computer Usage Contract which each student has to sign before they are given a log on password and user name. Should a student want to use a laptop at school they should have permission to do so from their HOD/House Director, and will initially have to have their laptop formatted by the IT Department.

Vandalism – any vandalism will be viewed as serious misconduct.

Hair and uniform, jewellery – the regulations for dress at school are as per the dress policy prescribed by the different phases of the school.

Gum – no Lebone II student may chew gum at school, or when in school uniform, or when representing the College in any capacity off the campus. **(Exceptions can be made if advised – a letter would need to be brought in to support such a request)**

Skateboards, J-boards, bicycles, etc. – these are allowed at Lebone II, but only if a student has a helmet on and if the correct safety procedures are followed. These may only be used in certain declared spaces. Students should be aware of those around them, and should not expect pedestrians to make way for them – they should instead get off their boards or wait for pedestrians to clear off.

Intimacy – students are reminded that they must at all times be appropriate in their physical contact with other students on the campus. This also applies off campus when in school uniform. (Friendly hugs as a form of greeting are a part of the fabric of our school and will be allowed as it is appropriate)

Illegal substances - as per the Policy document which all students have access to.

Boarding regulations (TM and HH)

These are set out in a separate document which is made available to each boarder.

Language use – no vulgar, offensive, inflammatory, derogatory, insulting language