

HOËRSKOOI GRENSWAG



“Ons gee om” – “We care”

CODE OF CONDUCT

The Code of Conduct serves as guideline for learners' conduct. The conduct of a learner of Hoërskool Grenswag can be measured by the degree he/she adheres to and respects the school's code of conduct.

The Code of Conduct of the school is entrenched by the Act of Schools (Act 84 of 1996 and the amendments thereof). It is expected that the parents as well as the learner, who enrolls into the school should make sure of this Code of Conduct and its stipulations. Enrolment into the school, implies that the learner and his/her parent/guardian accept the code of conduct and will comply with it conscientiously. Should a learner disobey or slight the code of conduct he/she will be dealt with consequently.

1. Prepared

A learner of Grenswag who respects himself will come to school prepared for:

- the necessary **stationary**, textbooks and exercise books
- his/her time-table and
- a **bag** made of **canvas or leather** to protect his/her books.

A learner shows respect for property; therefore, he/she will **not** bring his/her **expensive items**, PSPs, Tablets, iPods, cameras, etc. to school. He/she will **not leave his/her bag outside the classroom** (except when he/she is told to do so) because it is **his/her responsibility** to take care of it.

2. Appearance

A loyal Grenswag learner wears the school uniform and colours of the school with pride.

- He/she has respect for himself/herself and his/her fellow-learners; therefore strictly adheres to the rules about **school wear and appearance**.
- He/she sees to it that he/she is **clothed correctly** when participating in **sport** or attending **functions** to support his/her fellow-learners.

Respect prevents a learner from chewing bubble-gum when he/she is wearing his school uniform.

3. Absence

Loyalty and integrity demand that ...

- A learner of Grenswag will **only** be **absent** when it is absolutely necessary.

4. Late for school/assembly/quad

- A learner of Grenswag has respect for his/her and other people's time.
- Therefore he/she will be **on time** for school, quad and class.
- A learner of Grenswag moves quickly and briskly from one room to the other. He/she may not stroll or saunter about or go to the toilet between periods, because he/she wishes to use the available tutoring time to the full. When the **second bell** goes for class change, he/she will already be in his/her next class room.
A learner of Grenswag shows his/her integrity by holding **appointments with the staff**; he/she will not stay away without letting the teacher involved knows in advance.
Parents are requested to make sure the learners are on time for school.

5. Conduct during assembly

A loyal learner of Grenswag is part of his grade group during assembly in the area indicated to him.

- Out of respect a learner of Grenswag will **not stand with his/her hands in his/her pockets** during assembly; he/she will face to the front and **pay attention** to what is happening, will **not eat or drink** or busy himself with his **cell-phone, study work** or anything else.
- His/her conduct in the square will be **immaculate**.

6. School work

A learner of Grenswag sees conscientiously to his/her scholastic responsibilities.
He/she ...

- does his/her homework independently and with diligence. This goes for practical, written and study work.
- never forgets his/her books with assignments or homework at home.
- does not disrupt class routine.
- makes sure his/her cell-phone is switched off.
- Does not eats or drink/ during the lesson period.

A loyal learner of Grenswag makes sure his/her conduct will not deprive other learners the full opportunity to gain from the teaching process.

7. Tidiness of the Environment

- For a learner of Grenswag it is a question of loyalty to keep his/her **school premises as well as classroom** clean and tidy.
- When it is the responsibility of his/her class he/she will do the **terrain duty** indicated to his grade group willingly and friendly.

- He/she also takes responsibility to keep his/her **classroom** tidy and clean.

8. **Forbidden territory**

A learner of Grenswag makes sure he/she knows which part of the school premises is forbidden territory.

9. **Damaging of Property**

A learner of Grenswag respects his/her property as well as that of other people, and therefore,

- never scribbles on **desks, chairs, walls or school bags**.
- never puts his school bag **on the desk**, because the desk may be damaged.

A learner and his/her parents also take responsibility for the property of other learners and the school which may accidentally be damaged by the learner.

10. **Language**

A learner of Grenswag shows respect towards others who deal with him/her by not using crude language. **Crude and foul language** will not be used by a learner of Grenswag. He/she shows his/her **goodwill** by greeting everybody he/she meets, friendly.

11. **Dodging class/leave the room**

A learner of Grenswag who has self-respect ...

- uses the bathroom during break so that it will not be necessary to leave the room during lessons, and will not leave the room on any pretext.
- is not absent from class or leaves the room **without the consent of the teacher**; he/she will listen when supervision is ordered.

12. **Cell-phones**

A learner of Grenswag's respect for others will not allow him/her to use his/her cell-phone **during school-time**.

- **During lessons and between periods** a learner's cell-phone will be **inactive** and put away.
- He/she will therefore not have it in his/her lap or hand.
- A learner of Grenswag will switch his/her cell-phone off **before assembly** starts and keep it off during the entire school day. It may only be switched on during **break**.

13. **Smoking/in the company of smokers**

A learner of Grenswag shows his integrity and loyalty **in school wear, on the school premises or at school functions** by not ...

- smoking, bringing tobacco to school or have them in his/her possession
- and because he/she does not approve that his/her friends damage their health, he/she will not be in the company of someone who smokes.

14. Leave the School Grounds

A learner of Grenswag has integrity and knows he/she may leave the school grounds between 07:30 and 13:30 with the **permission of the grade guardian** – even if his/her own parent/guardian comes to fetch him/her from school. Because the school takes responsibility for the safety of the learners, parents are requested to follow the correct signing out procedure.

When the guardian of that specific grade is not available, permission will be granted by one of the **deputy principals**.

- If a learner of Grenswag has to leave the school grounds he/she must bring – as far as possible – already on the **previous day** a letter from the parent/guardian stating the reason for the learner's absence.
- A Grenswag learner who has self-respect will try – as far as possible – never to make **doctors' or other appointments** during school hours, because he/she would not like to miss any lessons that he/she will have to catch up later on.
- During school hours the Grenswag learner is the responsibility of the school. Integrity urges a Grenswag learner, who gets hurt during school hours, to report to the administrative office immediately.

15. Honesty

Integrity urges a learner of Grenswag to be honest at all times:

- He/she will therefore refrain from forging **signatures**, state a **false name**, copy the **homework or assignments of someone else**, be dishonest in **examinations and tests**, and is make **false statements**.
- A true Grenswag learner will not commit **fraud** of any nature.
- The loyalty of a Grenswag learner compels him/her to immediately report **information** necessary for the **safety** of others, or for the good order and discipline of the school.

16. Order regulations and school routine

The integrity and respect of a learner of Grenswag compels him/her to...

- take out his/her books immediately when he gets in class, to put his bag under his chair and to sit down.
- listen attentively when **announcements** are made and orders are given before school starts before break and at the end of the day.
- only exit the class room after the day has come to a close by prayer over the intercom, and the teacher has dismissed the class.

A learner of Grenswag never commits himself/herself to **strikes, mass demonstrations or initiation ceremonies**. For the sake of the safety of everybody such conduct is prohibited by the **Act of Schools**.

17. Communication with parents

A Grenswag learner with integrity hands all **circulars or other forms of communication** from the school faithfully to his/her parents/guardian. When there is a tear-off slip to be completed it should be sent back – if possible, the next day – and given to the register teacher.

At the end of each school term the parents of the learner will be notified on the scholastic work of the learner when a **report of his/her marks** is sent to the parents.

Educational reports, notifying parents on the learner's conduct, will be sent on fixed dates.

There are two **parent evenings** during the year all parents could discuss any problem with their child with the staff.

Communication with parents will also be conducted via **SMSs**. Parents are warned to ensure their **cell-phone numbers** are correct and that the school will immediately be notified of any changes.

Parents of Grenswag learners are invited to communicate any problem via the guardian of the **particular Grade or the principal** by reporting to the reception desk first.

18. **Transgression of rules will require punishment.** To prevent concentration on the negative regarding conduct, each learner gets a total mark of 200 at the beginning of the year. When it is necessary to punish, some marks will be deducted from this 200 – as it is shown in the table below.

Transgression	
Being late – class room	15
Being late – school (x3)	30
Appearance/clothes/unshaved beard, etc.	15
Preventing fellow-learners to concentrate/ Disrupt class	20
Bad conduct/Spit/Conduct – boy + girl relations/Shows disrespect	20
CASS/PAT projects handed in late/Not showing up – practical's, orals	20
Test/exercise book/report/tear-off slip not signed	10
Ignore instruction of member of Students' Council	15
Crude language/Hate speech	20
Graffiti on walls, furniture, text-books or other place	25
Smoking/in possession of cigarettes/present when someone is smoking	40
Playing truant – class, supervision class and school	40
Lies/False accusations	20
Involved at a fight	25
Play/flocking at the shaft of the staircase or any forbidden territory	20
Misuse of cell-phone	15
Misuse of social networks (intimidating or destructive opinions)	40
Any form of gambling	30
Tattoo visible	20
Final warning for any serious transgression mentioned in no.9	50

- When 100 marks are lost, the parents will be notified.
- When all 200 marks are used up, the parents will be called in and the learner will be suspended for a certain period of time (five/5 days).
- When the learner gets back, continues with the transgressions and lose another 200 marks, he will be asked to leave school permanently (after the Disciplinary Committee and the Governing Body has ruled on it).
- This system assists the staff in identifying potential leaders when a new Student Council is appointed at the end of grade 11.
- Record is kept of all the transgressions for the full run of the period of time the learner is a member of Hoërskool Grenswag. The learner therefore builds his/her own record – positive and negative.
- Quarterly credit points will be noted on report cards.
- Members of the Student Representative Council may also report transgressions of the code of conduct and co-sign the penalty letter as eyewitness of the transgression.

- Learners who transgress repeatedly – even before they reach the levels indicated above – may be referred to the principal by the head of discipline for an interview with the parents.

19. SERIOUS TRANSGRESSIONS

The following are regarded as serious transgressions of the code of conduct and may lead to immediate suspension – depending on the seriousness of the matter. It is in accordance with the **Act on South African Schools, published in the Gazette of 15 May 1998.**

- Conduct that endangers the safety of others as well as the violation of the rights of others, e.g. race discrimination.
- Possesses, threatens or uses any dangerous weapon (including knives and scissors).
- Use or in possession of alcohol or any form of drugs.
- Serious cases of assault, bullying (physical and/or verbal) abuse.
- Immoral conduct or blasphemy.
- Falsely identifying yourself.
- Vandalism and/or demolishing or disfiguring school property.
- Theft or in the possession of stolen property.
- Provocative, rude conduct towards educators
- Any sexual transgression/sexism.
- Dishonesty in tests and exams (which may result in no marks for the specific paper).
- Pornography (printed or electronic) in his/her possession.
- The knowing and intentional giving of false information or the forging of documents.
- Repeated transgression of school rules.

OUR TRADITION IS TO BE INNOVATIVE

APPROVED:

PRINCIPAL

DATE

SGB

DATE