



CHENGelo SCHOOL
AS A WITNESS TO THE LIGHT

STUDENT CONDUCT AND EXPECTATIONS SECONDARY SCHOOL 2024

STUDENT CODE OF CONDUCT

As a student of Chengelo School, we will hold you to high standards of conduct at all times, whether *in* school or outside of school. Your conduct is a reflection of the values you uphold and your character. Our expectation of all students is as follows:

1. Character

- a) I will strive to model the values of compassion, love, honesty, kindness, forgiveness, and respect for others, as demonstrated by Jesus Christ.
- b) I will treat others as I would like to be treated, and will show consideration and respect for all members of the school community, including teachers, staff, and fellow students.

2. Appearance:

- a) I will wear my school uniform smartly and with pride, respecting the school's tradition and identity.
- b) I will take care of my uniform and ensure that it is clean and in good condition.

3. Listening:

- a) I will listen attentively to my teachers and peers, showing respect and consideration for their ideas and opinions.
- b) I will ask questions respectfully when I do not understand, and will seek to learn from others.

4. Following Instructions:

- a) I will follow all instructions given by my teachers and school staff, showing respect for them.
- b) I will complete all prep/assignments on time, and will put forward my best effort in all my work.

5. Environment:

- a) I will keep the school premises clean and free from litter, respecting the environment and the health of all members of the school community.
- b) I will dispose of litter properly, and take responsibility for keeping the school environment clean.

6. Discipline:

- a) I will accept responsibility for my actions and will cooperate with school staff in maintaining a safe and respectful learning environment.
- b) I will refrain from any form of bullying or harassment, and will report any such behaviour to a member of staff.
- c) I will avoid any behaviour that would bring discredit to myself or the school.
- d) I will follow the school rules and guidelines, and will accept any consequence for breaking them.

EXPECTATIONS

The standards outlined below are to ensure that each member of the community feels valued and safe. These standards are important in establishing respect for each other, property and the environment. Please note that this handbook applies to all Secondary Students, from Form 1- 6, except where the Sixth Form Manual explicitly allows otherwise.

You are expected to greet all members of staff, visitors and adults politely and clearly as you pass them. We do not allow swearing, racist comments or taking the Lord's name in vain.

RELATIONSHIPS:

Chengelo does not allow exclusive relationships at school, this includes written correspondence, e.g., notes and online. Physical contact between boys and girls is not allowed. Boys and girls must not meet in isolated or hidden places. We encourage students to socialise in groups of three or more. Girls and boys should maintain a respectable distance between each other.

CLOTHING:

You are responsible for labelling and looking after your own possessions; lending/borrowing is not permitted.

All pupils must be respectfully dressed at all times, showing pride in appearance.

The following are considered inappropriate:

- a) Low-cut or strappy tops
- b) Short skirts/dresses
- c) Shorts which are too high above the knee and too tight.
- d) Clothing which is revealing (e.g., tight fitting garments, torn clothes etc).

Modesty is required at all times, including special events e.g., Variety Shows, Sports Festivals, and Formal Leavers' Dinners. Chitenges and sleeveless tops/vests are only allowed in the hostel.

Pastoral Heads will decide on the suitability of students' dress.

Jewellery

1. A small, discreet necklace or chain is permitted on weekends and must remain underneath an item of clothing.
2. All other Jewellery is not allowed (including bracelets, ankle chains, beads, bands, rings & friendship bracelets).
3. Girls may wear discreet gold or silver ear studs (no stones) or small sleepers (round in shape) - one in each ear **in the traditional position**. Pastoral Heads will decide what is acceptable. Boys are not allowed piercings.
4. Only plain wrist watches are permitted. No smart watches.

Hair

1. Girls' hair should not extend beyond the middle of the back. Hair must be tidy and natural looking. Beads in the hair are not allowed. Neither dyed or tinted hair nor dyed or tinted braids are allowed. Braids can only be black or off-black.
2. Hair must be off the face and girls' hair must be tied back properly with plain navy blue, black or white fasteners. Scarves are not allowed.
3. For boys, ***only conventional hairstyles are permitted*** - no steps, flat tops/cushion tops/quiffs with shaved sides or long hair over the ears, eyebrows or collar. Boys may not dye or relax their hair. Your hair must be smart and short at the start of each half of term.
4. Students are not allowed to shave/cut their eyebrows.
5. Students are not allowed to cut each other's hair.
6. All boys must be clean shaven and must not share razors.
7. If a boy returns with dyed hair, we will contact parents/guardians and his hair will be cut. Girls who return with dyed hair will be sent back home to correct it.
8. Appropriate hair style and length for girls and boys will be at the discretion of the Head of house and will be cut if deemed too long.

Make-up and nail varnish

1. Make-up is not allowed at any time.
2. Pupils must not use nail varnish or false nails. Nails must be kept short.
3. Coloured contact lenses are not permitted at any time.

Hats and Caps

No hats or caps are allowed to be worn inside. Only Chengelo caps may be worn as part of school uniform or PE kit.

When in casuals any cap or hat may be worn (but not inside!). Du-rags and bonnets are only permitted in the hostels.

TECHNOLOGY:

1. **Internet capable devices are not allowed at Chengelo.** Any student found with a mobile phone, tablet, iPod touch or any other internet-capable device will have it confiscated. Phones will be checked for inappropriate content and will not be returned until 6 months after Form 5 graduation. **Please see the parental contract.**
2. Students are allowed Kindles, iPods (no iPod Touch devices) and other similar MP3 players for use within their hostels only. These devices must not have a camera **or an internet connection**. They must not contain materials with obscene, sexually explicit, or violent lyrics. Anything with a parental warning is not allowed. Music players may only be used with headphones, not through speakers.
3. Devices which can connect to the internet and can take pictures and play movies are forbidden. Unwholesome pictures must be removed.
4. Smart watches are not allowed.
5. Music for entertainment, socials etc will be provided by the school.
6. The school does not accept responsibility for the loss or damage of any valuable items. It is recommended that these are left at home. If brought to school they are the responsibility of the student.

Any equipment that does not comply with the above rules will be confiscated for up to a year, and in some circumstances will only be returned to your parents. ***Any member of staff may check the content of these devices at any time.***

HOSTELS:

1. No boy may enter a girl's hostel and vice versa.
2. All medicines and money must be handed in to your houseparent at the beginning of term.
3. Movement out of the hostel at rest and after returning at the end of prep must be authorised by relevant house parents/duty house parents.
4. No running in or around the hostel.
5. You must not enter another dorm unless a member of that dorm is present.
6. Borrowing of clothes is not permitted.
7. Mosquito nets must be used every night.
8. You must always be in the hostel during duty times. After duties in the evening, remain in the hostel or immediate surroundings until the supper bell rings.
9. Rest is taken in the hostel. Forms 1, 2 & 3 take rest on their beds in their own dorms. Forms 4 & 5 may take rest outside but must be in the immediate vicinity of the hostel.
10. Pupils must remain in the Hostels until the bell rings.
11. Quiet time is for reading your Bible, praying, writing a daily journal or thinking. No other activity should take place during that time.
12. Students may listen to music on their portable music player through headphones, in their dormitories or the common room. No portable music players are allowed out of the hostel. Pupils can listen to music during free time, but not during duty and quiet time or after lights out.
13. Table Tuck must be stored in a locked box with maximum dimensions of L65CM x H30CM x W40CM. No additional tuck is allowed to be brought from outside Chengelo.
14. You may only enter another hostel with prior permission from houseparents or duty houseparents.
15. Pupils must sleep in their own beds.
16. No furniture or cushions are to be taken outside.

DINING HALL

1. All food taken **must** be eaten in the Dining Hall.
2. Good manners should be maintained.
3. Tables must be cleared, wiped and chairs left neatly tucked in.
4. Cutlery, cups and plates may **not** be borrowed from DH.
5. On leaving the Dining Hall you must use the exit door and move immediately to your Hostel unless authorised.
6. All caps or any other form of head dress are not allowed and combing hair is not allowed in or near the Dining Hall. Combs must not be seen out of the hostels.
7. Table Tuck is for personal use and should not be shared.

CLASSWORK AND PREP:

1. Classwork and prep is *your* responsibility and must be completed on time.
2. Prep is to be done in silence and on your own.
3. You must be back in your hostel 10 minutes after prep ends.

SWIMMING POOL:

1. Please do not swim without permission, and supervision, from a member of staff.
2. DO NOT ask grounds-staff to supervise swimming
3. No ducking, pushing, running or horseplay.
4. Shallow racing dives only.
5. School swimming costumes/trunks are to be worn.
6. Adhere to signs around the pool

ROPES COURSE:

You may only use the ropes course if a member of staff from Ndubaluba is present.

BOUNDS:

The following areas are **out of bounds** unless authorised:

1. Science laboratories, prep rooms, storerooms and offices, computer labs & library
2. Kitchen and kitchen yard
3. Staff houses, gardens and vicinity
4. All school offices and staff room
5. Sixth Form buildings (for Forms 1-5)
6. Primary School and Primary Hostels
7. Buildings under construction
8. Water towers and rubbish pits
9. Workers' compounds
10. Vegetable gardens
11. Farm buildings, pump houses, water filters, workshops and generator house
12. Fields containing livestock or crops
13. All vehicles including motor-bikes and other people's bicycles. **No student is allowed to drive on site, with or without a licence.**
14. Isolation ward in school clinic or covid-19 Isolation units.
15. Art and DT rooms and outside area.
16. The Swimming Pool
17. The Sports Field/Courts/Grandstand **if no members of staff are present.**
18. Ropes course
19. Founders' Hall
20. Boys are not allowed closer than the turning circle road to the girls' hostels and vice versa. Boys must not use the furrow bridge by the Form 5 Girls' Hostel or by the library. Students are not allowed to walk through the visitors' car park behind the admin.
21. The school boundary is fenced off. No pupil should be outside the fence.

DISCIPLINE**Detentions**

Detentions are centralised and take place every week on **Monday** and **Thursday** in rooms A & B from 16:00-17:00. During detention, students carry out silent work and are not allowed to leave the room, unless in an emergency. Failing to turn up for a detention, or being late for a detention will result in the discipline measures being escalated and could result in gating.

Gating

A gating is issued by the Deputy Head or Headteacher only. This would be an appropriate sanction when a student is causing concern and regularly failing to meet expectations, or a student has committed a level 4 offence (see discipline guide).

Gating usually lasts for 1 week and means that the student must always wear uniform and will be confined to his/her dormitory except for lessons, meals, Saturday prep, Church and Fusion.

The following privileges will also be removed:

- Weekly visit to the tuck shop
- Tuck box
- Music
- Use of common room
- Saturday Entertainment
- Sport

Parents will be informed about the gating through a letter from the student's relevant Pastoral Head. If a student receives 2 gating offences in a term, we will request a parent interview to discuss the next stage of discipline.

LEAVING SCHOOL PREMISES

Leaving the property at any time is not allowed unless authorised by the Deputy Head or Headteacher. If you do have permission, you must get a Gate Pass from Admin. You have to submit this to the Gate Guards as you leave.

WEEKENDS

If you wish to go home for a weekend you need to have a written arrangement made between your parents/guardians and the Headteacher/Deputy Head. A written request must be made by parents/guardians no later than the Wednesday before the weekend. If permission is granted, the school secretary will fill in the details in the exeat log book and issue a pink Gate Pass from Administration. This will only be given to you if the school has received the necessary details from your parents. If your parents are sending a driver, your parents must email the school with the driver's details.

You may only leave after enrichment at 15.45 on Friday and **must return** by 17:00 hours on Sunday. Any requests outside these times must be granted by the Headteacher/Deputy Head.

When you are picked up or dropped off you must report to your Houseparent/Duty Houseparent and sign in at the hostel. Your Houseparent/Duty Houseparent will check your luggage on your return.

Students must arrive and depart in full school uniform.

VISITING ON SITE

1. Hostel monitors must seek permission from their own house parents as well as the houseparents from the hostel they are visiting.
2. Any student visiting a member of Staff at any other time must obtain a Visiting Slip and carry it with them.

TUCK

1. Students must not bring tuck from home: e.g., sweets, crisps, biscuits, fizzy drinks, noodles.
2. Pupils are allowed to bring 'table tuck' to school. This may include pepper, spices, sauces, pickles or spreads. They may also bring cereals, crackers, dried fruit, biltong and drinks such as tea, coffee, milo or squash etc. (no fizzy drinks) for consumption in the hostels.
3. You will be able to buy Tuck from the Tuck shop once a week.
4. Chewing gum and lollipops are not allowed.
5. No other food is allowed. This includes supplementary food such as noodles, tinned food, tuna, perishable food, pizzas, Takeaway food etc. These are not allowed and must not be brought/sent to school at any time.