

# HOËRSKOOL GRENSWAG



**“Ons gee om” – “We care”**

## **SCHOOL RULES**

### **1 GENERAL SCHOOL RULES**

- 1.1 No learner may leave the school premises without permission.
- 1.2 Learners must stay away from all forbidden areas, as shown in point 5.
- 1.3 Learners may not stay or move through the foyer unless they are summoned there for a specific reason.
- 1.4 No games with balls (tennis, rugby, hockey, golf, etc.) are allowed between the buildings; the A rugby field may be used.
- 1.5 No object may be thrown at somebody – including water bombs, stones, etc.
- 1.6 Littering is prohibited.
- 1.7 Some transgressions, like vandalism, theft, physical fights, the use of alcohol (or the possession thereof), the use of drugs (or the possession thereof), the use of dangerous weapons (or the possession thereof) are very serious transgressions and may result in immediate suspension.
- 1.8 Exchanging classes must be orderly. Keep left and move quickly. Three minutes after the bell went for the end of a period, a second bell will ring to indicate that all learners must be in their classes.
- 1.9 No learners are allowed on corridors, stairs and in classrooms during break. Only the middle set of stairs may be used to visit the cloak-rooms.
- 1.10 Crude language is strictly prohibited.
- 1.11 Bicycles and motorbikes must be left locked in their respective sheds; the school will not be responsible for bicycles.
- 1.12 Personal property such as schoolbags, cell-phones, etc. is the responsibility of every learner. Take care of your property.
- 1.13 When a teacher is absent, learners must go to their invigilation class. Omission to do so will be regarded as truancy.
- 1.14 If a learner is absent, the parent must inform the principal telephonically. When the learner resumes classes, he must bring a letter from the parent.
- 1.15 Learners who come to school in their own vehicles must have a valid driver's licence and the vehicles may only be parked on the tar surface in front of the school and not on teachers' parking lots.

## 2 FORBIDDEN AREAS

Learners may not be on the following places before school, after school or during breaks:

- 2.1 Near or at any motorcars, motorbikes and bicycles.
- 2.2 The front area of the school – including the area directly in front of the administrative block, the school hall and gymnasium hall, as well as the tar surface at the front of the school. **After** school learners may wait for their parents on this tar surface.
- 2.3 The eastern side of the school – not past the principal's office and/or the class of Mrs Verster and/or the store room of the factotum.
- 2.4 To the right of the cement footpath that leads from the EGD class to the hockey field.
- 2.5 The hockey field as well as the cement seats at the hockey field is forbidden.
- 2.6 Any of the corridors or stair shafts are forbidden territories – the area between buildings are permissible.
- 2.7 The area past the pavilion of the A rugby field's pavilion is forbidden.
- 2.8 Tennis courts and tennis clubhouse are forbidden, but the benches between the tennis-courts and the A rugby field are allowed.
- 2.9 Restaurant and the gardens around the restaurant.
- 2.10 Moving through the foyer as well as the staircase to the upper administrative block is forbidden.

## 3 SCHOOL WEAR AND NEATNESS OF THE BOYS

### 3.1 Hair:

- (a) Back: Short in the neck and gradually longer to the top. Hair may not touch the collar.
- (b) Along the sides and around the ears: It should be short like the back and then gradually longer.
- (c) 'Sidies' – may not grow further than the middle of the ear.
- (d) No thick or long hair is allowed.
- (e) Quiffs – May not be longer than the middle of the forehead.  
– When the quiff is pulled down, it may not touch the eyebrows.
- (f) Hairparting in the middle may not be tufted - may not be brushed to the top to form a peak on top. It should be flat.
- (g) Hair may not be untidy (tangled) – also not at the back. It must always be brushed neatly.
- (h) When hair is brushed backwards or when the quiff is brushed upwards, the hair should be trimmed very short.
- (i) No colouring, bleaching of hair or high lights.
- (j) No modern (extreme) styles are allowed, e.g. spikes (hair cut short in the neck with the middle part much longer)
- (k) No sugar, etc. to stiffen the hair (Harden the hair or let it stand up straight).
- (l) Moderate use of gel is allowed in the front of the head, not all over the top. No patterns are allowed
- (m) No dread locks and/or hair extensions are allowed.
- (n) Ethnic hair must be cut short and may not be braided.
- (o) Beard and moustache must be shaved daily.

### 3.2 School wear:

- Trousers: Gray long or short trousers – no stove pipes  
Shirt: White, polyester-cotton.  
Shoes: Black school shoes with standard thick soles – laces not threaded or decorated with beads (e.g.), no sketches on soles; keep shoes clean.  
Socks: Gray – not white or rugby socks  
Belt: Black with small buckle (no pictures on buckle).  
Pull-over: Sleeveless, teal pull-over compulsory – on extremely hot days it may be made optional after the principal's decision on this account is announced.  
Tie: Prescribed tie is compulsory – may not hang loosely around the neck (must be knotted and pulled close to the throat).  
Blazer: Official school blazer (optional).  
Drimac: The prescribed Drimac is allowed during cool weather.  
Scarf: The prescribed scarf may be worn only in winter.  
Beanie: The prescribed beanie may only be worn in winter, before school, during breaks, after school and at sporting events.
- No coloured vests are allowed under the white shirt.

### 3.3 General:

- (a) Short, clean nails.
- (b) Scarfs, other than the prescribed scarfs, are not allowed.
- (c) Bangles – none are allowed.
- (d) No jewelry of any type.
- (e) Full school tracksuit is allowed for sport activities
- (f) Provincial blazers or provincial tracksuit tops (not the complete tracksuits) may be worn on Friday's. This is only applicable to learners who achieved the award **in the current year**.
- (g) First teams (rugby, hockey, netball, tennis and chess) may wear the drimac of the first team during the week.
- (h) Shirts may not hang out.
- (i) No tattoos allowed.  
All tattoos should be covered

## 4 **SCHOOL WEAR AND NEATNESS FOR GIRLS**

### 4.1 Hair:

(We make two exceptions: Ethnic hairstyles may be worn with extensions.  
Non-ethnic hairstyles may be coloured.

- (a) No ultra-modern styles or freaks of fashion allowed. (No Wet Look/ pens or tangled styles at the back of the head when wearing short hair, is allowed).
- (b) Moderate use of **GEL** is allowed.
- (c) The fringe may not hang over the eyebrows. A girl's eyebrows must be visible
- (d) Hair must be fastened in one or two ponies, or a classical bun when it is possible to pull the hair even with the top of the ears, or else it has to be cut short. The hair may not hang over the collar of the shirt
- (e) Long hair may be fastened in one or two pony-tails, or a classical bun. **NO** hair may hang out **UNDER** the fasteners. A bun may not be worn on top of the head.
- (f) Hair may also be braided normally or arty.

- (g) When hair is fastened, only the 'sidie'"may hang loose beside the face. This hair-string may not be longer than the bottom of the jaw at the earlobe.
- (h) When the girl bends over and gets up, her hair must naturally be away from the eyes so that she needs do not wipe it back or shake her head.
- (i) When her hair is cut in one length (BOB), but is not long enough to be fastened, it should be fastened neatly behind the ears with sliding clips or clip-on clips.
- (j) An **ALICE BAND** or stretch bands may be worn, but only in white, black and teal
- (k) Hair-accessories

Elastic	:	colour	:	white, orange, black, brown or teal
Ribbons	:	colour	:	white, orange or teal
Clips	:	colour	:	sliding clips: white, black, brown
			:	clip-on clips: silver
Alice Bands	:	colour	:	white, black, brown or teal. No flowers on alice band.
Hair bands	:	colour	:	white, black, brown or teal. NO multi- colour or two toned bands are allowed No flowers in the hair.
	:	width	:	5 cm or smaller

- (l) Hair decorations may only be white, black, brown, orange or teal.
- (m) NO wigs are allowed.
- (n) Only ethnic hairstyles may have hair extentions. The colour of the extentions must be the same as the natural hair colour.
- (o) Hair extensions may not be made up of different colours or be coloured.
- (p) Hair extensions that are allowed: Single braiding, Soft dreads, Straight back and Straight up
- (q) Extensions as well as own, natural hair must be fastened against the head with an elastic hair band. All hair must be tied, loose pieces are not allowed
- (r) Extensions may also be cut in a short style.
- (s) Own hair may be braided in styles.
- (t) Hair must be NEAT and TIDY at all times.

#### 4.2 Dying of hair:

- (a) Hair-colouring is allowed if the colour is as close to the natural colour as possible. Hair may not be coloured red, maroon/purple or grey at all. **No** back-growth must be seen. (The hair must be coloured every 4 to 6 weeks.)
- (b) Only your own hair may be dyed. Extensions must be the same as your natural hair colour.
- (c) No drastic colouring of hair is allowed. Example: from blonde to black or black to blond. No coloured extensions are allowed.
- (d) Very thin high lights are allowed, but must compliment the natural hair colour – the high lights must look natural. Ethnic girls may not high-light their hair.
- (e) A maximum of 15 thin high lights are allowed.

#### 4.3 Make-up:

- (a) No make-up is allowed.
- (b) No permanent make-up and/or tattoos are allowed.

#### 4.4 Earrings:

- (a) Only gold or silver very thin rings.
- (b) Studs can be silver, gold, pearl or with a teal or white glass stone.
- (c) Only one per ear – must be of the same type and put in the lowest hole.

#### 4.5 Nails:

- (a) Nails may not show above fingertips. When scissors are held at the fingertip and some nail can be cut off, that nail is too long.
- (b) Colourless nailpolish is allowed.
- (c) No GEL or ACRILIC nails are allowed

#### 4.6 School wear:

- Skirt: Teal, drip-dry (as prescribed).
- Trousers: Gray female long trousers as prescribed.
- Blouse: White, sleeved, polyster-cotton.
- Shoes: Black school shoes that are laced or with a strap over the bridge of the foot
- Socks: Short, white school socks; long socks as produced by providers.
- Pull-over: Sleeveless, teal pull-over is **COMPULSORY** – on extremely hot days it may be made optional after the principal's decision on this account is announced. **Pull-over is compulsory with trousers.**
- Tie: Prescribed tie is compulsory – may not hang loosely around the neck (must be knotted and pulled close to the throat).
- Jerseys: Prescribed long-sleeved jersey.
- Drimac: The prescribed Drimac is allowed.
- Scarf: The prescribe scarf my be worn only in winter.
- Beanie: The prescribed beanie my only be worn in winter, before school, during breaks, after school and at sporting events
- No coloured vests or underwear are allowed under the white shirt.

#### 4.7 General:

- (a) Scarfs, other than the prescribed scarfs, are not allowed.
- (b) Bangles – none are allowed.
- (c) Provincial blazers or provincial tracksuit tops (no complete tracksuits) may be worn on Fridays. This is only applicable to learners who achieved the award in the current year.
- (d) First teams may wear the drimac of the first team during the week).
- (e) Exept for earrings and a signature ring no other jewelry may be worn.
- (f) No tattoos allowed – Any tattoos should be covered.

## 5 CELLPHONE AND ELECTRONIC EQUIPMENT

- 5.1 Schools experience problems with learners who misuse cell-phones and other electronic equipment at the school. Therefore, the following rules are valid:
- (a) During lesson time: **NO** cell-phone may be visible in the classroom and must never be used. It must be switched off and placed in the learner's schoolbag.
  - (b) Transgression of this rule is punishable according to the code of conduct.
  - (c) The above is also valid during assembly and during register period as well as in invigilation classes.
  - (d) During tests and examinations: Cell-phones must be switched off and placed in the learner's schoolbag that will be placed in the front of the examination class. Only calculators may be used in tests and examinations.
  - (e) Other electronic equipment: The same rules which are applicable to cell-phones are applicable to any other electronic equipment (e.g. Mp3's, I-Pods, etc.).
- 5.2 Parents and learners must take note that the school is not responsible for the safety of cell-phones and electronic equipment.

## 6 LEARNERS WHO ARE LATE FOR SCHOOL

- 6.1 Late coming is a serious problem and will not be tolerated.
- 6.2 A learner is late for school when he/she arrives at the main gate after the school bell has already gone at 07:10.
- 6.3 The main gate will be closed at 7:10 and learners, will have the opportunity to move to the assembly area within 3 minutes thus they must be in their lines at 7:13, ready for assembly.
- 6.4 All learners arriving at school after 7:10 will be accompanied by the educator on duty to the school hall from where the parent will be summoned to come to the school to sign in the learner.
- 6.5 Two warnings per learner will be issued. If the learner continues with the misbehaviour the parent will be contacted with each late coming to come to school to sign in the learner.
- 6.6 A file will be kept with information of all late comers.
- 6.7 If it is not possible for the parent to come to school to sign in the learner the learner will be kept in the school hall, until the parent could come to school the following day.
- 6.8 It will be expected of late comers to help with daily tasks such as picking up papers.
- 6.9 If a late comer misses out on tests/or formal tasks due to the above mentioned situations it stays the responsibility of the late comer to make arrangements with the subject educator when to write the test or the formal task.

## 7 LEARNERS WHO HAVE TO LEAVE THE SCHOOL DURING SCHOOL HOURS

- 7.1 Learners may only leave the school premises with their lawful parents or guardians.
- 7.2 **Parents are responsible to see to it that a learner will not leave school without a valid reason. Doctor's and dental appointments must be made during the afternoons.**
- 7.3 Parents should not listen to learners saying that nothing is going on at school. It does happen from time to time that teachers are sent by the department on courses, but in such cases parents will be notified by letter if the learners are not to come to school. If there is no letter the learners must be sent to school.
- 7.4 If the lawful parents / guardians cannot fetch the learner from school, the parents must phone the school to give consent by phone or the learner must hand in a letter of consent at the office.
- 7.5 Learners may not leave the classrooms before they are called for over the intercom. Transgression is punishable; it will be seen as truancy.
- 7.6 The same rule applies to learners who leave early for sporting activities or any other school activity. They are not to leave a classroom if they are not called for (not even to dress themselves). Once again transgression is regarded as truancy.
- 7.7 Parents must take notice that no learner could be called during lessons – it is disturbing the class. Learners will be called at the end of a period.
- 7.8 When a learner is called, a letter for signing out will be completed by the learner. Then the learner will go to every teacher whose classes will not be attended. They will sign the letter.
- 7.9 After the subject teachers had signed, the letter would be taken to the disciplinary head of the grade for approval.
- 7.10 The signed letter will be handed in at the gate (given to the guard).
- 7.11 In the general office a file will be kept in which the learner's name will be noted. All letters given to the guard will be brought back to the office and marked off next to the learner's name. If a letter is not brought back, it means the letter was not handed to the guard and the learner had left school without permission.
- 7.12 In case of emergency the learner has to report to the office, from where the parents will be phoned. If an emergency happens at home, the parents can phone the school and the learner will be called at the end of the period.

## 8 HOMEWORK

- 8.1 Checking of homework and reaction to work not done is the responsibility of the subject teacher.
- 8.2 It is the subject teacher's duty to inform the parents when the learner repeatedly refuses to do work.
- 8.3 It is of the utmost importance that every subject teacher will report on a class list when a learner fails to do his homework.

**9 ABSENCES**

- 9.1 It is and stays the responsibility of parents to see to it that learners attend school daily, on time and for the entire school day, wearing/dressed in the correct school wear, and in accordance to the rules for neatness.**
- 9.2 Learner absences must be acknowledged by the parents – via letter/doctor’s note.
- 9.3 If a learner is absent for 10 consecutive school days or, when he is frequently absent, or if a certain absence pattern develops, the register guardian must report it to the disciplinary head of the grade.
- 9.4 The disciplinary head will immediately contact the parents for information whether the learner is about to leave school or not.
- 9.5 If no valid reason for the absences is given, or if no contact with the learner or his parents could be made, the learner’s name will be taken off the register and his record is struck.
- 9.6 When a learner’s record is struck, the disciplinary head of the grade (or the principal) will notify the parents in writing of this striking.
- 9.7 If such learner is still of the compulsory age, the department should be notified immediately, in writing of the striking, the date thereof and the reason for it.

**OUR TRADITION IS “ TO CARE ”**

**APPROVED:**

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**PRINCIPAL**

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**SGB**

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**DATE**

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**DATE**