

SECTION I ACCEPTABLE STANDARDS

The Bishops policy on Acceptable Standards has been developed to provide an orderly, happy and secure environment that enhances the development of students, both as individuals and as members of various groups within the School. It seeks to foster in each individual a responsibility for his own actions, as well as respect for authority and the rights of others.

Behaviour

Expectations about standards of behaviour are centred on the Christian teachings upon which the School is based. The criteria for Bishops students are that they shall, at all times:

- Act with consideration for others.
- Display a reasonable attitude to personal safety.
- Act independently rather than conform to peer pressure.
- Be accountable for their words and actions.
- Act as ambassadors for the School and at no time or under any circumstance should their conduct be such as to bring discredit to the School.

Appearance and Dress

Members of the school are expected to ensure that their appearance and dress are, on all occasions, presentable and appropriate and such as to bring credit to them, their families and the school.

- The correct uniform is to be worn to all school activities. Number Ones are worn at evening functions, College Evensong, the first and last days of each term and Saturday Detention. Blazers and ties are to be worn to Chapel every day.
- Boarders may only wear free dress during leave out times. Dayboys may wear free dress within the school only when boarders are allowed to do so.
- Top buttons must be fastened when ties are worn.
- All boys should be clean-shaven.
- Hair should be cut so as not to draw attention. It must be neat and tidy and must be kept above the eyebrows, ears and collar. There should be no "sculptured" styles. Hair may not be dyed.
- No rings, bangles or other ornaments may be worn.
- Boys are not permitted to walk around the school grounds barefoot.
- The correct attire should be worn to and from the pool.
- Tracksuit tops may not be worn in class.

Manners

- All members of the school are expected to greet staff and visitors, standing up to do so if necessary. At the start of each lesson, classes should remain standing until being given instructions to be seated.
- Boys must not walk around the school with their hands in their pockets.
- Boys should not chew gum or eat in the classrooms, the library and the computer rooms.
- Destruction of property, defacing of desks, walls, books and vandalism of any kind is a serious offence.

SECTION 2
RIGHTS AND RESPONSIBILITIES POLICY

In order to protect the good name of the school and ensure the smooth running of Bishops, it is essential for all of us to make sure that the rights and responsibilities of students outlined below are reflected in the way we conduct ourselves on a daily basis.

RIGHTS	RESPONSIBILITIES
You have a right to be treated with respect.	You have a responsibility to treat all members of the school community with respect and kindness, to greet each other and visitors to the school, to be polite and well mannered, not to use racist or offensive language and not to tease, bully or humiliate other members of this community.
You have a right to a good education.	You have a responsibility to carry out all of your teachers' instructions, work hard, meet all your commitments, be on time for lessons and school activities, and hand in all assignments on time.
You have a right to be part of a school that has a good name.	You have a responsibility to protect the good name of the school, wear the correct school uniform, ensure that your appearance is neat, your shoes are polished and you are cleanly shaven.
You have the right to work in an environment that is clean and well maintained.	You have a responsibility to look after all the school's facilities and equipment and to keep the school clean and tidy.
You have the right to be part of a law-abiding community.	You have a responsibility to follow the school rules and the law, to encourage others to do the same and to take a stand against those members of our community who break the rules and the law. You thus have the responsibility to report those who are guilty of misconduct.
You have the right to be part of a caring Community.	You have the responsibility to attend Chapel, show respect for God and behave in accordance with the principles espoused by Christianity and held in common with other religions.

SECTION 3 MAJOR SCHOOL RULES

Violation of which could result in a summons to appear before the disciplinary committee. This could lead to suspension or expulsion.

DEPENDENCE PRODUCING SUBSTANCES AND ALCOHOL CONSUMPTION

The school accepts and acknowledges that a wide variety of addictive and habit forming substances are readily available throughout society and that young people are particularly vulnerable to substance abuse.

The school accepts that it has a role to play in equipping people with information and knowledge about drugs, alcohol and substance abuse generally.

The school's policy is that in the event of any boy being apprehended with drugs or alcohol the parents should be informed and be involved in the disciplinary process.

For clarification the rules are as follows:- **Alcohol, Illicit drugs and cigarettes**

- It is an offence for any member of the school to enter the school grounds whilst under the influence of alcohol.
- It is an offence for any member of the school to bring alcohol onto the school premises.
- Drinking of alcohol on the school grounds, in or out of school uniform is not allowed.
- Boys under 18, according to the law, are not allowed in a licensed bar and may not be served alcohol in any licensed premises such as a restaurant.
- Boys may not drink alcohol on school tours.
- Drinking of alcohol in public, including in licensed premises is only allowed for boys over 18, when out of school uniform and with their parent's permission.
- No boy may drink at any school function whether on or off campus. This includes all end of season functions and holds whether or not a boy is 18 years or older.
- No staff member, including Housemasters, may provide boys with, or give boys permission to drink alcohol under any circumstances, at any school function whether on or off campus.
- No boy may be in possession of drugs. The use of drugs or any illegal chemical substance is strictly prohibited.
- No boy is allowed to be in possession of or smoke cigarettes while under the jurisdiction of the school.

Cheating

- If any boy is alleged to have cheated during classroom time and exams, he could be asked to appear before a disciplinary committee and if found guilty he could be suspended and/or expelled.

Unauthorised absence from school

- No boy may be knowingly absent from school without his housemaster's permission or without a letter of explanation from his parents.

Theft

- The deliberate act of taking for one's own use, and either keeping for one's own possession or giving or selling to a third party, something which belongs to another is forbidden.

Disrespect for others

- No boy may encroach upon the personal rights of others, whether in the form of bullying, baiting or racial intolerance.
- Wilful damage of property
- Wilful damage of property on the school's premises will render any boy liable for suspension or expulsion

Misconduct

- Any misconduct, which may compromise the name of the school, including being convicted by a court of a criminal offence, will render the perpetrators liable for suspension or expulsion.

SCHOOL RULES FOR BOARDERS

The purpose of the following regulations is to protect each individual boy and to ensure all parents of boarders that the school is acting 'in loco parentis' in a responsible and efficient manner as possible.

With this in mind it is absolutely necessary to insist that these rules are strictly adhered to. As a result, any boys who break these rules will render themselves liable for suspension and/or expulsion.

1. All boarders are to be within the confines of their own houses after 10:30pm, unless attending official school events or on exeat.
2. No boarder may leave the school premises without permission or without obtaining an exeat. 'BUNKING OUT' is a serious offence.
3. No FULL BOARDER may go to a private function or party during the weekend (Friday to Sunday), unless he has the permission of his Housemaster.
4. All boarders must be in possession of a weekend exeat before he leaves the school grounds.
5. All boarders are responsible for advising their Housemasters the details of the people with whom they are staying during the weekend, providing names, addresses and telephone number. The providing of incorrect information is a serious offence.

SECTION 4 PASTORAL CARE

Bishops, as a boy's school, is a school founded and designed for boys to the very core of its being. As a school we have specialised in educating boys for over 150 years, and as such, we understand the unique developmental needs of boys and we constantly seek to design and implement procedures, policies and practices that meet these needs so that we might produce happy, well-adjusted, successful, relationship-enabled and inspired men. The teachers here have consciously elected that calling, and know how to challenge boys academically, care for them pastorally and engage with them in a fulfilling range of cultural and sporting pursuits.

Among the numerous male College teachers, tutors and coaches there are powerful role models and indeed many models of manhood on which the boys of Bishops may draw. The focus at Bishops is on a "well-rounded" education and an exposure to the full range of academics, arts, sport, extracurricular activities and community service. Our key priority is to provide a rigorous academic programme for each boy. We also acknowledge their physicality and offer a vigorous sporting programme of over 20 summer and winter sporting opportunities to boys of all abilities. The cultural opportunities at Bishops have grown enormously in the past few years – be they music, drama, debating or societies –and for many boys they occupy a substantial element of a boy's day. The life of the Chapel serves to minister to boy's spiritual needs, promotes high ethical standards among the boys and provokes them to the service of others in our society. Perhaps the lasting test of a boy's time at Bishops is the calibre of friendships that are developed, cherished and maintained for decades after school. Boys learn to be team mates, soul mates and brothers, and forge strong loyalties and bonds in a fragmented world that has long since given up on such ideals.

The House and Tutor System

Young people need to belong to a community where they feel comfortable to be themselves and where they learn to live with others and grow in knowledge, thoughtfulness and confidence. The school believes that boys will do well if they live, work and socialise in an environment in which they are recognised, appreciated, encouraged and challenged. The vertically structured House and Tutor group organisation is designed to provide such an environment. It gives boys a sense of belonging to something that has meaning and to which their contributions make a difference. A boy belongs to a House that is tangible and that has traditions. He has the opportunity to build on those traditions. Each house is led by a Housemaster. There are 5 or 6 Tutors in each House, all of whom are teachers at the school. Each tutorial group within the house is a microcosm of that house and comprises boys from all grades 8 to 12. Houses will be divided into vertical tutor or family groups with approximately 16 boys (about 3 from each grade) within each group.

It would be intended that each boy stay in the same house and Tutorial group for the whole of his college career. The Housemaster allocates each boy a tutor. The day houses each have two Assistant Housemasters and the boarding houses have one Assistant Housemaster to help with the administration and care of the boys. Routine

matters will be handled by the tutors, while more significant issues will be dealt with at the Housemaster or Assistant level.

The House system at Bishops ensures that each boy has a home base (the House)) and that there is at least one other staff member (the Tutor) who knows what is going on in a boy's school life on a daily basis. While the Housemaster is ultimately responsible for the welfare of the boys in the House, the Tutor is especially aware of each boy's progress and is the first point of contact when a parent wishes to communicate with the School.

Within each House boys learn about the value of supportive relationships and the importance of team work. They are provided with many opportunities to exercise leadership potential and to develop other interpersonal skills and personal talents. Adolescence can be difficult, frustrating, rewarding and exciting. The School tries to be proactive in helping boys and parents deal with these years in a positive and effective manner.

For grade 8 boys the transition to a large complex secondary school is facilitated and monitored through the House and Tutor group.

Families are encouraged to be an integral part of the school community. They are encouraged to get to know their son's Housemaster and Tutor. All Houses have Parent Committees that support the work within that House and provide a necessary communication link between the school and the parent body. As all successful partnerships are based on effective communication it is essential that home and school keep in close touch, and that the pastoral structures facilitate such communication.

Mentoring

The senior boys in each house will act as a 'mentor' for a newboy in their House and Tutor group. He will be there to assist him to settle down at the start of the year. Each mentor will take a personal interest in the welfare of his mentee and will assist him in integrating into the College. The mentor should keep in touch with the parents of his mentee.

Boarding Housemothers

The boarding Houses all have resident Housemothers, whose primary role is one of a more maternal pastoral care for the boys in that House. She is a vital contact for all parents of boarders, especially those long-distant boarder parents.

The Bishops Support Unit (BSU)

The Bishops Support Unit has been established to encourage the optimal psychological, emotional, social and intellectual development of pupils at Bishops and individuals and families in our community. The Unit strives to help individuals achieve their potential by assisting them to overcome personal, emotional, psychological, behavioural, academic, family and relationship difficulties. The BSU also offers numerous parenting workshops and other support for parents.

The unit is staffed by two Psychologists who provide confidential individual and group counselling to help pupils with decision-making, vocational guidance, academic concerns and any other personal matters. Mr Jason Banger is head of the BSU and one of the psychologists Obantjes@bishops.org.za.

The day-to-day running and administration of the BSU is managed by Mrs Liz King, who works mornings only. Appointments can be made through Mrs King at the BSU, by telephone (021 659 1010) or email (lking@bishops.org.za).

The Chaplain

The resident chaplain, the Rev. Terry Wilke, is available to help counsel boys over a wide range of contexts including spiritual, ethical, social and emotional issues, and family crisis situations. Te: 021 659 1061 (h) or email (twilke@bishops.org.za).

The Sanatorium Sister

The resident (after 4:00 pm and at weekends) Sanatorium sister is Sr Zandi Bryant. Sr Cynthia Wiese is available during the day on weekdays to help boys with any medical problem and can refer boys to the school doctor if necessary. San number is Tel: 021 659 1021. Where possible please contact the San between 8:00 am and 4:00 pm weekdays when Sr Wiese is on duty.



SECTION 5 CHAPEL

Bishops is an Anglican Church School where worship in the College's Memorial and Brooke Chapels forms an integral part of everyday life. The Rev. Terry Wilke is the school chaplain and oversees the functioning of the Chapels and the spiritual life of the school. There is an open prayer time with the Chaplain on Wednesday s from 07h15 —07h45. IMPACT, a meeting to discuss relevant issues for boys, meets midweek during the open period. See notice board for details.

All boys are required to attend all other weekday services, hymn practices, College Evensong and the Carol Service. There is an expectation that all will respect the tradition of silence and contemplation upon entering the Chapels.

All boarders not on exeat for the weekend are required to attend an evening service on Sundays at 6:30 pm in the Brooke Chapel.

SECTION 6

POLICY AGAINST BULLYING

All members of the Bishops community are committed to ensuring a safe and caring environment which promotes personal growth and a positive self-esteem for all. Bishops does not tolerate bullying in any form.

What is bullying?

- Bullying is an act of aggression causing embarrassment, pain or distress to another.
- It can take a number of forms: physical, verbal, gesture, extortion and exclusion;
- It is an abuse of power and an act of cowardice;
- It can be planned and organised, or it can be unintentional;
- Individuals or groups may be involved.

Some examples of bullying

(for which perpetrators would be held to account) include:

- Any form of physical violence such as hitting, pushing or spitting on others;
- Any physical activity which causes acute discomfort outside of a sport's practice organised by a staff member.
- Interfering with another's property by stealing, hiding, damaging or destroying it;
- Using offensive names, teasing or spreading rumours about others or their families;
- Using put-down, belittling others' abilities and achievements;
- Writing offensive notes or graffiti about others — including electronically on sites such as Facebook.
- Making degrading comments about another's culture, religious or social background;
- Hurtfully excluding others from a group;
- Making suggestive comments or other forms of sexual abuse;
- Ridiculing another's appearance;
- Forcing others to act against their will.

If you are bullied...

- You may feel frightened, unsafe, embarrassed, angry or unfairly treated;
- Your work, sleep and ability to concentrate may suffer;
- Your relationships with your family and friends may deteriorate;
- You may feel confused and not know what to do about the problem.

What to do if you are bullied

SPEAK OUT TO...

- The person causing the problem;
- Your tutor or Housemaster;
- A School Counsellor;
- The School Chaplain;
- A Deputy Head
- The Headmaster
- Staff;



- Senior Students;
- Parents.

The only solution to bullying is to deal with bullies. Staff are committed to ensuring that every student feels safe and secure at school.

SECTION 7

POLICY GUIDELINES ON HIV/AIDS

Bishops strives to deal with the impact and threat of HIV/AIDS by:

1. Providing full and adequate information about the disease to all pupils, staff and interested parents.
2. Empowering pupils, by the furtherance of the Christian ethos, and through education, to prevent the transmission of HIV.
3. Providing reasonable safeguards to prevent exposure to the virus by the provision of universal precautions in classrooms and on the sports field.
4. Making available confidential, voluntary counselling and testing to pupils and staff for early detection of HIV infection in order that progression to AIDS be prevented by early and appropriate treatment.
5. Ensuring that there is no discrimination against pupils or staff with HIV/AIDS by providing a policy, based on constitutional rights and guarantees, which will be reviewed regularly by the HIV/AIDS Action Committee in conjunction with appropriate experts.
6. Teaching pupils about appropriate lifestyles, with particular reference to abstinence, in context of the school's faith and its Statement on Spirituality. In particular the school's position is that individuals should abstain from sexual intercourse until marriage, be faithful to one partner in marriage and use condoms within a marriage as an agreed option by the couple.

SECTION 8 STUDENT LEADERSHIP

Leadership training is an important part of the curriculum at Bishops because we believe all students have some potential to lead which can be enhanced by training and experience. Boys in their matric year can opt to take part in the Student Leadership Program. This is portfolio—based and over the year leaders are appraised by their housemaster, tutor, other staff and tutee group. Awards are made according to certain criteria. Each House has a Head of House and a Deputy Head of House. The Head of School and two Deputy Heads of School are appointed by the Principal.

Leadership Portfolios

Each student on the leadership program will be allocated a portfolio after consultation with his Housemaster. He will run this portfolio in his House for the benefit of the House. In addition he will sit as his House representative on a College Committee for this portfolio which will be guided by one or more staff members but chaired by one of the 8 students. The portfolios are listed below. More detail can be found on the Bishops website under Pastoral.

1	HEADS OF HOUSE	11	SPORT
2	DISCIPLINE	12	SPIRIT & TRADITIONS
3	PASTORAL gr 12	13	COMMUNICATION
4	PASTORAL gr 11	14	SPIRITUALITY
5	PASTORAL gr 10	15	MAINTENANCE & GROUNDS/ FACILITIES
6	PASTORAL gr 9	16	COMMUNITY CONCERNS
7	PASTORAL gr 8	17	SRF
8	ACADEMIC	18	FOOD & ENTERTAINMENT
9	CULTURAL	19	SOCIETIES
10	SECURITY		

In addition to the portfolio each leader is required to do duties within the House as directed by the Housemaster and/or Head of House. He also exercises leadership within the tutor group, both by example and in leading discussions as required.

Houses do College duties on a roster basis. These includes such things as taking Friday Workparty, checking for attendance at chapel, tuckshop control etc.

Appraisals

Appraisals are done on three occasions during the year; at the end of the first term, start of the third term and start of the fourth term. Using these as a base, leaders may be eligible for three levels of awards; a Basic Leadership Certificate, Half-Colours



and Colours.

The program runs for the whole year with grade 11's only taking over in a caretaker role whilst the grade 12's write their preliminary and final exams.

The quality of the grade 12 leadership each year will be an important factor in the success of Bishops. It is therefore important that each grade 12 student does his best.

INDUCTION PLEDGE

"In accepting my position as a grade 12 leader at Bishops, I pledge to:

1. Lead by example, humbly and courageously, according to the values of Bishops.
2. Uphold and enhance the name and honour of Bishops.
3. Know and adhere to the school rules, enforcing them with fairness, in order to maintain good order and discipline.
4. Put service to the school before self interest when exercising my authority and responsibilities.
5. Foster spirit, unity, honesty, trust and a respect for one another within Bishops.
6. Assist in inspiring all within the Bishops community to achieve their full potential.
7. Remain devoted to my duties and responsibilities throughout the year.

Should a leader not comply with the school rules or disregard the pledge, he may be suspended from the program for a time. This will include the removal of his badge.

SECTION 9 CULTURE AND SPORT

CULTURE

CULTURAL ACTIVITIES

Bishops has a wonderful cultural tradition and there are a tremendous variety of cultural activities on offer. The cultural activities of the school fit into two main categories:

1. Academic Departments, i.e. Music and Art.

These activities are part of the regular timetable and are assessed and rewarded accordingly.

2. Extra-mural activities.

Bishops offers a wide variety of extra-mural music and drama activities. In addition, there are over thirty societies and clubs currently functioning at the College.

Participating in all these activities is voluntary and affords pupils the opportunity to select areas of interest and develop new skills at any time in their school career. Active and outstanding participation in any of these activities results in the awarding of cultural colours.

The extra-mural activities can be subdivided as follows:

a) Major cultural events

- The Eisteddfod which takes place in the last week of the second term
- The School Play which takes place in either the first or second term each year
- The Junior Play festival which takes place in the third term
- The Bishops Pops takes place in the City Hall every three years

In addition, there are many other concerts (both in the lunch-hour and in the evening, in which pupils, and occasionally guest artist, perform), art exhibitions and dramatic productions held throughout the year.

b) Societies

There are over twenty societies and clubs currently in operation at Bishops. These societies are run by members of staff, with the assistance of senior boys. Parent participation is also encouraged.

All Bishops pupils are expected to belong to at least one of these societies, depending on their interests and opportunities. Each society holds meetings two or three times per term, either in the evenings or after lunch.

Details of the activities of each society are available on the Bishops Web-page, with e-mail addresses provided for up-to-date information about meetings.

Joining one of the College societies is a truly enriching experience and certainly contributes to making a pupil's time at Bishops memorable. His mind is stretched and

his horizons broadened. There is something for everyone.

The following societies are currently available for membership. All these societies are clearly marked in the school calendar.

African Languages	Afrikaans	Art Action	Astronomy
Bridge	Book Club	Dance	Debating
Democritus	Digital Design	Drama	Field and Stream
Forum	French	Historical Bench	History/Politics
International Affairs	Lingua Franca	Music	Philosophical
Photographic	Ten Club	Wildlife	

c) Music Ensembles

There are a number of music ensembles presently operating at the College. All are of a very high standard and ensembles perform regularly in concerts and at school other events.

All musicians are encouraged to join at least one ensemble listed:

Brass Band	Chapel Choir	Jazz Band
Marimba	Band Orchestra	Pipe Band
Simply Blue	String Ensemble	Wind Band

SPORT

Bishops is one of the leading schools in South Africa as far as sport is concerned and our reputation for sporting excellence is world-wide. In order to safeguard our sporting standards the school rule is that all boys must play an official school sport during both the summer and winter terms.

Exceptions to this would only be possible for boys, who have reached provincial or national level in their respective sport and who have permission from their Housemaster, their parents and the Deputy Head in charge of sport. E.g. if you have reached provincial or national level for surfing, you are free to specialise in this sport, as long as you have permission and also produce details of your training programme.

The choice of sports at Bishops is comprehensive. You may play any sport in the following list as long as there is available space as regards facilities.

SUMMER SPORTS

- Cricket
- Athletics
- Rowing
- Waterpolo
- Tennis
- Swimming
- Basketball
- Sailing

WINTER SPORTS

- Rugby
- Hockey
- Squash
- Fencing
- Golf
- Mountain Biking
- Cross-country
- Cycling

Rock climbing

Judo

Fencing

Weights

AGE GROUPS: No-one may play outside his age group unless he has the permission of the following:

Mr Jacobs, his housemaster, his parent, the coach of both teams.
This applies to all sports.

OFF-SPORT REGULATIONS

- No boy, who has been sick and has missed part of the school day, may return to the school and take part in any sporting activity **on that day**.
- If a boy is absent on a FRIDAY, he may not play sport on the following day.
- If a boy is concussed, he must remain off-sport FOR THREE WEEKS, or until given clearance by his doctor. Boys are encouraged to be baseline tested for concussion at the start of the season (IMPACT).
- When a dayboy has been declared off-sport, he must have a formal letter from his parents informing his Housemaster that he has been declared unfit.
- Thereafter the boy concerned must inform his sport's coach.
- Letters from parents make take effect for a THREE-DAY PERIOD. Thereafter a medical certificate or a doctor's letter must be produced.
- Boarders, who are unfit, will receive an off-sport note from the school doctor or from the Sanatorium Sister. This must then be shown to, and signed, by his Housemaster and coach.

SECTION 10

GENERAL REGULATIONS

Bounds

The following are out of bounds to any boy not accompanied by a member of staff:

- All classrooms, labs and lecture rooms (out of class time)
- Staff studies and offices
- The maintenance and workshop areas
- The Sanatorium, except during official visiting times
- Chapel vestries
- The Memorial Theatre
- The Old Gym
- The shooting range, unless under supervision
- All staff quarters, both academic and non-academic
- The Staff Common Rooms
- The Printing Department
- The lawn near the chapels, library, science and music blocks
- The Piley Rees field
- The Sixth Form centre, unless a member of the Post Matric class.
- All changing rooms in Houses other than your own
- All roof areas

Swimming Pool Regulations

- The pools may only be used when there is an accredited supervisor i.e.: A person qualified to supervise swimming, with a life saving qualification and who has the personality and authority to control boys.
- Behaviour in the pool area must be scrupulously correct. No food or drinks are allowed in the pool area. No games except for waterpolo. No pushing, chasing, ducking or other horse-play. No tape recorders, or radios are permitted in the pool area.
- The dress code concerning swimming must be followed.

Cell phone and mp3 player policy

- During all lessons, tutor periods, chapel services and assemblies your cell phone and mp3 player may be kept on your person but may not be switched on nor taken out of your pocket or bag.
- During exams your cellphone must be handed in to the invigilator.
- In the boarding house during prep cell phones must be put away and may not be used.
- Failure to comply with these requirements will result in your cell phone or mp3 player being confiscated and given to your Housemaster who will keep it for one week.
- Your cell phone and mp3 player may be used during short break and lunchtime but must be turned off again on your return to class.
- In case of an emergency you are still contactable through the office at the school.

Transport

- All vehicles are to be driven/ridden with parental knowledge and permission, within the law, and with due regard for the safety and peace of mind of others.
- Boys must wear helmets, when cycling in school uniform.
- Bicycles must be locked in the various bicycle sheds.
- Bicycles should not be ridden on the school fields.
- Only those with licences and with parental permission may drive motorcycles.
- Only those with licences and with parental permission may drive motorcars. Cars may only be driven to and from the school with the permission of the Headmaster.
- No pupil may ride in, or on a vehicle driven by another member of the school whilst on the school property, unless he has obtained permission from the Headmaster.
- No boy may keep a car at the school unless he has permission from the Headmaster.
- All cars belonging to boys should be parked in the designated area along the Avenue.
- Hitch-hiking is forbidden for all members of the school.
- ALL ACCIDENTS OF WHATEVER KIND SHOULD BE REPORTED TO YOUR HOUSEMASTER AS SOON AS POSSIBLE.

Social and Discos

Dates for these should be co-ordinated through the Deputy-Head Discipline. The following conditions apply:

- The venue must be booked well in advance.
- A member of staff, preferably a Housemaster, should be in charge and be responsible for all arrangements.
- Only Bishops boys are invited and their partners.
- No advertising except within the school.
- No smoking or drinking permitted by boys and girls.
- There should be adequate adult presence throughout the evening.
- The disco must end before midnight.
- All neighbours should be notified in the week prior to the disco.
- Local headmistresses may be asked to advise their pupils of the event.

The H.A. Molteno Library

The library is open from 7.00am until 5.00pm Monday to Fridays.

If you intend to use the Library, it is essential for a happy, productive and peaceful environment that you familiarise yourself with the regulations governing code of behaviour and the care of books. These are summarised as follows:

- No drinks or food may be brought into the Library
- Spikes or studs may not be worn
- All suitcases, rucksacks, satchels, etc. are to be left in the Library lobby or on

the shelves provided at the entrance.

- The safe-keeping of laptops is the responsibility of the owner. Do not leave laptops unattended in the Library.
- Only monitors doing Library duty may be in the office area
- No books may be taken out of the Library without first being issued. Overdue
- books will result in a demerit; very overdue books will be presumed to be lost, and charged to the school account.
- No boy may transfer or lend a library book to another boy without having it re-issued.
- He will be held responsible for the book, since it is still out in his name.
- Reference books, (marked R on a green label) newspapers and magazines may NOT be removed or borrowed without permission from the librarians
- An atmosphere of quiet activity is desirable.
- NO computer games may be played anywhere in the Library.
- Boys in contravention of any of the rules will be issued with demerits and could be banned for a given length of time, if their behaviour continues to infringe these rules.

Further information is available on the Molteno Library Homepage (Intranet).

SECTION 11

DISCIPLINARY STRUCTURES

DETENTION

- Weekly DT is held on Saturday from 7.00 – 9.00pm. This detention is for serious cases of BAD BEHAVIOUR and is supervised by members of the Staff. Any boy receiving more than THREE Saturday Detentions is liable for further Disciplinary action.
- Boys must wear Number Ones for Saturday DT.
- Daily DT is held in the afternoons after school from 15:45 to 16:30. This DT is for poor work. Any boy receiving more than three daily detentions will be put into Saturday DT.
- All detentions take priority over all other extra-mural activities, including sport.

THE DEMERIT SYSTEM

The standard punishment for breaking petty school rules is a 'demerit'. Demerits may only be given by staff and prefects; only one demerit per infringement. When a boy has received THREE demerits, he will be put into the Prefects Work Party, which takes place on Friday afternoons from 14:30 to 16:30. Sports kit is to be worn.

The demerits accumulate until the end of the half-year. All boys will start with a 'clean sheet' for the second half.

Three Prefect Work Parties will result in a boy being placed in Saturday DT.

THE DISCIPLINARY COMMITTEE

- This committee is appointed by the Headmaster to deal with serious offences.
- The committee consists of a Chairman (Deputy Head), and at least two other senior members of staff. The Housemaster of the accused will also be present. The school counsellor and chaplain may be present as an observer.
- The plaintiff and the accused may call witnesses and all pupils concerned may have representatives present, though these may not act as the accuser's spokespersons. They may plead in mitigation, should he be found guilty.

SECTION 12

INTERNET AND LAPTOP ACCEPTABLE USE POLICIES

INTERNET ACCEPTABLE USE POLICY

EXPECTATIONS

Pupils are expected to demonstrate appropriate behaviour on the Internet just as they are in a classroom or playground. Communications on the Internet are often public in nature and general school rules for behaviour and communications will therefore apply. The use of the Internet is a privilege, not a right, and may be revoked if abused. Pupils are personally responsible for their actions in accessing and utilising the school's computer resources. Pupils are expected never to access, keep or send anything that they would not want their peers, parents or teachers to see. In addition the school reserves the right to bar certain sites or applications during school hours to enable greater focus on school sanctioned activities. It is expected the users will comply with the specified standards and rules set out below.

SPECIFICALLY ACCEPTABLE USES

As Internet facilities are a limited resource and one which we pay for, users are expected to use them primarily for:

- Direct educational purposes;
- Accessing information for private interests or hobbies
- Constructive communication with other Internet users provided it is not anti-social in nature.

SPECIFICALLY UNACCEPTABLE USES

Users are not to:

- Take part in the sending or re-sending of any sort of chain letters;
- Forward any email without the permission of the author;
- Use offensive language or language which may be deemed offensive (anti-social, profane, Satanist, abusive, racist, sexist or impolite language) in any written communication over the Internet;
- Attempt to access pornographic or sexual explicit material of any kind whatsoever, be it via E-mail, the World-Wide-Web or any other Internet facility;
- Use any other student's E-mail account and thereby impersonate (and possibly incriminate) any other user;
- Attempt to spread viruses or any other methods of interfering in other people's accounts, including any attempt to break into the network;

Pupils who break any of the above rules are subject to the normal disciplinary structures of the school.

In addition, when using the school's internet computer network, pupils must understand the following:

1. All users are entitled to reasonable privacy of their work under normal circumstances and therefore it is an offence to use or attempt to use another user's account/password no matter what the circumstances may be.
2. Storage capacity is at a premium and pupils are to conserve space by deleting

- unnecessary E-mail or other material which takes up excessive storage space.
3. Pupils should never download or install any commercial software onto network drives. All copyright laws must be obeyed.
 4. Pupils may not use any account other than their own. They have full responsibility for their accounts and must not share their passwords with anyone, and therefore, any violation of any part of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.
 5. The IT staff at Diocesan College have the right to investigate any pupil's E-mail / electronic information who in their opinion might be transgressing
 6. either the rules or the spirit of this Acceptable Use Policy.

LAPTOP ACCEPTABLE USE POLICY

GENERAL

Laptops are a learning instrument, and their basic purpose is educational. Anything that enhances their educational potential is to be encouraged; anything that hinders them achieving their purpose is to be prevented. As educational school tools, the notion of privacy will be treated as secondary to the achievement of school's educational purposes.

Accordingly, if a teacher suspects that a child is using his machine for purposes other than educational during school time, that teacher will be entitled, and indeed expected, to intervene and inspect the contents of the machine to determine whether the facility has been or is being used for a purpose which is contrary to school policy. This would relate specifically, but not only, to the storage of illegal music files, pornography, antisocial material, or hacking material.

IN CLASSROOMS

- Pupils should only connect to the network when asked to do so by their teachers.
- Pupils should not listen to music files while working without permission from the teacher.
- Pupils may not use E-mail facilities during class-time unless instructed to do so by their teachers.
- Pupils should not display screen savers/backgrounds which are inappropriate or noisy.
- Pupils may not play games on their computers during class-time unless the games are part of the teaching programme and have been required by the teacher as class activity.
- Pupils should respect that the Internet is a shared resource and should therefore be circumspect and reasonable about what they download.

PRINTING ON SCHOOL PRINTERS

The School does provide printing facilities as part of the School's Network. These



printers should only be used in accordance with the following school policy.

Pupils should only print during class-time when instructed to do so by their teachers. All material which is sent to the printer should have the pupil's name clearly displayed on each page, so that collection of the printed work can be facilitated. Pupils may not collect printing during class-time.

Pupils are encouraged to make use of the electronic hand in system.

The School provides 300 sheets of paper for each pupil per year. Should a pupil use more than this amount, he will have to apply for permission to use more, and his limit will be increased, but the extra paper will be charged to his account.

SECTION 13

THE OFFICIAL DRESS CODE

All members of the school are expected to ensure that their appearance and dress is presentable and such as to bring credit to themselves, their families and the school. It is essential that all boys are familiar with the dress code. All boys are required to wear school uniform at any event in which Bishops is taking part. This would include sports matches played at other schools, the Villagers Ts, concerts, the Triangular, Waterpolo matches at other schools. If you are supporting Bishops please wear and be proud of the Bishops uniform.

UNIFORM:

The correct dress must be worn at all times. The school uniform consists of Number Ones, Khakis and other official sports dress.

- Boarders are not permitted to wear casual dress outside their Houses at any time before supper on weekdays, or before lunchtime on Saturdays
- Boys may not leave the school grounds in casual dress during weekdays, unless with his Housemaster's permission
- A blue broad-brimmed hat is now a compulsory part of the school uniform for all pupils. It is available at the School Shop
- Dayboys may not enter the school grounds in casual dress during weekdays, or on Saturday mornings
- These rules apply to ALL boys, including Matrics, and apply throughout the year, including the period of examinations
- Approval of attire. Any team or group wishing to organise special attire such as T-shirts, touring tracksuits, Matric tops, must gain approval for the designs from the VP Discipline.
- Boys must wear any official school tie or House tie as part of their uniform. Other ties awarded to a boy (tour, exchange, representative, etc.) may be worn only on Fridays.

Exceptions:

- Dayboys cycling to and from home are excused blazers
- Dayboys may travel home after sport in their tracksuits
- Boarders may leave and return for the weekend in casual clothes, with their Housemaster's permission

Number Ones:

- Navy blazer and badge
- Charcoal trousers
- Regulation navy blue pullover
- Plain black shoes with laces
- Plain white shirt
- School tie
- Dark socks

Khakis:

- Navy blazer and badge
- Khaki shorts of a plain style, with no fancy belts or pockets
- Khaki shirt (Grade I I's and above may wear a white shirt)
- Regulation navy blue pullover
- Plain dark brown shoes with laces
- Khaki knee length socks
- School tie

SPORTS DRESS:

It is one of the school rules that all boys must be correctly dressed for their sports commitments. Tracksuits, T-shirts and other gear, which were made for specific events or tours or other 'one-off' occasions may not be worn around the school. This also applies to House T-shirts and other House gear.

Please note the following:

- When you travel to other venues or schools to play or watch, you must wear either the normal everyday uniform or the official tracksuit.
- If watching any Bishops match, you must wear school uniform or the tracksuit, either home or away
- Colour sweaters may be worn by those entitled to wear them instead of regulation blue pullovers.

SECTION 14 GENERAL INFORMATION

SECURITY

The College has a professional security system. The duties of this main section are to:

- Exercise access control
- Provide protection for equipment and facilities
- Ensure the safety of pupils, staff and other employees

Whilst maintaining close liaison with the local Police, the section conducts its own internal investigations. Security is provided at College functions and the security is directly involved with emergency procedures.

Security staff are recruited and administered by the College and operate under the direction of Mr Brad Strauss. He can be contacted at 0846071215 or through the Administration office.

EMERGENCY PROCEDURES

In order to cope with the possibility of an emergency the following procedures have been set out:

Signals:

Signals will be given on the School bell, or in the case of an electricity failure, the Chapel bells. There are two different signals:

- a) The continuous ringing of the bell
- b) The interrupted ringing of the bell

The continuous ringing of the bell:

This indicates the likelihood of a threat (other than fire or bomb) to personnel or buildings. Pupils and staff must remain in their classrooms. No one should go outside. No one should change classes, until a clearance signal has been given, which is a second continuous ringing of the bell.

The interrupted ringing of the bell:

This denotes a bomb threat or a fire. As soon as the signal is heard everyone, (staff, pupils, administration staff, all other employees) must immediately evacuate the buildings, taking their cases, bags and all other possessions with them. Under no circumstances may anyone return to the buildings until, a verbal clearance is issued by the supervising Housemaster.

When emergency signals are given outside of class time the following procedures will apply:

A continuous alarm signal:

Assemble in your respective House for a roll call. Do not leave there is a clearance signal.

An interrupted alarm signal:

Collect your belongings and assemble on the Piley Rees field in House groups.

THE BISHOPS SCHOOL SHOP

The school shop is the stockist of ALL Bishops branded uniform and sportswear, sports equipment, gifts and a range of other items.

Hours: Mondays to Fridays 8am – 5pm
Saturdays 8am - 1pm

Tel no: 021 659 1970

Closed on Sundays and Public holidays.

Closed during sections of the school holidays: dates advertised quarterly in the Bishops Magazine.

HEALTH CARE

The school doctor: Dr. G. Dommissie

The sanatorium: Sister Cynthia Wiese (021 659 1021 or cwiese@bishops.org.za)
Sister Zandi Bryant is on duty at night and at weekends. (021 659 1021 abryant@bishops.org.za)

Boys, who are injured or sick, may visit the San at any time of the day or night.

Dr Dommissie visits the San each morning, Monday, Wednesday, Thursday and Friday, from 7.30 – 8:00 am. If a boy is confined to the San, the Sister will contact his parents.

All boys, who have been injured whilst playing sport, may receive professional advice and assistance from sports injury specialists. A biokineticist has a clinic here every Wednesday afternoon at 13h00 by appointment. A physiotherapist also visits the school in the afternoon and boys can see him by appointment.

Any boy, who wishes to receive such rehabilitation, must first see Dr Dommissie, and then all arrangements will be made. There is no charge for this rehabilitation programme and all boys are encouraged to make use of it.

LOST PROPERTY

Any property, articles of clothing, books, cases, etc. that are left lying around the College will be returned via the Houses if marked! Unmarked property will be retained by Reception for a short time. Unmarked clothing will thereafter be sent to the Bishops School Shop for inclusion into the second hand clothing section.

SECOND HAND CLOTHES SHOP

This shop is situated in the Bishops School Shop.

USEFUL CONTACT DETAILS

Bishops Telephone 021 659 1000

Bishops Fax 021 659 1013

The contact details for the Housemaster of each House are:-

Founders 021659 1041 gnorton@bishops-org.za

School 021 659 1040 jdevilliers@bishops.org.za

White	021 659 1016	afirth@bishops.org.za
Gray	021 659 1027	dsudding@bishops.org.za
Ogilvie	021 659 1026	ggibbon@bishops.org.za
Kidd	021 659 1028	gklerck@bishops.org.za
Birt	021 659 1029	wrichter@bishops.org.za
Mallett	021 659 1073	dledwidge@bishops.org.za

Other useful numbers to have:

The Operations Manager Mr Brad Strauss 084 607 1215
The Estate Manager Mr Bill Bulgen 072 4201204
The Events Manager Ms Hayley Philander 021 659 1966 (events@bishops.org.za)

Public Access to the College

In order to prevent the College becoming a public thoroughfare it is necessary to exercise control over the opening and use of various entrances. There are three entrances for vehicle traffic:

The Main Entrance (Camp Ground Road)

Controlled by a boom and never closed.

The Riverton Road entrance

Open from 7:00am to 8:30am and 2:00pm until 6pm

The Sandown Road Entrance and Parking Area

Open from 7.00am to 8.30am and from 12.00am to 6.00pm

There are two pedestrian entrances, one from Silwood Road and one from Sandown Road. Both are kept locked, but keys are supplied on request.

The Printing Department

This Department is for use of the Staff only. It is strictly out of bounds for all pupils. Teachers are not permitted to send boys to have work copied, or to collect finished work. There is a photocopier in the Molteno Library for the use of all pupils.