

# GREENSIDE HIGH SCHOOL

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## Code of Conduct, Policies and Information Booklet 2025

Name of Learner: \_\_\_\_\_ Grade: \_\_\_\_\_

# Greenside High School

## *Individuality through Community*

### Our Mission

To be an inclusive, safe environment for teenagers, serving as the preferred educational choice. Here, they will foster their potential through academic pursuits and extracurricular activities, guided by values of respect, honour, compassion, courage, community, and courtesy. Upholding integrity, open-mindedness, enthusiasm, appreciation, critical thinking, humility, excellence, through active participation in community endeavours, sport, culture and academics.

### Educational Aims

We aim to develop the uniqueness of each individual by means of a well-balanced educational program that caters for the learner holistically. We wish to provide education within a multi-cultural environment that promotes an appreciation of diversity and prepares learners for the workplace of the future. Learners are taught life skills that will enable them to take their place as independent, co-operative, mature and responsible citizens of our country.

### Vision

The vision of Greenside High School is to be a school which produces individuals who are community-minded, ethical and compassionate human beings, who demonstrate integrity, and sound morals in their approach to decision making and strive for excellence and approach life and its challenges with enthusiasm.

This Code of Conduct, Policies and Information Booklet can be revised or amended at the discretion of the Principal should the need arise. Stakeholders and concerned parties can make recommendations, in writing, to the Principal. These amendments will be communicated to all stakeholders accordingly.

**This Code of Conduct is, therefore, binding on all members of the school community.** In any matter regarding the interpretation of this document, the final decision rests with the Principal of the school and no correspondence will be entered into.

# The 12 Values of Our School

The following values and morals create the foundation for our school. These should always guide every member of our Greenside High School community.

**APPRECIATION:** A deep and genuine sense of gratitude

**ENTHUSIASM:** Strong excitement and an active interest in something

**COMMUNITY:** At Greenside High, we are a community

**COMPASSION:** This helps us move beyond self-centeredness to become true companions

**COURAGE:** Encourages us to innovate and take risks, inspiring change for the better

**COURTESY:** Treating others with kindness and tact

**CRITICAL THINKING:** More effective thinking for better decisions

**HONOUR:** Doing the right thing and taking responsibility for one's actions

**HUMILITY:** We are all still a work in progress and our weaknesses are essential for growth

**INTEGRITY:** Doing the right thing when no-one is looking

**OPEN MINDEDNESS:** Acknowledging the dignity of all and affording them respect

**RESPECT:** An attitude of honouring ourselves and others as people of value

## South African National Anthem

Nkosi sikelel' iAfrika  
Maluphakanyisw' uphondo lwayo,  
Yizwa imithandazo yethu,  
Nkosi sikelela, thina lusapho lwayo.

Morena boloka setjhaba sa heso,  
O fedise dintwa le matshwenyeho,  
O se boloke, O se boloke setjhaba sa heso,  
Setjhaba sa South Afrika - South Afrika.

Uit die blou van onse hemel,  
Uit die diepte van ons see,  
Oor ons ewige gebergtes,  
Waar die kranse antwoord gee,

Sounds the call to come together,  
And united we shall stand,  
Let us live and strive for freedom,  
In South Africa our land.

## **Greenside High School War Cry**

SHAZA WAKA WA  
SHAZA WAKA – WA  
ALEVU ALEVU ALEVU TU  
ALEVU TU TU TU – SA

WE SHOW THE OTHERS WHO WE ARE  
HOORAH HOORAH HOORAH

GREENSIDE HIGH WE ARE  
THE FINEST SCHOOL BY FAR  
G-R-E-E-N-S-I-D-E  
GREENSIDE!

### **Ha Halele**

**Ha halele, ha halele  
Hai tsikitsoka, Hai tsikitsoka  
Willy willy woza, willy willy woza  
Wo wale wale woah, Wo wale wale woah**

**Imbobo, T (x4)**

# Index

Our Mission.....	0
Educational Aims.....	0
Values .....	0
Vision .....	0
The 12 Pillars of Our School.....	1
South African National Anthem.....	2
Greenside High School War Cry .....	3
Introduction .....	7
Part A - How Greenside High School Works, .....	9
and How You Are Expected to Behave.....	9
<b>1. Where You Fit into the School .....</b>	<b>9</b>
1.1 Form Class and Timetable Class.....	9
1.2 Grade Heads.....	9
1.3 Psychological and Support Services .....	9
1.4 Houses .....	9
<b>2. A Normal Day - Where Do You Need to Go, and When?.....</b>	<b>10</b>
2.1 Attendance.....	10
2.2 Morning Bells and Class Register .....	10
2.3 Timetable and Bell times .....	10
2.4 Back Gate Times .....	10
2.5 Lateness .....	10
2.6 Leaving Early .....	11
2.7 Absence .....	11
2.8 If a Learner Becomes Sick while at School.....	11
2.9 Being Excused from PE held during LO Lessons .....	12
2.10 Assemblies .....	12
2.11 Friday Muslim Prayers .....	12
2.12 Extra-Curricular Activities.....	12
2.13 Care of Learners After School Hours .....	13
2.14 Compulsory Attendance at Functions and Fixtures.....	13
2.15 Educational Visits and Tours.....	14
<b>3. What You Must Wear - Uniforms and Sports Kit .....</b>	<b>15</b>
3.1 Why do we Have a Uniform at Greenside High School?.....	15
3.2 Uniform.....	15
3.3 Jewellery, Nails, Make-up and Tattoos .....	17
3.4 Hair .....	17
3.5 Special Uniforms.....	18
3.6 PE Uniform .....	19
3.7 Sport Uniform .....	20
3.8 Uniform Stockists .....	21
3.9 Civvies Days.....	21
4.1 Subjects.....	22
4.2 Stationery, Workbooks and Other Supplies .....	22
4.3 Textbooks .....	23
4.4 Book-In-Bag and DEAR (Drop-Everything-and-Read) Policy .....	23
4.5 Homework .....	24
4.6 Extra Tuition.....	24
4.7 Academic Counsel.....	24
4.8 Cycle Tests.....	24
4.9 Examinations .....	25

4.10 Reports .....	25
4.11 Awards .....	26
4.12 Valediction .....	26
4.13 Career Guidance .....	26
4.14 Newsletters and Website .....	26
<b>5. How You Are Expected to Behave.....</b>	<b>27</b>
5.1 Discipline: General Rules.....	27
Temporary COVID-19 Policy and Procedures .....	27
Respect for Those in Authority .....	27
Respect for Fellow Learners .....	27
Care of School Property, and Other Learners' Property .....	28
Lost Property and Preventing Theft .....	28
Playing Sport without Supervision.....	28
Visitors, Business and Deliveries to School .....	28
Behaviour Outside of the School Grounds .....	29
Outings on a Bus.....	29
5.2 Cell Phones, Electronic Equipment and Music Equipment .....	29
5.3 Courtesy.....	31
5.4 Classroom Expectations .....	31
5.5 Out of Bounds / Restricted Areas .....	32
5.6 Emergency Procedures.....	33
5.7 Rules for Specific School Venues .....	33
5.8 Special Rules – Physical Science and Life Science Labs .....	34
5.9 Special Rules – IT and CAT Computer Centre.....	35
5.10 Using School Computers - Expected Behaviour and Prohibited Activities .....	36
5.11 Rules We Shouldn't Have to Explain to You – Serious Misconduct .....	37
Disrupting .....	37
Bunking .....	37
Bullying .....	37
Sexual Harassment, Indecency and Pornography .....	37
Social Media and Cyber Infringements.....	37
Dishonesty .....	38
Cheating and Plagiarism .....	38
Theft.....	38
Fighting and Violence .....	39
Weapons.....	39
Vandalism .....	39
Smoking .....	40
Alcohol.....	40
Drugs.....	40
5.12 Swearing .....	41
5.13 Road Safety and Parking .....	41
<b>6. Merits.....</b>	<b>43</b>
6.1 The GHS Merit and Demerit Policy .....	43
6.2 Merits and Awards .....	43
6.3 Merit Tables .....	44
Merit Points .....	44
<b>7. Demerits and Detentions.....</b>	<b>46</b>
7.1 Demerits .....	46
7.2 Detentions .....	46
<b>8. Demerit Points Tables and Schedules of Offences.....</b>	<b>48</b>
Demerit Points for Un-Scheduled Offences .....	48

Schedule 1 Offences .....	51
Schedule 2 Offences .....	53
<b>9. Disciplinary Procedures .....</b>	<b>57</b>
9.1 Internal Disciplinary Hearing .....	57
9.2 SGB Disciplinary Hearing .....	57
9.3 Disciplinary Interventions .....	58
<b>10. Different Roles in the School .....</b>	<b>60</b>
10.1 The RCL .....	60
10.2 Senior Leaders .....	60
10.3 Educators .....	61
10.4 The SGB and School Governance .....	61
<b>11. The Parents' and Guardians' Code of Conduct .....</b>	<b>62</b>
11.1 Parents' / Guardians' Expectations .....	62
11.2 The Parent's / Guardians' Relationship with the Educators: .....	62
11.3 Parents' / Guardians' Role in Enforcing the Code of Conduct: .....	62
11.4 The Parents' / Guardians' Accountability for the Conduct of the Learner: .....	63
11.5 Parents' / Guardians' Role in their Child's School Life: .....	63
11.6 Medical Information .....	64
11.7 Parents' / Guardians' Personal Behaviour .....	64
11.8 Parents' / Guardians' Communication with the School .....	65
11.9 Admission, Re-Registration and Withdrawal of a Learner .....	66
11.10 Undertaking to Pay School Fees .....	67
<b>Part B: Policies on Serious Misconduct .....</b>	<b>69</b>
<b>12. Sexual and Pornographic Misconduct Policy .....</b>	<b>69</b>
<b>13. Anti-Bullying Policy .....</b>	<b>70</b>
<b>14. Anti-Violence Policy .....</b>	<b>71</b>
<b>15. Anti-Plagiarism Policy .....</b>	<b>73</b>
<b>16. Anti-Smoking Policy .....</b>	<b>75</b>
<b>17. Anti-Drug Policy .....</b>	<b>76</b>
<b>20. Map of the School and Out of Bounds Map .....</b>	<b>80</b>

## Introduction

Greenside High School is committed to providing a safe and inclusive environment for the delivery of quality teaching and learning by:

- advancing the rights, responsibilities and safety of all learners, educators and parents/guardians
- cultivating learners' responsibility for their own actions and behaviours
- guard against all types of discrimination and intolerance
- address and remediate disruptive and disagreeable behaviour.

In alignment with restorative justice principles and values, the school rules aim to create a focused and nurturing atmosphere conducive to meaningful teaching and learning at Greenside High School. The Code of Conduct outlines the expectations for learner behaviour and outlines the school's approach to addressing any infractions in a manner consistent with restorative practices.

Each member of the school community is expected to interact with one another in a manner that reflects respect, equality, and consideration, irrespective of factors such as race, religion, gender, academic prowess, or sexual orientation. Given our diverse society, it is imperative that we cultivate acceptance for one another, fostering an environment free from discrimination and inequality.

**This Code of Conduct applies to all learners while they are in the school uniform whether they are on the premises or not. It also applies when learners are away from the school representing it or attending school functions whether they are in school uniform or not.**

Section 8[4] of the South African Schools Act provides that all learners attending a school are bound by the Code of Conduct of that school. All learners attending Greenside High School are required to sign a statement of commitment to the Code of Conduct. No member of the school community is exempt from complying with this school's regulations. Familiarity with this school's regulations is an important responsibility for all stakeholders.

**All learners must:**

- Comply with the **academic requirements** as set out by the school.
- **Behave in accordance with this Code of Conduct.**
- Adhere to school **uniform and hair** regulations.
- Comply with the school's **attendance requirements**.
- Treat others with **respect and dignity** at all times.

Greenside High School learners are expected to behave with good sense and courtesy at all times. The Code of Conduct serves as a general guide for the standards of dress and behaviour expected of Greenside High School learners. Each learner is expected not only to conform to these standards, but also to assist the Staff, the RCL and the Senior Leaders in ensuring that **all** learners conform to them. Learners are expected, at all times, to be **loyal and to uphold the honour of the school**.

***"Education is the most powerful weapon which you can use to change the world."***

**Nelson Mandela**

***"The best educated human being is the one who understands most about the life in which he is placed."***

**Helen Keller**



## **Part A - How Greenside High School Works, and How You Are Expected to Behave**

### **1. Where You Fit into the School**

#### **1.1 Form Class and Timetable Class**

Every learner is placed in a form class. Greenside High School uses colours to identify the class i.e. blue, red, green, yellow etc. Each class has a Form Educator and two elected RCL Members.

Every learner is also placed in an academic class, which are numbered A, B, C etc. Subject classes in Grade 10, 11 and 12 are mainly sorted according to the timetable links that are created by the subject choices.

#### **1.2 Grade Heads**

Each grade has two or three Grade Heads. Ideally, Grade Heads move up through the school with their year group, moving from Grade 8 through to Grade 12. There may be unforeseen circumstances that require a change in Grade Heads. The Grade Heads have a pastoral role and will give learners assistance whenever they are able to. Parents/guardians and learners are encouraged to engage with the Grade Heads if they have general concerns, and for attendance or disciplinary matters. There is also a Deputy Principal responsible for each grade.

#### **1.3 Psychological and Support Services**

- Greenside High School has a team of psychologists and social workers who are on the school premises four days per week.
- Where necessary, learners - in consultation with their parents/guardians - will be referred to the school psychologists or social workers for counselling.
- Any learner who is in need of any emotional assistance may approach the psychological services for help, by contacting them directly, or through a Grade Head or any Educator or member of the RCL, Peer Mentor or a Senior Leader.
- Parents/guardians may contact the psychologists / counsellor/ social worker to request assistance for their child should the need arise.
- All information shared in this forum is confidential.

#### **1.4 Houses**

The school has six houses, as detailed at the front of this Code of Conduct, and each learner will belong to a house.

Each year there are a number of sporting, cultural and academic house events. The results of each of these events count towards house points, and all learners are encouraged to participate. The house with the most points at the end of the year is awarded the ***Principal's Privilege*** reward at the beginning of the next year.

## **2. A Normal Day - Where Do You Need to Go, and When?**

### **2.1 Attendance**

- School attendance is compulsory.
- The school calendar is published by the Department of Basic Education and is subject to legislated amendments.
- Please **arrange holiday dates accordingly**. Cycle tests and exams may be scheduled on the last day of the term.
- Learners must have suitable transport facilities that enable them to attend school on time, and must leave or be collected at a reasonable time.
- Parents/guardians must not organise lift and taxi schemes that are unable to accommodate learners' participation in extra-mural activities, extra lessons or detentions.

### **2.2 Morning Bells and Class Register**

- Learners should aim to arrive at school by 07h30.
- The first bell for learners rings at 07h40.
- All learners are expected to be lined up outside the classroom of their first academic period of the day by 07h35.
- The daily register must be signed personally by each learner at the assembly. The Form Class Educators, Grade Heads, Senior Leaders and members of the RCL oversee this process.
- **A learner may sign ONLY next to their own name on the register.**

### **2.3 Timetable and Bell times**

- At the beginning of the year, each learner is given their school timetable for the year.
- Learners must have a copy of their timetable with them at school.
- All the bell times are included at the back of this Code of Conduct.
- There are two bells rung three minutes apart between lessons, and learners have to move swiftly between one class and the next during those three minutes.
- Lessons are scheduled for all periods of the day, with short mid-morning and lunch breaks.
- Learners should use the bathroom during break times only, except in an emergency.
- Parents/guardians may fetch the learners at the "home times" indicated on the "Bell Times" table at the back of this Code of Conduct.

### **2.4 Back Gate Times**

- The back gate is open from 05h45 – 07h40 in the morning. Please note that the gate is closed promptly at 07h40 and learners must use the front gate thereafter.
- The back gate is open for a short time immediately after school.
- The school requests that more parents/guardians consider using the back gate to drop off and collect, as this will alleviate traffic pressure at the front gate.

### **2.5 Lateness**

- **After 07:35, learners are considered to be late.**
- Late learners will be signed in on the *late register*. Proof of identity is required when completing the late register.
- The learner will receive 15 demerits for being late.
- A *late note* for entry into class will be given to the learner.
- In the case of explaining an emergency, parents/guardians are requested to email the school at [admin@greensidehigh.co.za](mailto:admin@greensidehigh.co.za) or write a letter to the Grade Heads.

## 2.6 Leaving Early

- Learners who know in advance that they will be leaving early, must present a note to one of their Grade Heads at the beginning of the day. The Grade Head will sign the note.
- Learners are to report to the reception area at the time they are being collected.
- Learners cannot be called out of class by the front office staff.
- **All persons including parents and guardians must produce proof of identification when collecting a learner.**
- **Learners may NOT call parents/guardians to be collected from school without reporting to the relevant Grade Head and the Front Office.**

## 2.7 Absence

- A learner should not come to school if they have a temperature or an infectious disease.
- If a learner does not sign the register, they will be marked as absent, and an SMS will be sent to their parents/guardians.
- **Parents/guardians must notify the school if their child is absent or late, either by email to both [admin@greensidehigh.co.za](mailto:admin@greensidehigh.co.za) and their Grade Head, or by telephone.**
- If a learner is absent from school, parents/guardians must send an email or a note of explanation for the absence **on the day the learner returns to school.**
- The note must be presented to the Form Class Educator and Grade Heads. The note must be signed by the parents/guardians, and must include a contact telephone number.
- If an examination, cycle test or formal assessment task has been missed, a doctor's certificate is required. **The practitioner concerned must indicate on the certificate that they were aware that the learner was too ill to present themselves for the exam, cycle test or formal assessment task.** This requirement is non-negotiable.
- The school retains the right to verify any of the above-mentioned information.
- The doctor's certificate must be kept on the learners personal file.
- If a learner is absent for the day, they are NOT allowed to come to school later that day to attend extra-mural activities, or attend a sports match or cultural event as a spectator.
- The number of days *late* and *absent* will be recorded on the school report.
- Grade Heads will monitor continual absence and lateness and the findings will be reported to the SMT, Principal and the Department of Education.
- If a trend is noticed with regard to a particular learner, disciplinary measures will be taken.
- **Parents/guardians and learners must note that the following reasons for absence from school are NOT acceptable:**
  - Extending a long weekend
  - Commencing a holiday early or returning from a holiday late
  - Attending family celebrations
  - Babysitting
  - Extending or early commencing of a religious holiday.

## 2.8 If a Learner Becomes Sick while at School

- A learner who becomes really very ill during school hours must get a note from the Educator and the Grade Head concerned, and report to reception with the note.
- The learner's name is entered in a register kept in Reception and the learner is then granted permission to use the sick room.
- Once a learner has been admitted to the sick room, the parent/guardian will be informed.
- Parents/guardians must please ensure the learner is **fetches within an hour or the learner will be sent back to class, at the discretion of the Staff Member in charge of the sick room.**

- Learners who frequent the sick room regularly will be reported to the Grade Heads for further investigation.
- In the case of a learner who reported to the sick room, it will be assumed that the learner will not participate in any other activities at the school for the day, including breaks and extra-mural activities.
- **Learners may NOT call parents/guardians to be collected from school without reporting to the Front Office and the relevant Grade Heads.**

### 2.9 Being Excused from PE held during LO Lessons

- Physical Education (PE) is an important part of the Life Orientation (LO) curriculum.
- Learners will be allocated a mark for PE based on their active participation and movement skills. These marks form part of the LO assessment marks.
- **Learners who have a letter from their parents/guardian explaining a valid reason for not participating in PE may be excused from exercising, but must remain with the class.**
- If learners cannot participate due to medical reasons, they must bring a doctor's certificate. The doctor's certificate must clearly state the illness, why the learner can't participate in physical activities, the time frame and, if possible, alternative activities that the learner can attempt. A copy of this doctor's certificate must be kept with the learner.

### 2.10 Assemblies

- School assembly is normally held on Mondays, Tuesdays, Thursdays, and Fridays, before first break.
- Greenside High School is a secular school, and assemblies often have a motivational or inspirational reading or message.
- Visiting speakers are sometimes invited to address learners.
- Awards are often presented at assemblies.
- Learners are to be seated alphabetically in their form classes during assembly.
- Assemblies are formal occasions. Blazers are to be worn, and beanies, caps and hats must be removed.
- Learners may not talk, **eat or drink**, use their cell phones or listen to music during assembly. **Earphones must be removed.**
- Learners are expected to behave in an appropriate manner, and to exercise decorum at all assemblies. While it is accepted that learners want to show appreciation and support for their peers at awards assemblies, undue and unseemly responses will not be tolerated.
- Learners who do not comply with the rules of assemblies will receive demerits accordingly.
- Grade Assemblies are held on Wednesdays, during the course of the day.

### 2.11 Friday Muslim Prayers

- The school has made the necessary arrangements with the Greenside Mosque to conduct prayers on school premises for Muslim learners on Fridays during the second break of the day.
- Learners are urged to take full and responsible advantage of this opportunity. Final and full responsibility lies with the learners to attend prayers and return to class for the last period of the day.

### 2.12 Extra-Curricular Activities

- A variety of activities is provided, and, in our experience, the happiest and most fulfilled learners are those who are committed to several of the different activities offered at the school.
- Parents and guardians are encouraged to support their children in their extra-mural activities.

- A list of these activities is provided at the beginning of each season, but learners must listen for announcements and check the relevant notice boards detailing what day and time each activity will be held.
- Once a learner has committed themselves to an activity, they **must attend all** practices, rehearsals, matches, and/or performances. Failure to commit themselves entirely will hinder their opportunity to receive merits and/or an award of recognition.
- Learners are required to personally excuse themselves from any practice or match.
- The school employs outside coaches for some activities.
- Transport to a fixture or competition venue is by means of either parents, school bus or private hired transport.

### 2.13 Care of Learners After School Hours

- No official after-school care facility is provided.
- Unless learners are involved in a school activity, they must be collected, or walk directly to their transport pick-up point, **straight after school**.
- Learners who have transport difficulties, or who can only be collected late in the afternoon, should become involved in extra-murals or attend extra lessons. The Media Centre is also open until 17h00 every afternoon.
- Loitering after hours on school property is not permitted, and demerits will be issued for this.
- Learners who make use of public transport should leave the school property directly after they have attended extra lessons or participated in extra-murals.
- **Loitering on the pavements outside the property IS NOT ALLOWED.**
- **Socialising on the embankment and waiting areas IS NOT ALLOWED.**
- Learners are to remain in **full school uniform, or full PE uniform**, while they wait to be collected, or while on public transport.
- Learners who wait to be collected in the waiting area outside the gym need to behave in an orderly and appropriate manner. No littering, loud speaking, loud music, screaming or shouting is allowed. **Learners must be seated at the tables provided.**
- **For safety and security reasons, the gates will be locked by 18h00, and uncollected learners run the risk of being stranded on the pavement. To subject your child to such a risk is irresponsible.**
- The Security Guards cannot be accountable for the safety of the children who are not collected timeously.
- Learners who attend functions and events in the evening should be collected as soon as the function or event has been concluded. The school **cannot** take responsibility for learners left waiting or stranded after such events. Parents/guardians should be aware that it is very stressful and upsetting for learners to be left stranded.

### 2.14 Compulsory Attendance at Functions and Fixtures

- During the course of the year, a number of school functions and sports or cultural fixtures are compulsory to attend.
- These may be on Saturdays, or weekday afternoons or evenings.
- Learners are given these dates in advance, and they may only miss such events with the permission of their Grade Heads.
- Learners are to wear full school uniform or the appropriate attire for their team to these events.

### 2.15 Educational Visits and Tours

- Tours are arranged from time to time to places of interest related to the curriculum, or for the purposes of sports coaching, team building or competition.
- In some cases, parents/guardians will have to pay an amount additional to school fees to cover the costs of the outing or tour.
- Parents/guardians and learners are advised that no refund of monies paid to a third party for tours and visits will be refunded if the learner does not attend the event. It is the responsibility of the parents/guardians and learners to verify the date, time and place of such events.
- The Department of Education requires parents/guardians to complete and sign **indemnity forms** for all our tours and outings.
- Should these not be completed and signed, the learner will not be allowed to participate.

## **3. What You Must Wear - Uniforms and Sports Kit**

### **3.1 Why do we Have a Uniform at Greenside High School?**

According to the National Guidelines on School Uniform (Notice 173 of 2006) school uniforms serve important social and educational purposes. They can promote school safety, improve discipline, and enhance the learning environment. In addition, a school uniform is also useful in:

- Helping school officials recognize people who are not authorised to enter the school;
- Helping parents/guardians and learners resist peer pressure to have expensive clothing;
- Decreasing theft, particularly of expensive clothing, jewellery and footwear;
- Instilling discipline in learners;
- Helping learners concentrate on their schoolwork.
- The Guidelines also indicate that:
- Refusal to wear the approved school uniform may be treated as a disciplinary matter.
- The uniform policy may prohibit any item that undermines the integrity of the uniform.

**The learners of Greenside High School should always present themselves in a way that would give a member of the public a good impression of our school. Neatness, cleanliness and appropriate presentation is expected at all times.**

### **3.2 Uniform**

**The Greenside High Uniform Consists of:**

- Green blazer with the school badge pocket – compulsory.
- Regulation school tie - compulsory.
- Beige long sleeved or sleeveless regulation jersey. (White jersey permitted for Grade 12s only)
  - Jerseys may only be worn under the blazer.
- Grey long school **trousers** or regulation green **skirt**.
  - Trousers are to be regulation or slim-fit school trousers.
    - **No skinny fit trousers** may be worn.
    - Trousers must be full length, **no cropped pants!**
    - **No zips** at the bottom of the trouser legs, or **other modifications!**
    - Trousers may not be **rolled up**.
  - A plain black or grey belt with a plain, reasonably sized buckle may be worn with the trousers. **No large buckles are allowed.**
  - The skirt is to be of an acceptable and reasonable **length** (3cm above the knee, or longer).
    - Skirts must be at least **5cm longer than the edge of the blazer**.
    - Skirts may **not be rolled up at the waist**.
    - Skirts must be **hemmed neatly, (not stapled!)**
- White shirt:
  - A long-sleeved white shirt, with the school tie.
  - A short-sleeved white shirt may be worn in warm weather, with the school tie.
  - Learners wearing a skirt may choose to wear a white open-neck shirt without a tie in warm weather.

- Vests worn under shirts must be plain white.
- Black regulation lace-up shoes or traditional buckled school shoes.
  - Shoes must be polished, and laces tied.
  - Boots and running shoes are not permitted.
- Socks / tights:
  - **Plain grey or black socks** are to be worn with trousers. No other colours!
  - White ankle socks are to be worn with the skirt in warm weather. Socks must be folded at the ankle.
  - Brown or black tights are to be worn with the skirt in cold weather.
- Learners who follow the Muslim dress code may wear a regulation bottle green head scarf (see details below).
- Learners are allowed to wear the school PE uniform (school tracksuit and **GHS golf shirt**) for the whole day on which they have PE (See details below).

#### Uniform Notes:

- **Blazers *must* be worn in public and when learners leave or enter the school property in school uniform.**
- When leaving or entering the school property, and in public, learners must be in full school uniform, or in full sports uniform, not a combination. Demerits will be issued for partial uniforms and combinations.
- Learners may never wear a combination of civvies and school uniform. When Civvies are permitted, learners must be in full civvies. Demerits will be issued for wearing combinations.
- Learners may not modify their uniform in any way.
  - No drawing or writing or added embroidery is permitted on uniforms.
  - No added accessories are allowed, such as stickers on shoes or shoelace accessories.
- No small bags are allowed to be carried or worn. This applies at all times, including during exams, where they are prohibited by the GDE.
- All items of uniform and equipment must be marked with the learner's name.

#### Winter Uniform

- Separate summer and winter uniforms and changeover dates will no longer be applicable. Learners must choose appropriate uniform options according to the season and weather.
- During cold winter weather the following may be worn, although these are not compulsory:
  - A green school scarf (white permitted for Grade 12s only).
  - A green school beanie (white permitted for Grade 12s only). It is good manners to remove one's beanie when indoors or when greeting or speaking to someone. Beanies must be removed during assemblies.
- Only during cold winter weather learners in Grade 11 and 12 may wear their tracksuit top under their blazer subject to the following rules:
  - This is only permitted on exceptionally cold days.
  - The tracksuit top may only be worn **as well as** a long-sleeved white shirt, a tie, a jersey, **and** a blazer.
  - The tracksuit top may not be worn **instead** of a jersey.
  - The normal **shirt and tie** must be worn under the tracksuit top, and the collar must be unzipped and folded so that the tie is visible.
  - The outer garment must be a blazer.
  - The official Greenside High School hoodie may be worn under the blazer.

- The official Greenside High School hoodie may not be worn instead of a jersey. The outer government must be a blazer

### 3.3 Jewellery, Nails, Make-up and Tattoos

- Learners may wear small, gold, silver black sleepers or studs to school. Only one earring per ear is allowed, worn on the lobe, and a matching pair must be worn.
- **Having noticeable piercings or wearing jewellery in any other part of the body (e.g. nose / eyebrows / tongue) is not allowed.**
- A simple watch may be worn.
- A medic alert bracelet may be worn.
- A religious symbol may be worn if it is not visible i.e. if it hangs under the clothing.
- **No other jewellery may be worn to school.**
- Nails must be a reasonable length and no polish other than clear varnish may be worn.
- No false nails may be worn.
- No make-up may be worn to school.
- Learners may not have any visible tattoos whatsoever.

### 3.4 Hair

The image of the school is more important than the fashion consciousness of the individual. Neat, tidy hair creates a **good impression** with the public, and the school and **all the learners benefit from the school's good image.**

Parents/guardians are expected to co-operate with the school in this regard. The school will not enter into correspondence or become involved in arguments with parents/guardians about hair.

**The Principal and Deputies reserve the right of judgement as to the acceptability of any learner's hairstyle.**

#### Hair styles

- Neatness is paramount in judging whether hair styles conform to requirements.
- Hair must be neat and clean, and befitting a school learner.
- Hair must not hang over the eyes or face
- Hair must not obstruct other learners' view in a classroom.
- Learners are discouraged from using hair treatments which use unhealthy chemicals.
- Hair styles must not be so trendy that they can be described as outrageous.
- Exaggerated - especially outlandish or "cult" hairstyles are NOT acceptable.

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#### Hair length

- **Long hair and braids which hang below the blazer collar must ALL be tied back.** This rule applies to all learners, who may each choose their own hair length.
- Fringes must not be longer than the eyebrows.
- Hair which hangs onto the side of the face must be clipped or tied back.

#### Hair colour

- Hair may not be noticeably tinted, highlighted, coloured, or two-tone.
- Braids must be the colour of the natural hair.

#### Accessories and gel

- All clips, fastenings, beads, hair bands etc must be black, brown, silver, green or red. (White permitted for Grade 12s only)
- No other hair ornaments are permitted - i.e. bows, scarves, flowers etc.
- Gel should not be noticeable.

### Facial Hair

- Facial hair must be neat and trimmed at all times.
- Demerits will be issued to learners looking ungroomed.
- Styles which take time to grow in must be completed during the holidays, and learners must return to school looking neat and well-groomed.
- No outrageous styles are permitted.
- If a learner is concerned that the beard which they grow in accordance with their religious tenants may violate the above rules, they should complete the appropriate application form to obtain permission, and keep the signed approval in their school bag.

## 3.5 Special Uniforms

### Senior Leaders

- Senior Leaders have white and red braiding on their blazers.
- The executive of the Senior Leaders have additional white and red braiding on their blazer sleeves and pockets.

### RCL Members

- RCL Members wear a special red and white striped tie.

### Colours

- If a learner is awarded academic, cultural, sporting or service colours, they may sew the scroll onto their blazer below the badge pocket.
- Only learners who have been awarded senior full colours, or full service colours, may wear red blazers. **The right to wear the red blazer may be revoked by the Colours Committee if a learner is found guilty of any serious misconduct.**
- A white blazer is awarded by the school in the exceptional case of a learner having outstanding achievements in three areas: senior full colours in academics, sport and/or culture, and/or exceptional leadership achievement. The awarding of a white blazer is not automatic, and is at the discretion of the Colours Committee and the School Management Team, taking the learner's behavioural record into account. The criterion for "exceptional leadership" is also at the discretion of these committees.
- Learners who have represented South Africa in a sporting code will be awarded a gold braiding by the school.

### Grade 12 Learners may wear:

- The school white jersey
- Approved white school scarf
- Plain white beanie
- A Matric Jacket approved by the Principal
- A bow tie

### First Team

- First Team members may wear a plain green tie indicating the sporting code.

### Religious Attire

- A learner may choose, for religious reasons, to wear a bottle green head scarf:
  - The scarf must be worn with the grey trousers and white shirt, together with the school tie and blazer.
  - Scarves should be worn properly, and should not dangle loosely around the neck or head.
  - No additional adornments are allowed.

- A learner with a red blazer may choose to wear a matching red, or black or bottle green head scarf.
- On Fridays during the month of Ramadan, for the duration of the day, learners may choose to wear the traditional men's plain white head covering (Topee).
- Religious attire should be worn out of conviction and not as a whim or fashion statement.

#### **Ribbons / Badges in Support of a Cause**

- A learner may wear a South African flag lapel pin pinned to their blazer.
- To mark special commemorative occasions or happenings, and in support of various causes, learners will be allowed to wear an approved ribbon or badge on their blazer lapel for a prescribed period.
- The Principal will give permission for the specific badge or ribbon, and the duration for which it may be worn.
- No other badges, ribbons, insignia, political emblems or other symbols may be worn or displayed.

### **3.6 PE Uniform**

**Learners must wear the compulsory PE uniform during the PE lessons.** This consists of:

- Official Greenside High School tracksuit (compulsory)
- Official Greenside High School white golf T-shirt (compulsory)
- Official Greenside High School green shorts (not compulsory)
- Official Greenside High School peak cap (not compulsory)
- Plain white, grey or black socks
- Correct athletic footwear is compulsory – we recommend a comfortable athletic shoe.  
**Please no flip-flops, slippers or boots!**
- Learners are also required to have a coloured house T-shirt for inter-house functions.

#### **PE Uniform rules:**

- Learners are allowed to wear the full PE uniform for the whole day on the day that they have PE, including travelling to and from school. **This includes the correct official white or black golf shirt.** Demerits will be issued if the uniform is not worn correctly.
- Every child should have at least one official white golf shirt, to be worn on PE day.
- If the official white golf T-shirt is lost, or in the wash, then the learner should wear a plain black short-sleeved round necked T-shirt or plain white golf shirt with no branding.
- Learners can change into their green shorts at the start of the PE lesson, but they need to change back to their tracksuit before they go to their next lesson.

#### **Sports shoes**

- Learners should wear suitable footwear for both PE lessons and extra-mural sports.
- Wearing unsuitable fashionable shoes which do not give the correct cushioning and support is not advisable, and can lead to knee damage, foot pain and other problems.
- We appeal to all parents/guardians to purchase a decent pair of running shoes for PE, and/or specific shoes for their child's sport. These need not be fancy and expensive, and there are many options available in various sporting-goods stores.

### 3.7 Sport Uniform

#### Sports Clothing and Equipment

- Learners are required to purchase their own kit for their chosen extra-mural sports - refer to the table below for details.
- Learners must wear the **approved sports uniform when playing sports matches**.
- **For practices only**, if their match kit and PE uniform is in the wash, learners may wear a plain white T-shirt or golf shirt, with the GHS shorts, skorts, black tights, green PE shorts or tracksuit. No other coloured "civvies" sportswear is permitted.
- Note that the same multi-purpose vest is used for several different sports.
- The black tights, required for several different sports, are to be plain black close fitting, stretch shorts / short tights, ending 5cm above the knee (maximum 8cm above the knee). These are compulsory for matches for some sports, and optional for others. All learners can wear these under the official shorts / skorts for any sport if they wish, and for swimming.

SPORT	CLOTHING - MATCHES	FOOTWEAR	EQUIPMENT
Athletics	Greenside multi-purpose vest; Greenside green & red shorts, or black tights; Short white socks.	Spikes (optional) or running shoes	None
Basketball	Greenside multi-purpose vest; Greenside green and red shorts, plus: Girls <u>must</u> wear black tights under the shorts; Boys may wear black tights under the shorts; Short white socks.	Court shoes or running shoes	None
Cricket	Long white pants (not available from official school supplier); Greenside white PE golf shirt; Greenside peak-cap.	Cricket spikes or running shoes	Bat, gloves, pads, ball-box, helmet, bag
Cross Country	Greenside multi-purpose vest; Greenside green & red shorts, or black tights; Short white socks.	Running shoes	None
Netball	Greenside multi-purpose vest; Greenside green & red skorts, plus Girls <u>must</u> wear black tights under the skorts; Short white socks 1 <sup>st</sup> team only: Greenside white team dress.	Court shoes or running shoes	None
Rugby	Greenside rugby jersey; White rugby shorts (not available from our official school supplier); Greenside green socks; 1 <sup>st</sup> team only: Greenside white socks.	Rugby / soccer boots	Mouth guard (compulsory); Green or black scrum cap (optional); Shoulder pads.
Soccer	Greenside soccer kit (shorts, shirt, socks); 1 <sup>st</sup> team only: Greenside white socks.	Soccer boots	Shin guards
Squash	Greenside multi-purpose vest; Greenside green & red shorts; Girls may wear the green & red skorts with black tights underneath; Short white socks.	Squash shoes or non-marking running shoes	Squash racket
Swimming	Plain black swimming costume, speedo and/or tights. No board-shorts. Full PE uniform to be worn over the swimming costume for events.	N/A	Bottle green swimming cap
Touch Rugby	Greenside multi-purpose vest;	Rugby / soccer boots	None

	Boys: Greenside green & red shorts, with optional black tights underneath; Girls <u>must</u> wear black tights, with optional green & red shorts over the tights; Short white socks; 1 <sup>st</sup> team only: Greenside white 1 <sup>st</sup> team kit.		
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### 3.8 Uniform Stockists

- Several uniform items can be purchased at any uniform shop or chain store such as Pep, Woolworths, Ackermans etc. This includes the trousers, shirts, green skirts, shoes and socks.
- The official Greenside High School uniform items can be purchased from Montroux Schoolwear or Hermers in Rosebank Mall. This includes the blazer, jersey, tie, tracksuit, white or black PE golf shirt, and green PE shorts. The shop also sells GHS skirts, peak caps, kit bags, green head scarves, beanies, scarves and gloves. (Not all of these items are compulsory.) The official new school blazer badge can be purchased from the supplier if the correct colour blazer is purchased elsewhere.
- Contact details:  
 Montroux Schoolwear  
 Northcliff Corner Shopping Centre  
 011 7825796  
  
 Hermers  
 The Zone in Rosebank  
 011 788 5241

### 3.9 Civvies Days

- Learners are permitted to wear casual clothes to school on officially announced Civvies days.
- Only learners who have paid the fee or brought the donation for the Civvies day are permitted to wear casual clothes on these days.
- Each year, learners must each sign a pledge agreeing to abide by the Civvies Day rules.
- The school Security Guards will search learners and their bags when entering school on civvies day. This is because of incidents in the past when learners have brought prohibited items onto school property on civvies days.
- On Civvies days, learners should wear neat and presentable clothes.
- Learners must respect their fellow learners and school Staff and avoid causing discomfort to others by wearing revealing clothing. What is fun and acceptable to one person may be unacceptable and embarrassing to another, and learners must take this into account when deciding what to wear. Learners are specifically prohibited from wearing revealing or provocative clothing such as beachwear, very short skirts or shorts, tops that reveal excessive cleavage or excessive bare skin, and transparent fabrics.
- Learners are prohibited from styling their hair in outrageous styles.
- Sanctions that could be imposed on a learner who is inappropriately dressed include:
  - The Grade Heads calling the parent/guardian.

The learner being excluded from attending academic classes for the day.

## 4.1 Subjects

### Choosing Subjects

- All Grade 8 and 9 subjects are compulsory and prescribed by the Department of Education. Learners must choose between Afrikaans and isiZulu as their First Additional Language.
- Towards the middle of the Grade 9 year, learners must choose subjects for Grade 10, 11 and 12, in order to obtain a National Senior Certificate. Educators will discuss this with the learners in class, and a special meeting of parents/guardians will be held to discuss subject choice. Parents/guardians should attend the meetings and are encouraged to heed the advice of the Grade Heads when choosing subjects.
- The following subjects are compulsory for Grade 10, 11 and 12:
  - English,
  - First Additional Language (Afrikaans or isiZulu),
  - Mathematics or Mathematical Literacy and
  - Life Orientation.

In addition to these compulsory subjects, the learner has to choose THREE further subjects.

- Learners who are coping well academically may choose to do one or more additional subjects in consultation with their Grade Heads. These are normally offered by individual Educators and are taught outside of normal school hours. Exams and cycle tests are written together with the other learners who do the subject during normal school hours. Further Studies Maths and Further Studies English are only offered as 8<sup>th</sup> or 9<sup>th</sup> subjects.

### Change of Subjects

- Sometimes learners in Grade 10 or 11 realise that they have made a mistake with their subject choices, and can seek permission to change subjects.
- No unauthorised changes will be allowed. Parents/guardians must consult with the Subject Head (HOD) and the Grade Heads, and must give written consent and **sign** the prescribed form.
- Parents/guardians should be aware that only a certain number of changes will be allowed by the Department of Education.
- A new timetable will be given to the learner once permission has been granted and the relevant forms have been completed and signed.
- Learners are expected to 'catch up' on the curriculum for the new subject.
- Should a learner decide to change to Consumer Studies, parents/guardians are to take note that there is an additional cost in this subject for the ingredients required for the practical component.

## 4.2 Stationery, Workbooks and Other Supplies

- At the end of the year, learners will be issued with a list of the exercise books and other stationery that they will need for the following year. These must be purchased by the parents/guardians at an appropriate store. Specialised equipment is required for certain subjects, such as EGD, chosen in Grade 10.
- Learners may be required to buy printed workbooks for certain subjects from the finance office. These remain the property of the learner.
- Sometimes equipment or supplies are needed for extra-murals and subjects such as Technology, Art, Information Technology etc. Where possible, the school provides this equipment but occasionally learners must provide their own, and they will be informed of this.

## 4.3 Textbooks

### Issuing and Collection

- Greenside High School provides textbooks to all our learners at no additional cost, but these remain the property of the school.
- At the beginning of the year, each child is issued with a one or more textbooks by the various subject Educators.
- Each book has an individual number.
- The learner must check the quality of all the books they receive. If any book is not in a good condition or is severely damaged, they must return the book to the subject Educator, who will provide them with another book. Parents/guardians should ensure that their child does this.
- The learner must sign for the book, and check that the number on the book which they have been issued reflects next to their name on the class list. This list is used to acknowledge both the receipt and return of the relevant book.
- The learner must write their name and the current year in the correct place in the textbook.
- At the end of the year, textbooks will be collected at designated venues on specified days and times.
- Not returning the books or failing to pay for lost books constitutes theft.
- **Should a learner return a book with a number that does not correspond to the one which they signed for, they will still be liable to pay for the book issued against their name.**
- Learners who leave the school during the course of the year must go to the Admissions Office to verify if they have any lost, damaged or outstanding textbooks. This process must be completed before a transfer card can be issued.
- The school reserves the right to complete all administrative procedures regarding textbooks, and if required enforce sanctions at its discretion. One such sanction is that an academic report will not be issued if textbooks are owing. The Gauteng Department of Education holds the school to one hundred percent of retrieval of LTSM (Learner Teacher Support Material).

### Missing, Lost and Damaged Books

- All textbooks must be returned at the end of the year to the relevant department, in the same condition as they were received. If a book is returned in tatters, or without covers, or is written in, the learner must pay for a replacement copy. No textbooks will be accepted at the front office.
- Missing or damaged books are to be paid for at R250 per book at the Finance Office (unless otherwise stipulated).
- No learner may purchase a book at a bookstore to replace a lost book, as the incorrect edition may be purchased.
- If a book is lost and has been paid for, and is then returned **after the due date**, no refund will be given, as the school will already have ordered replacement copies.
- Learners who have not returned or paid for missing book will not receive their final report, until payment is made, nor will they be issued books in that particular subject the following year.

## 4.4 Book-In-Bag and DEAR (Drop-Everything-and-Read) Policy

- All learners are expected to have a book/novel/reader in their bags which they bring to school daily.
- Learners may be asked to read their book when they have finished work early or during substitution lessons.
- Periods during the school day are devoted to “DEAR” – Drop Everything and Read.

#### 4.5 Homework

- It is compulsory for all learners to have a **homework diary** (this should be a calendar diary) in which the homework given is recorded. Parents/guardians are encouraged to check the diary on a daily basis, especially at the Grade 8 and 9 level.
- The average daily number of hours is as follows:
  - Grade 8: 2 hours
  - Grade 9: 2 hours
  - Grade 10: 2 ½ hours
  - Grade 11: 3 hours
  - Grade 12: 4 hours
- Learners are also expected to spend at least 30 – 40 minutes reading on a daily basis.
- Homework, projects, tasks and assignments must be handed in on the **due date**. If work is handed in late, Educators may deduct marks and issue demerits as a penalty.
- Learners are to take note that copying of and/or borrowing another learner's homework constitutes an act of dishonesty.
- Plagiarism is a serious offence, and learners should be familiar with the Anti-Plagiarism Policy contained in this Code of Conduct.

#### 4.6 Extra Tuition

- Educators in every department offer extra tuition at no extra charge for learners who are struggling or who would benefit from enrichment.
- This must be arranged on an individual basis.
- Learners are to take note of the daily announcements about which lessons are offered.
- The Educator and the venue are announced during assembly. Often the content that will be covered is also announced.
- ***If a parent/guardian receives a letter compelling their child to attend extra lessons, it is strongly advised that they support the school by ensuring their child attends the lessons.***

#### 4.7 Academic Counsel

- Learners who are underperforming, or who are in danger of failing or not meeting with the minimum requirements to pass the year, may be called to attend the academic counsel.
- The Grade Heads, Educators, the parents/guardians of the learner, and the learner are present at the counsel.
- A record of the counsel will be kept and placed in the personal file of the learner.
- The learner will have to sign a document in which they undertake to adhere to and commit to the suggested intervention measures.

#### 4.8 Cycle Tests

- A cycle testing timetable will be handed out at the beginning of each term.
- Cycle tests or formal assessments are usually held on Tuesdays and Thursdays.

#### In the Cycle Test Venue

- Learners are not to be late for the cycle test. They will not be granted extra time – except in an emergency situation.
- Learners must be seated alphabetically.
- All learners must sign a register. Absentees must be noted on the exam cover provided.
- Under no circumstances will cell phones or electronic equipment be allowed onto tables or in pockets in the venue. They must be left turned off, in the learners' bags.
- All bags should be stored at the front of the classroom.
- Learners may not have any incriminating material on them.

#### During the Cycle Test

- Learners may not borrow equipment from one another.
- There is to be complete silence when test papers are issued, during the entire test, and when the papers are collected.
- Learners must write their names, Educator's name and their class on the question papers.
- During the test, learners may not go to the bathroom – except in an obvious emergency.
- Learners in grades 10 – 12 who are not writing in a particular session must **not** disturb those who are writing, and should use the time constructively.

#### Irregularities during a Cycle Test

If an Educator finds or suspects a learner is guilty of "irregular" behaviour (as defined in the exam booklets) in an exam or test, the following procedures will be followed:

- Any unauthorized material / object and the answer script will be confiscated immediately.
- The learner will receive a new answer script.
- The learner may continue until the end of the session. No extra time will be allowed.
- The learner and the invigilator will submit a written report to the Grade Heads and the Deputy Principal overseeing the specific grade.
- The matter will then be investigated by the Grade Heads, the Subject Educator and the Deputy Principal overseeing the specific grade.

#### 4.9 Examinations

- Grade 8 - Grade 11 learners write exams in Term 2 and in Term 4.
- Grade 12 learners write exams in Term 2, Term 3 (Prelims) and the Final exams in Term 4.
- An Exam Booklet is emailed to every learner in the school prior to the exams.
- The booklet is specifically designed for each subject per grade.
- Learners should take the preparation for exams very seriously and ensure they adhere to the examination rules as set out in the Exam Booklets, which includes rules on irregularities.
- Parents/guardians are advised that permission to miss an exam may not be granted. Learners cannot be released from writing year-end examinations, or write exams early, so that holidays can be commenced earlier or to fit in with time-share dates, family holidays and the like.
- If approval for a concession has been granted by the Department of Education, the onus is on the parents/guardians to pay for any required external scribe, reader, examiner etc.

#### 4.10 Reports

- Reports are issued four times a year:
  - End of Term 1
  - End of term 2
  - End of term 3
  - After the final examinations (early December)
- Term 1 and term 3 reports are emailed to parents, provided that they are in good financial standing with the school. Parents who have outstanding fees are to make an appointment with the finance office to make the necessary arrangements regarding outstanding fees.
- Reports must be collected by **parents/legal guardians only**, from the Administration Block. **No learner may collect their own report.**
- **If a third party is collecting a report, a letter of authority from the parent or legal guardian must accompany that person.**
- When learners are in danger of failing, this is noted on the report. A letter is sent home and a consultation with parents/guardians is requested. They must contact the learner's Subject Head to discuss the situation.

- A conduct report detailing the learner's merits and demerits is included with the academic Report.

#### **4.11 Awards**

- Various awards assemblies and afternoons are scheduled throughout the year. Parents/guardians will be invited if their child is receiving a certificate or award.
- Awards are made to learners for achievements in the academic, cultural, sporting and service fields.
- Awards are also presented for conduct and participation.

#### **4.12 Valediction**

- This is held for the matriculants in October, just before the final examinations commence.
- Academic, Service and Special Awards are presented at this formal function.
- Learners are to behave in an exemplary manner at this formal assembly.

#### **4.13 Career Guidance**

- The school's psychological team provides career / vocational guidance on an on-going basis. Interest and aptitude tests can be arranged through them.
- Learners are informed of career exhibitions.
- Tertiary institutions address learners throughout the year.
- Career guidance is an important component of the Life Orientation syllabus.

#### **4.14 Newsletters and Website**

- A newsletter is posted on our website approximately once per term. A few hard copies of the newsletter are made available at reception. A SMS will go out alerting parents/guardians of a newsletter.
- The school website is <http://www.greensidehigh.co.za>, and parents/guardians and learners should visit it from time to time. It also contains a list of all the Staff's email addresses, and other useful information.

## **5. How You Are Expected to Behave**

The Code of Conduct of Greenside High School is underwritten by the “12 Values of our school”, which is printed on the first page of this handbook, and together they are intended to:

- provide a basic structure for a happy school community.
- establish a safe and secure environment, where effective learning can take place.
- endorse the **basic right of Educators to teach**, and to maintain an orderly learning environment.
- endorse the **basic right of learners to be taught**, and to learn in a secure and non-threatening environment.
- state that **disciplined behaviour is essential** for the well-being of the school and the successful achievement of the school's objectives.
- promote a climate of self-respect, self-discipline and responsible behaviour.
- set out disciplinary procedures which will be fair, appropriate and consistently applied, with the emphasis on corrective rather than punitive measures.
- operate within the boundaries of relevant Legislation.
- prepare learners for adulthood.

### **5.1 Discipline: General Rules**

**Every section of this Code of Conduct contains rules that the learner is expected to know and follow, in addition to the following general rules.**

Learners should also be familiar with the Demerits Points Table and Schedules of Offences, contained in this Code of Conduct.

#### **Temporary COVID-19 Policy and Procedures**

- The school COVID-19 Policy and Procedures, as updated from time to time, must be adhered to, for as long as they remain in force, and take precedence over this code of Conduct.

#### **Respect for Those in Authority**

- Learners are expected to carry out, promptly and willingly, all instructions given to them by a member of Staff (which includes Security Guards, Support Staff and any person employed by the school), Senior Leaders and members of the RCL.
- The school Security Guards are mandated by the Principal to issue reasonable instructions to learners, and they may conduct searches in compliance with the relevant legislation, in the interests of the safety and security of all learners, staff, and the community.
- Learners will respect those learners in positions of authority such as the Senior Leaders and the RCL.

#### **Respect for Fellow Learners**

- Learners will respect the rights, property and safety of other learners.
- Language that is seen as pejorative, discriminatory or racist is prohibited.
- Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
- **No intimate or inappropriate physical or sexual contact of any kind is permitted. The “30cm rule” applies to learners who are in close proximity of each other. This applies to all learners.**
- **No learner may take photos or videos of any person on the school property without the permission of the person.**

### Care of School Property, and Other Learners' Property

- All litter is to be deposited in refuse bins. Learners are to assist in keeping the buildings and grounds neat and clean, **especially by picking up any litter they see lying around, and NOT dropping litter at any time.**
- Refuse bins and any other such property may NOT be moved without permission. Learners are NOT allowed to sit on refuse bins.
- **The chewing of gum is not encouraged. Discarding the gum in places other than in litter bins is prohibited. Some Educators may prohibit the chewing of gum in their classroom.**
- All specialised equipment for subjects such as sciences, technology, visual and creative arts and consumer studies is to be handled with respect, and where applicable the respective Safety Acts and special rules are to be strictly adhered to.
- **No learner may be in possession of any key that gives them access to any room or facility in the school or on the school property.**
- Technical Crew members will sign out the technical keys when required for their duties.
- It is strictly forbidden to drive, park or move a school vehicle such as a bus or the tractor.
- No bicycle, motorbike or any other possession belonging to another learner or member of Staff may be borrowed without the owner's permission.
- Motorcycles and bicycles are to be steered at walking pace or pushed on the school grounds.

### Lost Property and Preventing Theft

- Learners are responsible for their own clothing and equipment. Learners must ensure that all their property is clearly marked with their name.
- Learners must not leave school bags or kit bags lying around the school.
- Learners are strongly advised not to bring large sums of money and valuables to school.
- **Learners must take full responsibility for safeguarding their property. Regrettably, theft does take place, and the school cannot take any responsibility or liability for any items which are stolen while left unattended. This obviously includes valuables, but also includes items of clothing, PE kit, shoes, stationery and all other items.**
- Lost property is kept in the front office and can be claimed during break, or before or after school.
- Lost property will be cleared out twice a year and all remaining items will be donated to charity.

### Playing Sport without Supervision

- **No rugby, netball, soccer, tennis or other balls are allowed on the quad or on the paved area outside the gym. If learners contravene this rule, the ball will be confiscated.**
- Learners may not use the gym, swimming pool, cricket nets, cricket pitches or tennis courts without permission from an Educator or sports coach. Learners may only make use of these facilities in order to participate in a recognised sport or extra-curricular activity, and a coach or Educator must be present.

### Visitors, Business and Deliveries to School

- Learners may not have visitors to spend the day at school unless the learner has received permission from the Principal.
- **No gambling or conducting of business may take place on school premises, or in the vicinity of school premises or on school outings or tours. Disciplinary action will be taken if a learner engages in such activities.**
- Learners may not put up posters or distribute pamphlets without permission from the Principal. The posters must be endorsed with the school stamp.
- Learners **MAY NOT** order food to be delivered to the school during school hours.
- The Security Guards will not accept or keep anything for learners to collect from them.
- The school Reception Staff and Security Guards will not accept or keep **food and lunchboxes containing food** on behalf of learners.

### Behaviour Outside of the School Grounds

- The Code of Conduct applies to all learners, including learners wearing school uniform outside of the school grounds. Learners in school uniform outside the school premises are **required to maintain the same standards of behaviour and dress expected of learners in school grounds.**
- This Code of Conduct also applies to learners **who are part of a school group on a tour or excursion, even when they are in civilian dress.**
- All school rules that apply to learners on school property, also apply **on public transport.**
- Learners must adhere to traffic rules when walking to and from school including entering and leaving the property.
- Hitchhiking when in school uniform is not permitted.
- If a learner takes off their blazer and tie while in a park or any other public area with a group of other learners who are clearly in GHS uniform, they are still considered to be in school uniform.
- Dishonouring the school's name or misbehaviour while representing the school are both very serious offences.

### Outings on a Bus

- When going on a school outing, such as to a sports match or camp, every learner entering the bus (or other type of transport) is to sign the register.
- This is for the learner's own safety.
- Failing to sign the list, or leaving the bus after signing without telling the Educator in charge is a serious offence.
- While on the trip or at the sports match, leaving the group to go home without telling the Educator in charge is a serious offence.
- Learners being transported by bus (or any other mode of transport) to sports matches or other outings are to **behave in an acceptable and appropriate manner.**
  - Learners may not throw rubbish out the window. Black refuse bags will be made available for rubbish to be kept inside the bus.
  - Learners need to be seated throughout the journey.
  - No loud music or shouting or screaming is allowed.
  - No spraying of any aerosols.
  - Learners are to be polite and thank the driver of the vehicle.
  - No unauthorized stops are permitted along the way. Bus drivers will not stop to drop learners off at various points on the way back to school.
  - Learners must be collected at school upon their return.

## 5.2 Cell Phones, Electronic Equipment and Music Equipment

### We advise that no learner should bring any cell phone or electronic equipment to school.

- It is most unfortunate that the society in which we live is crime ridden and that Greenside High School is not exempt from incidents of theft and dishonesty.
- Although we recognise that cell phone usage is a fact of life today, we cannot and will not take responsibility, or be held accountable for the theft / loss / misuse of cell phones and electronic equipment brought to school by our learners.

### If a learner chooses to bring a cell phone or other electronic equipment to school, the following rules will apply:

- Any learner who brings a cell phone, tablet, laptop or other device onto the school property gives the school permission to allow an appointed disciplinary investigating officer **access to any material on the device** for the purposes of investigating any suspected schedule 1 or 2 offence.

- **If a cell phone or electronic equipment is brought to school by a learner, the learner and their parents/guardians will take full responsibility for that decision.**
- Should the decision be made to bring a cell phone to school, it may only be used or switched on during the timetabled breaks and must be switched off at the end of break. **It is impossible for a learner to focus on a lesson and engage with a cell phone.**
- **Learners cannot change classes within the prescribed 3 minutes if they are attempting to use electronic equipment at the same time.** Phones and earphones may not be used in the three minutes while walking between class.
- **Cell phones may not be used in class without the explicit permission of the educator.**
- **Cell phones may NOT be brought into an examination venue. Doing so may be construed as an act of dishonesty and is a schedule 1 offence under the South African Schools Act. This could lead to an 'irregularity' being declared which will be investigated by the Department of Education, and the learner's final results could be withheld.**
- **Should a learner choose to bring a cell phone to school during examinations, the school cannot take responsibility for the cell phone.**
- **Cell phones and other equipment may not be charged at school.**

#### **Boombboxes and portable speakers**

- **Boombboxes, portable speakers and similar music equipment may not be brought to school and will be confiscated by the staff.**
- Learners may not use, or be openly carrying, this type of equipment in public while in school uniform, or while associated with the school.
- It is prohibited to play any loud music from any device, including from a car, while in residential areas in uniform or while associated with the school.
- Any large or loud music equipment found, or used to play music in school, will be confiscated for one week, in accordance with the confiscation policy below.
- If this type of equipment is required, for example for an LO activity, permission will be specifically given by the relevant Educator.

#### **Confiscation**

- If a cell phone or piece of electronic equipment is used in any way without permission by a learner during contact time, the Educator will confiscate the item.
- Other items causing disruption to teaching, learning or discipline may also be confiscated by Educators.
- When any item is confiscated, both the Staff Member confiscating the item and the learner should sign an acknowledgement that the item has been confiscated.
- The confiscated item will be placed in a sealed envelope bearing the details of the learner, date and time of confiscation.
- The Staff Member involved must also enter the details into the confiscation register record book kept in the front office.
- The item will be kept in the school safe until the learner's parent/guardian collects it and signs an acknowledgment that it has been returned.
- A confiscated cell phone or other item may only be collected from the school under the following conditions:
  - **A one-week penalty will be imposed from the date of confiscation.**
  - **A parent or guardian of the learner must report in person to the school to collect the item: under no circumstances will the item be handed to the learner.**
  - **The sim-card / memory card will not be released before the end of the penalty period.**

### 5.3 Courtesy

**The term "Staff" includes all Educators, Support and Ground Staff, Administrative Staff and the Security Personnel.**

- Staff Members are to be referred to
  - by surname e.g. Ms Smith or Mr Smith,
  - or as "Ma'am" or "Sir".
- Whenever a learner meets or passes any Staff Member or visitor during the day, they should greet the person in the following manner: "Good morning / afternoon, Sir" or "Good morning / afternoon, Ma'am".
- If a member of Staff, a member of the RCL or a Senior Leader passes along the corridor or through a doorway, learners are to stand back to allow that person to pass.
- If learners are sitting down and an adult enters the room, they must stand up to greet that person.
- Learners should not have their hands in their pockets when greeting or addressing any member of Staff.

### 5.4 Classroom Expectations

**Learners are expected to:**

#### **Be punctual**

- Arrive at class on time so that you are ready to start the lesson. Lateness is inconsiderate because it disrupts the efforts of both your Educator and your fellow learners.
- Take out what you need for your lesson as soon as you get to your desk or table. Do not wait to be told to do so. This shows you are mature, responsible and self-motivated.

#### **Be prepared**

- Bring what you need to the lesson: the books, the stationery and writing implements you need, your homework done and, most importantly, be ready to learn and contribute to the lesson.

#### **Be respectful**

- Greet your Educator at the start and end of each lesson.
- Respect your Educator and your peers by not talking when your Educator is talking.
- If you want to contribute, raise your hand and wait for your Educator to invite you to contribute.
- Listen to your peers during a classroom discussion and wait your turn to make your contribution.
- Do not pack away your books until the Educator has indicated that the lesson is over. This disrupts the lesson and is inconsiderate.
- Respect the property of others and of the school. Do not deface desks or textbooks, fiddle with the electronic equipment, or borrow things without permission.
- Keep the environment neat and clean. Put litter and paper scraps in the bin, not in the desk or on the floor. No one likes to work in a dirty or untidy environment.

#### **Be responsible**

- Take responsibility firstly for yourself and for your own behaviour.
- Encourage other learners to do the same.

#### **Be supportive**

- Do what you can to make everyone feel accepted in your classes. Always be willing to widen your circle of friends to ensure that no one is left out.
- With the permission of your Educator, help those who may be struggling.

## 5.5 Out of Bounds / Restricted Areas

Please refer to the two maps at the very back of this Code of Conduct document.

The following areas are **always out of bounds**:

- The **staff room, staff kitchen and committee room**.
- The **printing room**. Learners may not collect notes from the printing room.
- The **administration block**. This is out of bounds to learners except when they have been instructed by an Educator to go there, or need to go to the front office or to the finance office.
- The **front foyer (reception)**. Access to the school for learners is not through reception. Only parents, visitors to the school and Staff may use this area. A learner may only be in this area when they have been summoned by a member of Staff or need to access reception or the finance office.
- The **Educators' lapa, the lapa bathrooms** and the groundsman's house.
- **Between buildings and the school's boundary wall as well as all stairwells:**
  - Behind the hall (side and back);
  - In the gardens between the memorial wall and the P block;
  - Behind the P Block, Tech Centre, staff accommodation and garages;
  - Behind the H block (road and garden).
- The **back gate and the road from the back gate** towards H block (unless legitimately arriving and walking into school).
- The **back carpark / garage area**, (unless legitimately walking directly across the car park to or from a lesson in the Tech Centre).
- The **front car park**, unless legitimately walking directly across it. For safety reasons, earphones may not be worn when crossing the carpark or entering the school. **Learners may not use the main gate at any time while the top gate is open.**
- **Between the tennis courts and the gym.**
- **Learners may never enter the bathrooms of the other gender.** Being in the inappropriate bathroom, or complicity in this offence, is very serious misconduct.

The following areas are **always out of bounds unless a Staff Member is present**:

- The swimming pool, pavilion and tennis courts.
- Beyond the rugby posts on the top field, or anywhere on the lower fields.
- The school hall and gym.
- The Media Centre.
- **Classrooms**, computer labs, science labs and the **Tech Centre**.

**During break and before school** learners may NOT be:

- In the areas that are always out of bounds, including the **car parks** and **between the tennis courts and the gym**.
- In the areas where an Educator must be present, including **classrooms** and **beyond the top field rugby posts** (unless an Educator is present).
- On the **corridors of the second and third levels**.
- In the **waiting area**.

Refer to the **maps** at the back of this Code of Conduct.

**After school**, learners are to be **only** in the following areas:

- In the **waiting area**.
- Sitting in the **silent study area at the tables in the rose garden**. This area is for **silent** homework, studying or reading only.
- In the **Media Centre**.

- At an official **extra-mural** activity, or **extra lesson**.
- Legitimately **walking** to or from one of these activities.
- In an area in which an **Educator** has given them **specific permission** to be.

Loitering on school property, or loitering on the pavements around school is prohibited, and demerits will be issued.

During exam time learners may **not** be

- in the **rose garden** or the **waiting area** (which is dismantled during exam time).

Learners must leave the school property promptly after an exam, or go to the study venue to study.

## 5.6 Emergency Procedures

- The school has safety and security procedures and policies in place.
- Learners should be aware that there is an evacuation plan in every venue in the school.
- Learners are requested to move to the top field in the case of an evacuation.
- Learners should sit in alphabetical order according to the class list, as it is imperative that a register is taken, and all learners are accounted for.
- Evacuation drills must be treated seriously by the learners.
- Evacuation drills will take place in the course of the year.

## 5.7 Rules for Specific School Venues

### Hall

- No learners may be in the hall without a member of Staff present.
- Learners are to enter and leave the hall in silence and an orderly manner.
- Behaviour in the hall should be dignified, respectful and appropriate, at all times.
- Learners may not play the piano without permission from an educator.

### Media Centre

- In the Media Centre, learners may complete homework, do research or take out library books.
- Learners may use the computers for research on the internet.
- Learners may work in the Media Centre during breaks and after school.
- The Media Centre is open until 17h00. (Mondays to Fridays)
- Learners may have pages printed or can have copies made at the cost of R1 per page.

### Lecture Theatre

- Learners attend meetings and lessons in the Lecture Theatre.
- Learners may not tamper with any electronic equipment in the Lecture Theatre.
- No eating or drinking is allowed in the Lecture Theatre.

### Tuckshop

- The tuckshop is managed by the school.
- Learners must be courteous to the tuckshop Staff. Impolite behaviour and littering at the tuckshop will not be tolerated.
- There are lines for each grade.
- No Grade 8 – 11 learners may line up in the Grade 12 line.
- **Learners may only purchase from the tuckshop during approved break times, before school until 7h25, and after school.**

## 5.8 Special Rules – Physical Science and Life Science Labs

### No Learner May:

- Enter a laboratory without an Educator being present.
- Enter a storeroom at any time.

### No Learner May:

- Conduct unauthorised or unsupervised experiments of any description.
- Touch any gas or water tap or any electrical outlets unless told to do so during a class experiment.
- Touch or remove any glassware, chemicals or apparatus unless under the direction of an Educator. If equipment is removed, learners may face disciplinary action.
- Use any microscope unless directed to do so by an Educator.
- Touch any display, as the display may contain dangerous chemicals.
- Handle reactive metals, concentrated acids, Phosphorus, Ether, Mercury, Bromine, etc at any time.
- Keep any personal items in the fridge, as the fridges contain chemicals and specimens for experiments
- Operate any electrical equipment without the permission of an Educator.
- Use power points without the permission of the Educator. No charging of cell phones is permitted. The use of cell phones is prohibited in labs.

### When doing an Authorised Experiment, No Learner May:

- Remove any part of a microscope.
- Sniff or taste possible toxic material.
- Heat flammable liquids.
- Point a test tube or boiling flask at anyone.
- Leave any bottles of chemical or reagents uncorked.
- Leave spilt acid or alkali on workbenches or on the floor. This must be cleaned up immediately.
- Dilute acids or alkalis under a running tap.
- Cut any glass at any time.
- Insert glass into a rubber stopper. An Educator using a cloth covering must do this.
- Leave broken glass on benches, floors or washbasins. Learners are to report any breakages to the Educator immediately.
- Use any dissecting instrument in a silly or irresponsible manner.
- Approach or touch another learner with any instrument.
- Connect any electrical circuit – particularly those that include electrical meters – except when directed by an Educator to do so.
- Touch any high voltage source.
- Insert any object into a plug point.
- Touch any radioactive material, or stand in front of any radioactive source.

Learners **must** clean up after experiments and dispose of any materials according to the Educator's instructions.

Any gross negligence in the use of equipment which leads to breakage or damage, may lead to costs being incurred by the learner responsible.

## 5.9 Special Rules – IT and CAT Computer Centre

Greenside High School has computer centres where IT (Information Technology) and CAT (Computer Applications Technology) are taught.

- Each IT and CAT learner needs to have their own USB flash-drive for homework purposes. Learners are responsible for ensuring that their flash-drive is free of any viruses or other malware.
- Each IT and CAT learner will be given their own logon password and may only use the Centre with their own logon and secret password.
- Learners are to log off before they leave the Centre.
- Learners must save their work in their user folder, which their logon password will allow them to access.
- Only school work may be printed in the Centre, and only with the permission of the Educator in charge. Printing costs can be prohibitive if not carefully controlled.
- Eating and drinking is not permitted in the Centre. No food of any kind may be brought into the Centre. If any consumables, (e.g. sweets or cold drinks) are found in the Centre, they will be confiscated.
- Bags are to be left in the allocated area.
- Learners are to use the Centres in a dignified and appropriate manner considering that they are working with sensitive and expensive equipment that represents a sizeable investment by the fee-paying parents.
- Intentionally or negligently causing disruption to the school IT systems is a schedule 1 offence for which a learner can be referred to a disciplinary hearing, and suspended from school.
- Intentionally damaging the school's IT hardware or software systems is vandalism, and is very serious misconduct. Malicious Damage to Property is a schedule 2 offence for which expulsion is allowed by the GDE, and for which the school would lay criminal charges if appropriate.
- All learners are required to abide by the Greenside High School Acceptable Use Policy, which outlines the acceptable use of computer equipment by all stakeholders in the school, and is on the previous page of this Code of Conduct. Specifically, learners are reminded that;
  - Learners may not under any circumstances install games or any other software on the computers. The computers have been configured optimally and may not be changed by anybody except the Systems Administrator.
  - No learner may engage in opening, downloading or viewing any pornographic material on the school's computers. Violation of this rule will result in automatic expulsion from the Centres, and is a schedule 1 offence for which a learner can be referred to a disciplinary hearing, and suspended from school.
  - The Internet is only to be used for academic purposes. Non-academic material of any kind may not be accessed or downloaded in the Centres.
  - Learners may not use social networking sites of any kind. Facebook, Twitter, Instagram, YouTube and any other social networking sites may not be accessed.
  - Websites that are deemed unsuitable will be blocked, and the use of any kind of bypass site or software is strictly prohibited. Any learner caught trying to access any non-approved site will be suspended from the Computer Centre and disciplinary action will be taken.

## 5.10 Using School Computers - Expected Behaviour and Prohibited Activities

The following list is an extract from the [Greenside High School Acceptable Use Policy](#), which outlines the acceptable use of computer equipment by all stakeholders in the school.

In accordance with this policy, the following activities and/or behaviour are **prohibited**:

- Copying material bearing copyrights or patents, without proper licensing or authority.
- Copying or removing software from the school's computers.
- Installation of system hardware or software by unauthorised personnel. Under no circumstances shall unlicensed software, privately owned software, games, public-domain software, and freeware, shareware or demonstration software be loaded onto official computer equipment without prior written consent from the IT Administrator.
- Viewing or transmission of any material that violates any national, provincial or international law.
- No pornography or videos with explicit sexual or violent content may be viewed or downloaded at school.
- Use of school information systems to gain unauthorised access to any system or data.
- Using the school's information systems for political lobbying, personal gain or commercial purposes.
- Accessing, downloading, storing or transmitting obscene material through the school's computer network system.

It is **prohibited** to use the school's information system for offensive or harassing material. The following shall constitute computer harassment:

- Using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures or other materials, or threats of bodily or psychological harm to the recipient;
- Using the computer to contact another person repeatedly with the intent to annoy, harass or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease;
- Using the computer to contact another person repeatedly regarding a matter about which one does not have the legal right to communicate, once the recipient has provided reasonable notice that they desire such communication to cease;
- Using the computer to disrupt or damage the academic research, administrative or related pursuits of the school or another person;
- Using the computer to invade the privacy, academic or otherwise, of another, or the threatened invasion of privacy of another; and
- Using the computer to send material containing sexist, racist and/or violent content.

The following acts of 'cyber-misconduct' are **prohibited**:

- Distributing offensive or abusive material: Educators, non-educators and learners may not circulate/ view information that is defamatory, pornographic, racist, or sexist.
- Derogatory statements: Educators, non-educators and learners may not post or distribute derogatory and offensive messages about the school, its Staff or the learners. An offender may be found guilty of bringing the school into disrepute, which could lead to disciplinary action or legal action for defamation.
- Breach of trust: Educators, non-educators and learners may not use the school's information, information systems or social media platforms in a way that breaches the school's trust.

- Each Educator and non-educator shall be granted access to information as needed to perform his or her assigned function but shall not be given access to information otherwise requiring protection, unless and until such access is needed and formally authorised.
- Authorised users are responsible for the security of their passwords and accounts.

## **5.11 Rules We Shouldn't Have to Explain to You – Serious Misconduct**

### **Disrupting**

- Learners must never disrupt teaching, as this deprives other learners of the opportunity to learn. Repeatedly disrupting teaching and learning is a serious schedule 1 offence.
- Insolence and insubordination are serious disciplinary offences.

### **Bunking**

- Learners may not be out of class during lessons without a corridor pass, and a note in the learner's diary from the Educator sanctioning this.
- If a learner is not in the class or assembly where they should be, it will be considered as bunking and demerits will be issued.
- Leaving the school premises during the day without permission is a serious offence.
- Bunking detention is a serious offence.

### **Bullying**

- Any form of bullying, intimidation, victimisation, inappropriate physical contact or verbal abuse is serious misconduct.
- Repeated bullying, or bullying in the form of assault or threatened assault, is a schedule 2 offence, and the learner will be sent to a disciplinary hearing.
- Bystanders may be found guilty of bullying by association.
- The school anti-bullying policy is contained in Part B of this Code of Conduct, and learners should be familiar with it.

### **Sexual Harassment, Indecency and Pornography**

- Any form of sexual harassment is very serious misconduct and is a schedule 2 offence.
- A perpetrator of sexual harassment could have the case referred to a disciplinary hearing even for a first offence.
- Sexual assault would be one of the most serious offences dealt with by a school, is a schedule 2 offence, and criminal charges would be laid.
- Possession or distribution of pornography at school, and public indecency are also very serious offences.
- The school Anti-Sexual Misconduct Policy is contained in this Code of Conduct, and learners should be familiar with it.

### **Social Media and Cyber Infringements**

- Social media and cyber infringements include abusive or negative comments made on sites such as Facebook, Twitter, Instagram etc, concerning the school, Staff or any person connected to the school. Learners will be held accountable for any posts, comments and/or pictures found to be defamatory to the school or any person within the school community, on any social media sites or virtual platforms.
- Cyber Bullying is serious misconduct, and the Anti-Bullying Policy is in Part B of this Code of Conduct.
- Using social media for sexual harassment of another person is very serious misconduct.
- Distributing or threatening to distribute inappropriate photos of someone is a serious form of sexual harassment.

- The possession or distribution of pornographic content is very serious misconduct and is discussed further in the policy in Part B of this Code of Conduct.
- The offences discussed here are all very serious misconduct, and **serious cases will lead to a disciplinary hearing, and/or legal action being taken against the offender.**

### Dishonesty

- Learners are expected to behave with integrity at all times.
- Demerits will be issued for dishonesty and lying.
- Intentionally not mentioning important relevant facts, in a written or verbal statement, is equally dishonest, and will be treated as lying.
- Lying in a signed statement, lying in a verbal statement to a person in authority, lying with the intention of causing harm to another person, or for personal gain, or cheating in a test or exam can constitute fraud, which is a schedule 2 offence.
- Any type of fraud, including faking a document, email or signature, is serious schedule 2 misconduct, which will be referred to a disciplinary hearing.

### Cheating and Plagiarism

- **Any form of cheating in an assessment, test or examination is unacceptable**, and is serious misconduct.
- Plagiarism is using someone else's work and pretending it is your own. Plagiarism is a serious offence.
- A learner found guilty of cheating, including plagiarism, will **receive a zero** for the exam, test, assessment or homework, and will be issued with demerits.
- Cheating in an exam, test or assessment is a schedule 1 offence, and repeated cheating, or cheating that amounts to fraud, is a schedule 2 Offence.
- The school plagiarism policy is contained in Part B of this Code of Conduct, and learners should be familiar with it, as it will help them to avoid committing plagiarism.

### Theft

- **Theft is a criminal offence, and is a schedule 2 offence.**
- A learner guilty of theft will be given demerits, and referred to a Disciplinary hearing. If appropriate, criminal charges will be laid.
- Knowing who has stolen something and not coming forward is also an offence.
- The school Security Guards may search learners for stolen property as and when required, including searching bags of learners leaving school.
- Stealing an exam, test or marking memo from an Educator's table, or taking a photo of it, or accessing a digital copy of it before the test or exam has taken place, is theft, and will be dealt with accordingly.
- Being in possession of a copy or photo of a test or exam question paper or marking memo that has been stolen by someone else, or distributing it, is both "being in possession of stolen property" and "cheating", and is a serious schedule 1 offence.
- Selling or buying a copy or photo of a test or exam question paper or marking memo is defined by the GDE as a schedule 2 offence, for which expulsion possible.

### Fighting and Violence

- Any form of physical fighting is serious misconduct, and the learners involved may immediately be suspended from school for two days and will be referred to an SGB disciplinary hearing.
- If the learner poses a danger to other learners or school Staff, they will be suspended for up to 7 school days, or until the outcome of the SGB disciplinary hearing.
- Fighting is assault, and assault and threatened assault are schedule 2 offences. Criminal charges will be laid where appropriate.
- If a learner is assaulted, and they hit back, they are equally guilty of assault. **“They hit me first” is not an excuse**, and the learner will still be charged with assault, and suspended from school.
- Bystanders to a fight should move away, and immediately inform the Educators and the Security Guards. Learners should be aware that if they do not move away, they may unwittingly become involved in the fight.
- Any learner verbally encouraging a fight will be charged with being involved.
- Play fighting or dangerous play amongst learners are prohibited. Dangerous behaviour and violent behaviour are both regarded as serious misconduct. Threatening physical violence is also serious misconduct.
- The school Anti-Violence Policy is contained in this Code of Conduct.

### Weapons

- Learners on the school premises, in school uniform, or involved with any activity outside school, may **not** be in possession of a weapon or other dangerous object (which includes any sharpened object and utility knives) that could be used as a weapon.
- Any potentially dangerous objects (including sharpened objects and utility knives) should be handed in to the front office for safekeeping.
- The school Security Guards may search learners for weapons or dangerous objects before they enter the school premises, or as necessary on the school premises.
- Being in possession of a dangerous weapon, or dangerous object, is a schedule 2 offence, and is very serious misconduct, and will be referred to a disciplinary hearing.
- The school Anti-Violence Policy is contained in this Code of Conduct.
- The school feels that it is inappropriate for learners to carry self-defence devices (such as pepper spray), as research shows that these often make someone **more vulnerable** to being harmed by an attacker. If a parent/guardian wants their child to carry a self-defence device, they must apply for permission from the Principal, motivating the reason. If permission is granted, the learner may not bring the device onto school property but must sign it in and out with the Security Guards when entering and leaving the school premises.

### Vandalism

- The school buildings, facilities and equipment are bought and maintained using the money parents/guardians pay as school fees. Intentional damage to any of this infrastructure is very serious misconduct.
- **No learner may tamper with any of the school safety equipment, such as hose pipes or fire hydrants.** Opening a fire hose or spraying a fire extinguisher are acts of vandalism.
- **Learners may not write on desks or apply graffiti to any walls, bricks or any other place on the school premises. This includes the external boundary walls.**
- Writing on a desk is an act of vandalism.
- Damaging the school’s IT hardware or software systems, or disrupting the school’s water or electricity supply, would be serious vandalism.
- Windows accidentally broken by a learner must be reported to the Grade Heads and **replaced at the learner’s own expense.** Payment must be made at the finance office.

- Malicious Damage to Property is a schedule 2 offence, and offenders will be referred to a disciplinary hearing. If appropriate, criminal charges will be laid.

### Smoking

- By referring to “smoking”, we are referring to all types of smoking, including cigarettes and other tobacco products, vapes, electronic smoking devices, hubbly-bubbly, and any other similar devices. By smoking equipment, we are referring to cigarettes, lighters, matches, rizla papers, tobacco, and the various different kinds of vapes, electronic cigarettes, hubbly-bubbly and other smoking devices, and any consumables or parts of those devices.
- **Smoking or being in possession of smoking equipment is serious misconduct and is a schedule 2 offence. Demerits and detentions will be issued, and punishments will be in accordance with the school anti-smoking policy, contained in Part B of this Code of Conduct.**
- Smoking and being in possession of smoking equipment is prohibited on school property, off school property while in school uniform, and while representing the school on a tour or camp, even if not in school uniform.
- Dealing in smoking equipment is a very serious offence.
- Being in suspicious proximity to learners who are smoking is also misconduct.
- A learner who realizes that they have become addicted to smoking should approach their parents/guardians for assistance as soon as possible, as effective smoking cessation programmes are available.

### Alcohol

- Being in possession of alcohol, or being drunk, while at school, while outside school in school uniform, or while representing the school or on a tour or camp in civvies, is very serious misconduct.
- It is also an offence to be in the company of a learner breaking this rule (“by association”).
- Being in possession of or using alcohol is a schedule 1 offence, and a disciplinary hearing will be held for any incident. If the offence is repeated, it becomes a schedule 2 offence for which a learner can be expelled.
- Dealing in alcohol in any way is a schedule 2 offence.

### Drugs

- The school is aware that our society is giving confusing mixed messages to young people about whether or not using **marijuana** is legal, safe or sensible. Learners should clearly understand that the possession or use of marijuana by **anyone under the age of 18** is illegal, the use or possession of marijuana **in public** is illegal, the use or possession of marijuana **on school property** is illegal, and that the use of marijuana can have **severe negative consequences** when it comes to academic and social functioning. The GDE allows for the **expulsion** of a learner found in possession, using or dealing in any drugs, including marijuana.
- By “drugs” we are referring to marijuana, narcotics, illegal drugs, illegal substances, harmful substances, addictive substances, unauthorized drugs, performance enhancing drugs, illegal steroids, and other medication that has not been prescribed to the user.
- Learners on the school premises, in school uniform outside of school, or representing the school on a tour or camp while not in school uniform, may not be in possession of, or under the influence of drugs.
- “Being in possession” means having drugs found on your person or in any of your belongings.
- The school Security Guards may search learners for drugs before they enter or leave the school premises, or as necessary on the school premises.
- The school will take action if a learner’s private drug use interferes with school attendance, behaviour or academic progress. For this reason, drug testing will be carried out, either on a

random or planned basis, in an attempt to identify and assist a learner with a problem at the earliest opportunity.

- Selling, offering to sell, arranging to supply, buying on somebody else's behalf, dealing in, or distribution of drugs, at school, in uniform, or while representing the school is a very serious offence, and is a criminal offence. The learner would immediately be suspended from school, and the matter referred to the police for prosecution.
- These are schedule 2 offences and are very serious misconduct. In all cases a disciplinary hearing will be held.
- It is also an offence to be in the company of a learner breaking any of these rules.
- The school Anti-Drug policy is contained in this code of conduct.
- A learner who realizes that they have developed a drug dependency should approach their parents/guardians, Grade Head, school psychologist, school social worker or other trusted adult for assistance as soon as possible. Effective drug rehabilitation programmes are available and should be started as soon as possible.

### 5.12 Swearing

- **Offensive language and swearing may never be used.**
- **Verbal abuse towards another person is a schedule 1 offence.**

### 5.13 Road Safety and Parking

#### School Parking Areas

- **The staff parking lots are to be used by school Staff only.**
- For safety reasons, parents/guardians may not drive into the school parking areas at any time.
- Learners with valid driver's licenses will be permitted to park their vehicles on the school property only if space allows.

#### Driving in the Streets Surrounding the School

- Parents/guardians are reminded that our school is situated in a suburb and are to be mindful of our neighbours. Please refrain from hooting or playing loud music. Suburban speed limits need to be adhered to.
- Learners should be aware of moving vehicles when being dropped off and crossing the road.
- Geers Avenue is a **one-way** on weekday mornings, and at the end of the school day. Traffic cones, barriers and signs are placed in appropriate places while the one-way system is in force. Once the barriers have been taken in later in the evening, and for evening functions, it is safer if motorists still stick to the one-way direction of their own accord.
- At morning drop-off time in Geers Avenue, if learners are dropped on the right-hand side of the road, they will not have to cross the road, which is safer for them, and eases traffic congestion.
- Parents/guardians who use the back entrance to the school, via The Braids, must be aware of the potential for congestion (and therefore danger) when dropping off their children. Traffic cones will be set up to assist with road safety.
- The school requests that more parents/guardians consider using the back gate to drop off and collect, as this will alleviate traffic pressure at the front gate.

#### Learners Walking to School

- Learners must be aware of the rules of the road, and take care when crossing roads and at traffic lights.
- Pedestrians must walk on the pavement, and not in the road.

- Pedestrians are discouraged from visibly using their cell phones while walking as they are vulnerable to mugging.
- The use of earphones while walking in traffic is ill-advised and dangerous. Earphones may not be worn in the drop off areas, or when crossing the carpark.
- Learners should not stand in front of the entrance gates or walk in groups in the road.

## **6. Merits**

### **6.1 The GHS Merit and Demerit Policy**

In order to help learners make positive choices, and to create a positive climate for learning, Greenside High School uses a merit and demerit system to address and monitor behaviour. This system is intended to assist learners in making good decisions, and to develop learners who are self-disciplined and good citizens. The merit points reward and encourage positive behaviour and contributions to the school, while undesirable behaviour is discouraged through demerits.

The merit and the demerit systems run completely separately.

- Merits are accumulated throughout a calendar year, and there is a system of acknowledgement and rewards.
- Demerits are accumulated throughout a calendar year, and the learner will have to attend a detention for each 30 demerits.

A conduct report reflecting a learner's merits and demerits is enclosed with their academic report.

A computerised system is used to keep a record of merits and demerits. There is a pre-determined system for the number of merit points awarded for specific worthy activities, and the number of demerits issued for specific misdemeanours. No new categories for merits or demerits may be added to the system without first being presented to the executive of the school and then the colours committee. Only the Deputy Principals in charge of conduct may implement changes on the system.

### **6.2 Merits and Awards**

Merit Points are given to recognise the active involvement of learners in the life of the school, in the academic, cultural, service and sporting arenas. Learners who participate enthusiastically bring honour to the school through their high achievements, and their loyal support and commitment to the school. Learners are awarded merits for a range of positive activities including academic excellence and extra-mural participation. A learner has to accumulate 350 or more merits within a year for their contribution to be recognised. (Refer to the Merit Points table for categories and quantities.)

At the beginning of each year at the **Academic and Service to the School Awards Ceremony**:

- A learner is awarded a certificate if they accumulate 350 merits or more for one year.
- Half Colours for Service to the School is given to a learner who achieves 350 or more merit points per year, for two consecutive years.
- Full Colours for Service to the School is given to a learner who achieves 350 or more merit points per year, for three consecutive years. A red blazer may now be worn.
- A Re-Award of Full Colours for Service to the School (white scroll) is given to a learner who achieves 350 or more merit points per year for four consecutive years.
- Honours for Service to the School (a second white scroll to be sewn onto the red blazer) is given to a learner who achieves 350 or more merit points per year for five years.

Colours will be awarded at the discretion of the Colours Committee. The Colours Committee determines and can amend the requirements for colours.

**It is vital that Staff Members enter the award points as soon as possible after the points have been awarded, so that eligible learners may be recognised.** Where appropriate, the award of points must be motivated in the annotation block on the Principal Plus / D6 system. Grade Heads should be consulted for any merit points that are not covered in the prescribed list. Merit points may not be awarded for community service, such as picking up litter, carrying an Educator's bag, putting away equipment.

### 6.3 Merit Tables

<b>Merit Points (Recognitions)</b>	
	Points
<b>Academic</b>	
<b>Academic Achievement</b>	
Excellent Portfolio / Task / Project / Presentation (90%) (per event)	5
Commendable Work (per term)	5
Distinction (per term)	10
10% Improvement from One Term to the Next	10
<b>Academic Interschools Festival / Competition</b>	
Olympiad participation (per event)	10
2 <sup>nd</sup> / 3 <sup>rd</sup> Place	10
1 <sup>st</sup> Place	20
<b>Mathematics Tutoring (per term)</b>	
50%+	5
60%+	10
80%+	15
95%+	25
<b>Cultural</b>	
<b>Participation in a School Cultural Activity (per term)</b>	
70%+	55
80%+	70
80%+ (Captain)	85
95%+	85
95%+ (Captain)	105
95%+ (Senior cast member)	130
95%+ (Senior director)	150
<b>Art Club</b>	
Participation, per term	30
<b>Dance Crews</b>	
Participation, per term	40
<b>Plays Festival</b>	
Backstage	10
Scriptwriter	30
Technical Crew	30
Minor Role	45
Support Role	60
Lead Role	70
Director	85
2 <sup>nd</sup> / 3 <sup>rd</sup> Place	10
1 <sup>st</sup> Place	20
<b>Interschools Festival - Cultural</b>	
2 <sup>nd</sup> / 3 <sup>rd</sup> Place	10
1 <sup>st</sup> Place	20
<b>Leadership</b>	
<b>RCL</b>	
Grade 8-12 RCL Class Representative (per term)	10
Grade 8-12 RCL Grade Representative (per term)	10
RCL Executive Member / Head / Deputy (per term)	20
RCL SGB Representative (per term)	30
<b>Senior Leaders</b>	
Senior Leader (per term)	40
Senior Leader Executive (per term)	20

<b>Merit Points (Recognitions)</b>	
	Points
<b>House captains</b>	
House Captain (per term)	30
<b>Service</b>	
Helping a Staff Member (per event) (Grade Heads only)	5
Traffic Cones (per event) (Deputy Only)	5
Special Service to School (per event) (Heads of Sport & Culture Only)	5
Special Service to School (per event) (Heads of Sport & Culture Only)	10
Catering Service to School (per event)	10
Assisting at Open Day (per event) (Deputy Only)	10
Assisting at a Weekend School Event / Function in Uniform (per event) (Deputy Only)	20
Peer Mentor Course	40
<b>Voluntary Community Service</b>	
1 Hour	10
2 Hours	20
3 Hours	30
4 Hours +	40
<b>Librarian Participation (per Term)</b>	
50%+	10
60%+	15
80%+	25
95%+	35
<b>Sound / Technical Crew (per term)</b>	
50%	35
75%	60
95%	75
<b>Sport</b>	
<b>Participation in School Team (per term or sporting code)</b>	
70%+	55
70%+ (Official / Service)	65
80%+	70
80%+ (Official / Service)	85
80%+ (Captain)	85
80%+ (1 <sup>st</sup> Team)	105
80%+ (1 <sup>st</sup> Team Captain)	120
95%+	85
95%+ (Official / Service)	105
95%+ (Captain)	105
95%+ (1 <sup>st</sup> Team)	130
95%+ (1 <sup>st</sup> Team Captain)	150
<b>Interschools Festival - Sport</b>	
2 <sup>nd</sup> / 3 <sup>rd</sup> Place	10
1 <sup>st</sup> Place	20
<b>National Colours</b>	
National Colours – Non-School Sport	50
<b>General (per event)</b>	
Honesty	10
Meritorious Behaviour / Achievement (Motivated)	10
Discretionary Points (Principal / Deputy)	25
Discretionary Points (Principal / Deputy)	50

## **7. Demerits and Detentions**

### **7.1 Demerits**

Greenside High School believes in a proactive and constructive approach towards behaviour management and discipline. It is important to foster every learner's sense of responsibility, self-discipline, the ability to differentiate between right and wrong, and the ability to act according to these values. Therefore, Educators will encourage positive behaviour before relying on disciplinary measures. In reality, however, the proactive and positive approach does not always work and so demerits and detentions are necessary interventions. The demerit system emphasises consequences and accountability and serves as a record of a learner's misconduct.

Demerits are issued when a learner chooses to transgress this Code of Conduct. A learner will be given a detention if they have accumulated **30 demerits**. The table of demerit points issued for each transgression is given below. The demerit table is combined with the Schedules of Offences, and this is discussed further in the section on disciplinary hearings.

**Staff must ensure that demerits are entered as soon as possible after the offence has been committed.** The learner's conduct report should be a true reflection of the learner's behaviour. If an Educator has a particular problem with a learner, that Educator should take action beyond the demerit / detention system, such as a subject detention supervised by that Educator, or a phone call to the parents. The Departmental Head of a subject should be approached if the Educator requires assistance. Gross misconduct of any kind must be discussed with a Grade Head before demerits may be given.

### **7.2 Detentions**

Detention is the most serious corrective policy the school has at its disposal, before having to resort to Internal and School Governing Body (SGB) Disciplinary Hearings. A learner will be given a detention if they have accumulated **30 demerits**.

#### **Procedure for Detentions**

- After the accumulation of **30 demerits**, learners will be served with at least 24 hours' notice of the detention.
- Detentions take place from 15h00 to 17h00 on Monday afternoons in designated classrooms.
- The Grade Heads will determine the content of the detention: this must be relevant to the general behaviour and the needs of the learner.
  - Learners will be assigned appropriate English and Maths work to complete during the detention.
  - Behavioural intervention may result in referral to Fight with dignity.
  - Other interventions may include picking up litter or cleaning the bottom of desks.
- The school also reserves the right to hold Saturday morning detentions and to arrange community service in lieu of detention.
- This process is overseen by the responsible Deputy Principal.

#### **Learner not working, or disrupting detention**

- If the learner does not engage with the academic work assigned to them, or disrupts the detention, they will have to repeat the detention.
- This will have to be done in the very next available detention slot.

#### Authorised absence from a detention

- The Deputy Principal may excuse a learner from a detention and allow the learner to sit the missed detention on the following Friday.
- **Any excuses will be managed by the Grade Heads. The excuse must be submitted in writing at least twenty-four hours before the detention is to take place.**
- Learners may be excused once from detention if they are representing Greenside High School in a sports match or a cultural event.
- Learners needing to attend formal trials or auditions will also be excused only once.
- No learner may be excused from detention because of a sports or cultural practice.
- As learners receive at least 24 hours' notice of their detention, there should be no other excuse for missing a detention. Advanced notice is given so that necessary arrangements regarding transport and other matters can be made.
- The Deputy Principal in charge of the grade will make the final decision.

#### Unauthorised Absence from a Detention

- If a learner misses a detention without being excused by the Grade Heads (as explained above), they will be considered as having bunked that detention.
- In the unlikely event that detentions are bunked:
  - The first time a learner bunks a detention, they will be taken out of circulation for one day, and given a disciplinary hearing, charged with a schedule 1 offence.
  - The second time a learner bunks detention, they will be taken out of circulation for two days, and again given a disciplinary hearing, charged with either a repeat schedule 1 offence, or a schedule 2 offence of "Fails to comply with a sanction imposed at a previous hearing for a schedule 1 offence".
  - If a learner bunks a detention for a third time, they will appear at an SGB Disciplinary Hearing to face schedule 2 charges of "committing a schedule 1 offence after having been found guilty of the same or similar misconduct on two previous occasions".
  - If a learner is found guilty of a schedule 2 Offence, the GDE allows the school to make a recommendation for expulsion.

#### Procedure when Learners have Repeated Detentions

- After the accumulation of **90 demerits** (3 detentions), the Grade Heads will schedule a **meeting with the learner's parents/guardians**. If appropriate, this meeting should include the Educators that have issued the demerits. Sanctions / corrective actions will be imposed.
- If a learner accumulates **150 demerits** (5 detentions), the Grade Heads will schedule an **Internal Disciplinary Hearing**, including the responsible Deputy Principals and the Educators that have issued the demerits. Sanctions and corrective actions will again be imposed.
- If a learner accumulates **210 demerits** (7<sup>th</sup> detention), the Grade Heads must consult the Deputy Principal to schedule a **School Governing Body (SGB) Disciplinary Hearing**. The learner will be charged with the schedule 1 offence of "seriously threatens, disrupts or frustrates teaching or learning in a class". Appropriate sanctions and corrective actions will be imposed and could include suspension from school.

## 8. Demerit Points Tables and Schedules of Offences

<b>Demerit Points for Un-Scheduled Offences</b> Repetition of these offences can lead to a schedule 1(a) charge being laid	Demerit Points (Violations)
<b>Arriving at School, Assembly and Registration</b>	
Late for school	-15
Late for formal / quad assembly	-5
Late for form class / registration	-5
Late for grade assembly	-5
Daily register not signed	-5
Misbehaviour in assembly / quad	-5
Disrupting assembly	-5
Letter or return slip to parent/guardian not returned / not signed	-5
<b>Uniform and Hair</b>	
No badge	-15
No blazer	-5
No tie	-5
Skirt length	-5
Belt buckle not as per school regulations.	-5
Incorrect shoes	-5
Incorrect socks	-5
Tracksuit top worn incorrectly with uniform. (No blazer / jersey / tie)	-5
Uniform not as per school regulations.	-5
PE uniform not as per school regulations.	-5
Incorrect shirt with school tracksuit	-5
Incorrect PE shoes	-5
Jewellery not as per school regulations	-5
Piercing(s) not as per school regulations	-10
Nails not as per school regulations	-5
Make-up worn to school	-10
Visible tattoos	-10
Hair not as per school regulations	-10
Facial hair ungroomed	-5
<b>Classroom Behaviour</b>	
Late for substitution class	-10
Late for class after break	-10
Late after three-minute bell	-10
Late for cycle test	-15
Books not in class	-5
Equipment not in class	-5
Notebook not up to date	-3
Classwork / homework incomplete	-3
Classwork / homework not done	-5
Copying / plagiarism in homework [ <i>for cheating in an assessment, see scheduled offence 1(e)</i> ]	-10
Portfolio / project / presentation not handed in (per day)	-5
Examination / test not signed by parent/guardian	-5
No timetable	-5
No homework diary [grade 8 and 9 only]	-10

Reader not in bag	-5
Eating in class (unauthorised)	-5
Disrupting class and teaching <i>[For serious disruption, see scheduled offence 1(a)]</i>	-5
Talking in class	-5
Using a cell phone in class (unauthorised)	-10
Contravention of school facility rules	-5
Library late return (1 week)	-5
Textbook not returned at end of term	-5
<b>Respect for those in Authority</b>	
Ignoring instructions	-5
Disobeying Educator	-5
Disrespectful towards RCL / Senior Leader <i>[Issued by Deputy only]</i>	-5
Discourtesy towards Staff Member <i>[For insubordination, see scheduled offence 1(a) and 1(c)]</i>	-10
Insolent behaviour	-10
Taunting an Educator	-15
<b>Bunking and out of Bounds</b>	
Bunking / absent from subject or break detention	-5
Bunking assembly	-10
Bunking class	-10
Bunking substitution	-10
Out of bounds at school	-10
Bunking school / leaving grounds without permission	-30
<b>Other Misbehaviour</b>	
Absent without valid excuse	-15
Discourtesy to fellow learner	-5
Bad / negative attitude	-5
Using foul language/ swearing	-5
Close contact (inappropriate) (30cm rule)	-10
Gambling	-10
Littering	-5
Dishonesty / lying <i>[for dishonesty that harms another person – see scheduled offence 2(c)(v)]</i>	-10
Forging a parent's/guardian's signature on a test / reply slip <i>[for serious forgery – see scheduled offence 2(c)(i). For fraud – see scheduled offence 2(c)(iv)]</i>	-30
Loitering after hours on school property	-10
Misbehaviour in extra-mural activity	-10
Misbehaviour in residential area – noise, littering, loitering etc	-10
Misbehaviour on public transport or in public	-10
Misbehaviour while representing school <i>[For dishonouring the school name, see scheduled offence 1(c)]</i>	-30
Delivery made to school during contact time	-20
Conducting business at school	-30
Deputy Principal allocated demerits (motivated)	-10
Deputy Principal allocated demerits (unmotivated)	-30
RCL and Senior Leaders - Failure to attend meeting	-10
RCL and Senior Leaders - Not found at duty point	-10
RCL and Senior Leaders - Second letter of warning	-20



<b>Schedule 1 Offences</b>		<b>GHS Demerits Description</b> (New descriptions may be added by the Grade Heads as necessary)	Demerit Points
<p>The GDE allows a Learner to be suspended for 1 week for a schedule 1 offence.</p> <p>GHS prefers to avoid the use of suspension, rather substituting other interventions which do not disrupt academic progress.</p> <p><b>A learner will be guilty of serious misconduct if the learner, intentionally and without just excuse:</b></p>			
<b>Disrupting</b>			
1(a)	Seriously threatens, disrupts or frustrates teaching or learning in a class.	Learner has repeated un-scheduled offences, resulting in significant disruption to teaching and learning. (Demerits will be issued per offence)	
		Seriously disrupting teaching and learning to the detriment of other learners.	-30
		Disrupting an exam session	-30
		Fails to comply with a punishment or correctional measure, thus disrupting the Educator's authority.	-30
		Bunking / absent from detention <i>[also refer to Absence from Detention rules]</i>	-30
		Insubordination towards an Educator or person in authority	-30
		Disrupting with total disregard for authority (issued by Deputy / Principal)	-60
		Total disregard for authority (issued by Deputy / Principal)	-60
		Intentionally or negligently causing disruption to the school IT systems. <i>For vandalism - refer to 2(c)(xiii)</i>	-60
		Intentionally or negligently causing disruption to school utilities (water, plumbing, electricity etc) <i>For vandalism - refer to 2(c)(xiii)</i>	-30
1(b)		Engages in a conspiracy to disrupt the proper functioning of the school through collective action.	Planning events to disrupt teaching / school events / school functioning
<b>Insulting a Person's Dignity &amp; Bullying (Excluding assault or threatened assault)</b>			
1(c)	Insults the dignity of, or defames, any learner or any other person, which includes racist remarks.  <i>For assault or threatened assault - refer to 2(c)(ix)</i>	Insulting someone's dignity	-30
		Using racist or discriminatory language	-30
		Verbal abuse towards a fellow learner	-30
		Verbal abuse towards a Staff Member	-30
		Insulting or insubordinate towards an Educator, person in authority, or member of the public	-30
		Bullying / intimidation / victimisation	-30
		Bullying by association / encouraging / not reporting	-20
		Cyber bullying	-30
		Dishonouring the school's name	-30
		Insulting or defaming a person or the school on social media / cyber misconduct	-40

<b>Possession and Distribution of Exam Material</b> (Excluding stealing or selling this)			
1(d)	Distributes, or is in the possession of, any test or examination material that may enable another person to gain an unfair advantage in a test or examination.  <i>For selling or buying of the above - refer to 2(c)(ii)</i> <i>For stealing of the above – refer to 2(c)(v)</i>	Being in possession of a copy of a test or exam question paper or marking memo that has been stolen by someone else.	-40
		Distributing a copy of a test or exam question paper or marking memo to other learners. (not selling or buying)	-60
<b>Cheating</b>			
1(e)	Cheats in a test or examination or any other form of assessment such as assignments.  <i>For cheating that amounts to more serious fraud - refer to 2(c)(iv)</i>	Cheating / plagiarism in a formal assessment	-20
		Cheating in a test / exam	-30
		Using a cell phone during a test or exam	-30
<b>Public Indecency</b>			
1(f)	Engages in an act of public indecency.  <i>For criminal conduct - refer to 2(c)(xii)</i>	Public indecency (e.g. public nudity, inappropriate physical contact, etc )	-60
		Learner found in the inappropriate gender bathroom or complicity in this offence.	-60
<b>Pornography</b>			
1(h)	Is found in possession of or distributes pornographic material.  <i>For criminal conduct (including child pornography) - refer to 2(c)(xii)</i>	Possession of pornographic material (including electronic material)	-60
		Distribution of pornographic material	-60
		Accessing pornographic material via the school IT system	-60
(i)			

<b>Schedule 2 Offences</b> The GDE may allow the school to expel the learner for a schedule 2 offence.		<b>GHS Demerits Description</b> (New descriptions may be added by the Grade Heads as necessary)	Demerit Points
A learner will be guilty of serious misconduct if the learner:			
<b>Repeated Schedule 1 offences &amp; Failure to Comply</b>			
2(a)	Is found guilty of misconduct as contemplated in Schedule 1, after having been found guilty of the same or similar misconduct on <b>two previous occasions</b>	Commits a schedule 1 offence, after having been found guilty of the same or similar misconduct on <b>two previous occasions</b> .	
2(b)	Fails to comply with a punishment of suspension as a correctional measure. [GHS prefers to avoid the use of suspension, rather substituting another intervention which does not disrupt academic progress.]	Fails to comply with a sanction imposed at a previous hearing for a schedule 1 offence.	
<b>Schedule 2 Offences</b>			
<b>2(c)</b>	<b>intentionally and without just excuse:</b>		
<b>Forgery</b>			
2(c)(i)	Forges any document or signature to the potential or actual prejudice of the school.  <i>For other fraud - refer to 2(c)(iv)</i>	Forgery of a document, letter, email or signature to the potential or actual prejudice of the school.	-40
<b>Trading in Exam / Test Materials</b>			
2(c)(ii)	Trades in any test or examination question paper or in any test or examination material.  <i>For possession / distribution of the above – refer to 1(d)</i> <i>For stealing – refer to 2(c)(v)</i>	Buying a copy of a test or exam question paper or marking memo	-90
		Selling a copy of a test or exam question paper or marking memo	-120
<b>Bribery to Cheat in an Exam / Test</b>			
2(c)(iii)	Attempts to bribe or bribes any person, in respect of any test or examination, to enable themselves or another person to gain an unfair advantage therein.	Bribes (or attempts to bribe) a learner, educator or other person, to gain an unfair advantage in an exam, test or assessment, for themselves or for someone else.	-40
		Bribes (or attempts to bribe) someone to write a test or exam for them, or for someone else.	-40

Fraud			
2(c)(iv)	Engages in fraud.  <i>For cheating - refer to 1(e)</i> <i>For forgery - refer to 2(c)(i)</i>	Lying for personal gain or with the intention of causing harm to another person	-30
		Creating / using a fraudulent document, signature or email for personal gain or with the intention of harming another person	-30
		Cheating or plagiarism in an important test / exam / assessment that amounts to fraud.	-30
		Lying in a verbal statement to those in authority. (Including "by omission")	-30
		Lying in a signed statement (Incl "by omission")	-40
		IT hacking , password fraud etc, for personal gain, or to cause harm to another person.	-90
Theft and Dishonesty			
2(c)(v)	Engages in theft, or otherwise acts dishonestly to the prejudice of another person.	Theft	-30
		Knowing who has stolen something and not coming forward.	-20
		Acts dishonesty in a way that prejudices another person. <i>[for fraud, see 2(c)(iv)]</i>	-30
		Stealing an exam, test or marking memo before the test or exam has taken place. <i>[For possession / distribution see 1(d), for selling / buying see 2(c)(ii)]</i>	-90
Smoking, Dealing in Smoking Equipment and Dealing in Alcohol			
2(c)(vi)	Is in possession of, consumes or deals in any illegal substances or other harmful substance.  <i>For alcohol use / possession - refer to 1(i)</i> <i>For narcotics / drugs refer to 2(c)(vii)</i>	Possession of any smoking equipment	-30
		Smoking or using any smoking equipment at school	-30
		Smoking or using any smoking equipment in public in uniform, or while representing the school.	-60
		Repeated smoking violations (refer to anti-smoking policy)	-30
		Smoking – by association	-20
		Dealing in cigarettes or smoking equipment, at school, in uniform, or while representing the school.	-60
		Dealing in alcohol, at school, in uniform, or while representing the school.	-90
		Dealing in, being in possession of, or using, any other illegal or harmful substance, at school, in uniform, or while representing the school.	-90
<b>Alcohol (Excluding selling / supplying)</b>			
	Is under the influence of or in the possession of alcohol.  <i>For selling / suppling alcohol – refer to 2(c)(vi)</i>	Possession of alcohol	-40
		Drinking alcohol / drunk at school	-60
		In possession of alcohol while in public in uniform or while representing the school	-40
		Drinking alcohol / drunk in public in uniform or while representing the school	-60

		Alcohol offence - by association	-30
<b>Drugs (Narcotics, Unauthorized Medication, etc)</b>			
2(c)(vii)	Is in possession of, uses or transmits narcotic or unauthorized drugs, or on visible evidence of such possession, use or transmission.	Possession of drugs at school, in uniform, or while representing the school.	-40
		Testing positive when tested for drug use	-40
		Using or being under the influence of drugs at school	-60
		Using or being under the influence of drugs in uniform, or while representing the school	-60
		Dealing in drugs, at school, in uniform, or while representing the school.	-120
		Drug offence - by association	-30
<b>Weapons</b>			
2(c)(viii)	Is in possession of any dangerous weapon.	Possession of a dangerous weapon	-60
		Possession of a dangerous object that could be used as a weapon.	-60
<b>Fighting, Violence, Assault</b>			
2(c)(ix)	Assaults or threatens to assault another person.  <i>For sexual assault, also refer to 2(c)(xii)</i>	Fighting (including retaliation)	-30
		Hitting / slapping / pulling / pushing someone in an aggressive manner	-30
		Play fighting	-20
		Dangerous behaviour	-30
		Threatening someone with violence (where the victim believes they are going to be assaulted)	-30
		Bullying / Intimidation using assault or threats of assault	-30
		Encouraging or instigating fighting or violence	-40
		Assault (leading to a police charge)	-60
<b>Vandalism</b>			
2(c)(xiii)	Maliciously damages property.	Vandalism of school property	-30
		Vandalism of another's property	-30
		Vandalism of a serious nature	-60
		Intentionally vandalising the school IT hardware or software systems. <i>[For negligence / disruption - refer to 1(a)]</i>	-60
<b>Sexual harassment</b>			
2 (ix)	Sexually harasses another person.  <i>For sexual assault or threatened sexual assault - refer to 2(c)(ix)</i> <i>For criminal conduct - refer to 2(c)(xii)</i>	Sexual harassment	-60
<b>Very Serious Criminal Offences * (From the GDE Schedules)</b>			
2(c)(x)	Holds any person hostage.		
2(c)(xi)	Murders any person		
<b>Criminal Sexual Offences *</b>			
2(c)(xii)		Criminal sexual harassment	
		Threatening sexual assault	

	Rapes any person, or engages in any sexual activity which amounts to an offence in law.	Sexual assault
		Rape / statutory rape
		Exposing a person under 18 to pornography
		Possession / creation of child pornography
		Other sexual offences
<b>* These very serious criminal Offences would be referred to the relevant authorities. Internal hearings would, in all likelihood, run concurrently with the criminal investigation.</b>		

## **9. Disciplinary Procedures**

When a learner continuously misbehaves, and verbal and written warnings, demerits and detentions are inadequate and prove to be ineffectual, or when a serious offence is committed, a Disciplinary Hearing will be held to determine the sanctions that should be imposed.

### **9.1 Internal Disciplinary Hearing**

- The Grade Heads will schedule an Internal Disciplinary Hearing if there is a likelihood that they can deal with the misconduct without involving the SGB.
- An Internal Disciplinary Hearing will be held if a learner has accumulated 5 detentions (150 demerits). This is typically a learner who misbehaves in class, repeatedly does not complete homework, fails to complete class work, and disregards the rules.
- In the case of a more serious schedule 1 offence, or repeated schedule 1 offences, regardless of the number of demerits on record, the Grade Heads may hold an Internal Disciplinary Hearing, or, in consultation with the Principal, may refer the case to the SGB.
- In the case of a schedule 2 offence, the Grade Heads, in consultation with the Principal, may find it appropriate to hold an Internal Disciplinary Hearing, or may refer the case to the SGB.

#### **Procedure for an Internal Hearing**

- The parents/guardians will immediately be notified telephonically.
- The parents/guardians will be notified in writing of the date and time of the hearing.
- The hearing should, where possible, occur within 7 school days of the offence having been committed.
- The hearing will be attended by the Grade Head/s, plus relevant Deputy Heads and Educators where appropriate.
- The learner must be accompanied by one or both of their parents or legal guardians. If an interpreter or other professional is brought by the parents/guardians, they must provide ID and certification of their profession.
- A record of the hearing will be kept, and a copy will be placed on the learner's personal file.

### **9.2 SGB Disciplinary Hearing**

- In the most serious cases, the Grade Heads will refer the matter to the Deputy Principal, who will, in consultation with the Principal, determine if the matter requires an SGB hearing:
- If a learner has accumulated 7 detentions (210 demerits).
- If a learner fails to comply with the sanctions imposed at a meeting with their parents/guardians or at an Internal Disciplinary Hearing, or bunks detention.
- For serious or repeated schedule 1 transgressions.
- For schedule 2 transgressions that require further intervention.

#### **Procedure for an SGB Disciplinary Hearing**

- The process and sanctions are determined by Regulations of the Gauteng Department of Education.
- For certain serious offences, such as violence or drugs offences, the learner may immediately be suspended from school for two days. If the learner poses a danger to other learners or school Staff, they will be suspended for up to 7 school days, and the school reserves the right to apply to the GDE HOD for a prolonged suspension pending the outcome of the SGB disciplinary hearing.
- Detailed reports from all involved parties should be submitted by the Grade Heads to the relevant Deputy within twenty-four hours of the incident.

- The Deputy Principal, in consultation with the Principal, will issue the charge sheet and the required notices to the learner and their parents, in compliance with the Regulations.
- The learner’s parents/guardians will be informed in writing of the offence which the learner has allegedly committed, and the date, time and venue of the hearing.
- The hearing will be held within a reasonable time after the event.
- The hearing will be heard by an unbiased panel appointed by the Deputy Principal.
- The hearing will be conducted according to procedurally fair rules. The panel will consider "probability" rather than "beyond a reasonable doubt", **as the intention of the hearing is to mediate, intervene and educate the learner, and it is not a “criminal trial”.**
- At the hearing, the accused learner has the right to be represented or assisted by an adult. This adult must be one or both of the learner’s parents or legal guardians, or a close relative who normally acts in this role.
- If the parent/guardian does not feel confident in English, they may request an additional close relative to accompany them, or they may bring a professional interpreter. If an interpreter or other professional is brought by the parents/guardians, they must provide ID and certification of their profession. Under no circumstances may the parent or guardian be accompanied by their employer or benefactor, as this seriously undermines the parental role, and disrupts the parents’ authority over their child.
- During the disciplinary hearing, the learner will have the right to be heard, and to present their case and any mitigating circumstances or other relevant information.
- A recording and/or minutes of the proceedings will be kept.
- The parents/guardians and learner may be asked to give the disciplinary panel an opportunity to confer and decide on the appropriate sanctions.
- The Chairperson of the hearing will take the final decision.
- The learner and their parents/guardians will be informed in writing of the decision taken.

### 9.3 Disciplinary Interventions

The GDE has defined the behaviour that constitutes “serious misconduct”, and classified this into schedule 1 and schedule 2 offences. (Refer to the tables above.) The GDE allows a learner to be suspended for 1 week for a schedule 1 offence, and permits a school to apply for expulsion for a schedule 2 offence, or for repeated schedule 1 offences. These sanctions are seen by GHS as a last resort, when other interventions have failed. In addition, GHS prefers to avoid the use of suspension, rather substituting other interventions which do not disrupt academic progress, unless the learner poses a physical threat to staff or other learners.

The following interventions and corrective measures are used by Greenside High, aimed at correcting behaviour before suspension and expulsion:

- A verbal warning / reprimand to express disapproval
- Time out
- Exclusion from daily schooling activities.
- Removal from classes to be supervised by the Grade Head or Subject Head
- Exclusion from school activities and functions (e.g. camp, matric dance)
- Temporary suspension from class or school, pending investigations and/or disciplinary hearing
- Written punishment
- Detention
- Homework detention
- Supervised schoolwork
- Referral for counselling
- Attendance of a relevant life skills programme
- Referral to drug counselling

- Regular drug testing
- Compulsory attendance of sports practice
- Fines to compensate for damages
- Community Service to improve the physical environment within and around the school
- Signing of a behavioural contract
- Written warning
- Final written warning

**The most serious cases of schedule 1 and schedule 2 misconduct may lead to either**

- **Suspension from school,**
- **A suspended expulsion (i.e. any further offences will lead to immediate expulsion),**
- **Transfer of the learner to a support-network school within our district, or**
- **Recommendation of expulsion, for a final decision by the GDE.**

## **10. Different Roles in the School**

### **10.1 The RCL**

- The Representative Council of Learners (RCL) is a democratically elected learner leadership body, the members of which are intended to represent the interests of the school's learners.
- The RCL is a legislated requirement for every government school in South Africa, as a means whereby learners practise the principles of democracy, and are given a voice in the development of the school, and improving learning and teaching within it.
- Greenside High School sees the RCL as a vital means of nurturing leadership from the very beginning of a learner's high school career.
- Every learner in the school, from Grade 8 on, has a vote that determines who will represent them on the RCL.
- Each form class is represented by two representatives, one boy and one girl.
- The election process involves calling for the nomination of learners within each form class in each grade, and for each nomination to be seconded.
- Following this, each learner votes for two learners (one boy and one girl from their form class) to represent their interests within the school.
- The twelve learners (two from each of the six classes per grade) are announced as the grade's representatives.
- These twelve representatives then elect two of their members to represent their grade.
- The sixty learners elected to the RCL then vote to determine who will be on the executive, including a president, a secretary, a treasurer, and three learner representatives who sit on the School Governing Body (SGB) – one of whom must be the president.
- The RCL executive can also form subcommittees to manage specific projects.
- A Teacher Liaison Officer (TLO) also forms part of the RCL, overseeing the annual election process and handover; providing capacity-building to the representatives; ensuring SGB and School Management Team (SMT) support for the RCL; ensuring that the RCL supports GHS's vision and mission, and that it is a functioning body that fulfils its requirements.
- The RCL meets as a full body at least twice per term.
- RCL representatives can be identified by the special red ties they wear with their school uniform.

### **10.2 Senior Leaders**

- Senior Leaders are chosen by the Principal, Staff, Grade 10 and Grade 11 learners and the current Senior Leaders by means of a rigorous and thorough process.
- They form an important link between the learners and the Staff, and they play a vital role in upholding the school's Code of Conduct.
- It is, therefore, an expectation of every learner of Greenside High School to accord the same respect and value to the Senior Leaders as they would to any member of Staff.
- Senior Leaders are authorised by the school to assist in upholding the Code of Conduct, and they have the authority to report misdemeanours to relevant Grade Heads and to confiscate items that are not in accordance with the school's Code of Conduct.
- Any learner disobeying a Senior Leader will face the applicable punishment, by either receiving demerits, detention, or facing disciplinary action.
- Senior Leaders can be identified by the red and white braiding on their blazers and their Senior Leader badge. The Senior Leader Executive have red and white braiding on their blazer sleeves and pockets.

## 10.3 Educators

### Educators' Rights and Expectations

- Educators should:
  - Be able to teach in a safe, orderly, clean and quiet environment in which the necessary materials and equipment are provided and maintained.
  - Expect learners to be prepared for lessons, having completed all homework assignments.
  - Expect learners to be punctual, courteous and respectful.
  - Be treated fairly and be respected as professional persons.
  - Be supported by parents/guardians and colleagues and receive the support of those in authority.
  - Be able to teach without interruption.
  - Enjoy privacy in their private lives, with the assurance that their personal property at school will be respected.

### Educators' Obligations and Responsibilities

- Educators must:
  - Be professional in appearance and approach and provide an environment which is conducive to effective learning.
  - Be well prepared for each lesson, teach each lesson effectively, and effectively evaluate work done.
  - Maintain a clean, disciplined, and safe environment in the classroom.
  - Be punctual, consistent, and fair, and sensitive to the needs of learners.
  - Treat learners as individuals, respecting their rights, and encouraging each learner to reach their full potential in all spheres of school life.
  - Guide learners, help them to identify problems that they have, and help them to resolve such problems.
  - Communicate with parents/guardians and keep them informed of the progress of learners.
  - Keep up to date with developments in education, in the subjects taught, and in the teaching of the subjects.
  - Set the correct example as a professional person and provide learners with life skills.
  - Keep up to date with all administrative duties and attend all official school functions.

## 10.4 The SGB and School Governance

- The School Governing Body (SGB) of the school is an elected body, authorised by law as a policymaking and governance body for this school, subject to the Legislation and Regulations governing schools in Gauteng.
- The SGB is responsible for the interviewing and selection of prospective permanent Staff Members as well as making recommendations to the Gauteng Department of Education in this regard.
- The SGB is also responsible for the maintenance of the physical amenities of the school, payment of salaries, and levying of compulsory school fees.
- The SGB oversees all aspects of school administration and policy, particularly in financial matters.
- **The Principal and Academic Staff handle all professional and academic matters in the school.**
- **The SGB is responsible for the governance of the school and is not involved in managing the daily running of the school.**

## **11. The Parents' and Guardians' Code of Conduct**

(In accordance with Notice 776 of 1998)

**It cannot be sufficiently emphasised how important it is for a child to have an involved and interested parent/guardian.**

By enrolling their children at Greenside High School, parents/guardians enter into an agreement with the school regarding the following:

### **11.1 Parents' / Guardians' Expectations**

Parents/guardians expect:

- That the school will provide tuition to the learner in accordance with the core curriculum, time allocation and evaluation applicable to the learner's educational phase. The curriculum will be determined in accordance with the relevant Legislation and directives of the Gauteng Department of Education.
- That the school will provide facilities and opportunities for participation in a variety of extra-mural sporting, co-curricular and cultural activities.
- Educators who are well qualified and competent to teach their subjects of instruction.
- Educators who are professional in their approach to their work and who set and maintain correct standards.
- An environment that respects cultural diversities and which is non-discriminatory.
- The promotion of high moral standards and good ethics, with learners being taught in a safe, disciplined environment that is conducive to learning.
- That their children receive a well-balanced education and that they will be treated fairly and as individuals.
- Support from approachable Educators who communicate with parents/guardians on work and behaviour problems.

### **11.2 The Parent's / Guardians' Relationship with the Educators:**

- This relationship should be based primarily on mutual respect.
- Educators are appointed in a position of authority for their professionalism and competency in a subject. This must be respected and honoured.
- Educators have the right and responsibility to address any form of misbehaviour, in and out of the classroom, in an appropriate manner.
- The school and the parents/guardians dedicate themselves to the spirit of the Mission Statement of the school.
- If a parent wishes to consult an educator, an appointment must be made in writing at a time mutually agreeable to both parties.

### **11.3 Parents' / Guardians' Role in Enforcing the Code of Conduct:**

- Parents/guardians are expected to support the school in enforcing this Code of Conduct, by:
  - Supporting the school, the Staff, the Code of Conduct and school rules, and ensuring that their children do likewise.
  - Helping their children understand that in a democratic society, appropriate rules are required to maintain a safe, orderly environment.
  - Respecting all members of Staff, other learners and school property.
  - Ensuring that learners observe all school rules and regulations.

#### 11.4 The Parents' / Guardians' Accountability for the Conduct of the Learner:

- The parent/guardian must acknowledge that:
  - Learners are expected to conduct themselves in accordance with the Code of Conduct detailed in this booklet and relevant Legislation.
  - The power to discipline learners rests with the Principal and any other person authorised by the Principal.
  - This power to discipline learners extends to times and places outside of school hours and off school premises when, in the opinion of the Principal, the interests of the school so require it.
  - The discipline and control of learners (including suspension and expulsion) shall be carried out in accordance with the school's Code of Conduct and relevant Legislation.
  
- When a learner misbehaves:
  - Parents/guardians are expected to support the school's enforcing of this Code of Conduct, and to ensure that learners accept responsibility for any misbehaviour on their part. Furthermore, Parents are expected to respect the school's disciplinary processes.
  - The school will endeavour to contact parents/guardians whenever their child's behaviour becomes cause for concern and will attempt, in the spirit of constructive partnership, to resolve the problem.
  - The parents/guardians, however, remain ultimately responsible for ensuring that their children meet the disciplinary standards required by the school and the parent/guardian body as a whole.
  - The school reserves the right to contact the appropriate authorities and take suitable action if a parent/guardian disregards the rules of the school, our Code of Conduct and this Parents/Guardians' Code of Conduct.
  - Any learner who brings a cell phone, tablet, laptop or other device onto the school property gives the school permission to allow an appointed disciplinary investigating officer **access to any material on the device** for the purposes of investigating any suspected schedule 1 or 2 offence.

#### 11.5 Parents' / Guardians' Role in their Child's School Life:

##### Attendance and Transport:

- Parents/guardians must ensure that:
  - Learners attend school regularly, and that they are punctual.
  - Learners have suitable transport that gets them to school on time, accommodates their participation in extra-mural activities, extra lessons or detentions, and collects them or allows them to leave at a reasonable time.
  - They fetch their children on time after school functions.

##### School Work:

- Parents/guardians are expected to:
  - Recognise that the education of their child is the joint responsibility of the parents/guardians and the school community.
  - Convey to their children a supportive attitude toward education.
  - Ensure that learners are properly equipped.
  - Take an active interest in their children's schoolwork and to ensure that all tasks of an academic nature, such as homework and the preparation for tests and exams, are undertaken, and that any commitments to the school are fulfilled.
  - Make it possible for the children to complete assigned homework. Homework diaries need to be checked and signed on a regular basis. This pertains especially to Gr 8 / 9 learners.
  - Personally collect reports on the relevant days.

**Uniform:**

- Parents/guardians are expected to support the school in enforcing this Code of Conduct and ensure that:
  - Learners are correctly dressed and groomed in a manner consistent with the Code of Conduct, and befitting a learner who is still at school.

**Parents'/Guardians' Emotional Support of the Child**

- Parents/guardians are expected to:
  - Support and encourage their children in their involvement in all spheres of school life.
  - Help their children deal effectively with peer pressure.
  - Discuss the issues of smoking and illegal drug use with their children.
  - Be aware of and discuss with their children the hormonal changes that their children will experience as teenagers.
  - Inform school officials of changes in the home situation that may affect their child's conduct or performance.

**Social Media, Sexual and Pornographic Misconduct**

- We appeal to parents/guardians to discuss the matter of social media and pornographic content with their children, and to assist us to impress upon them the gravity of acts of misconduct of this nature, some of which are criminal offences. Please refer to the relevant section in Part B of this Code of Conduct. Please try to ascertain whether any of your children have anything that can be considered pornographic on their cell phones and make sure it is deleted.

**11.6 Medical Information**

- Parents/guardians must complete the medical information form provided by the school.
- It is extremely important for us to know if a learner has had any serious illnesses, operations etc in the past.
- Parents/guardians are asked to notify the office if their child is allergic to anything – particularly bee stings.
- Parents/guardians are also asked to inform the office of any infectious diseases contracted by their child.
- Learners should not be sent to school if they have a temperature or an infectious disease.
- After suffering from an infectious disease, learners may only return to school once they have complied with the Regulations laid down by the Health Authorities.

**11.7 Parents' / Guardians' Personal Behaviour**

- Parents/guardians must help to keep the school a safe environment and not interfere with the operation of teaching.
- Parents/guardians may not visit their children during school hours and must not be on the property unless they have an appointment, or it is an emergency.
- Parents/guardians must refrain from disruption, or threats to school personnel. Legal charges will be laid against any parent/guardian who damages any school property.
- Sometimes parents/guardians become upset when discussing the sensitive issue of unpaid fees with school Finance Staff. Any person who becomes aggressive or abusive in this situation will be escorted off the school property by the Security Guards and will not be permitted back onto the school property.
- Parents/guardians are under no circumstances permitted onto school property to become involved in a dispute between their child and another learner, or to accost a member of Staff.

- Parents/guardians must note that they are also bound by the rules regarding dangerous weapons, drugs, alcohol, and smoking whilst on school premises.

## 11.8 Parents' / Guardians' Communication with the School

### ➤ How the School Communicates Important Information to Parents/Guardians

- Parents/guardians must attend official school functions and meetings.
- All parents/guardians are requested to attend Parents' Evenings to discuss their child's academic progress.
- Parents/guardians should attend special functions such as the information mornings or evenings. Very important information is given at these meetings which relates specifically to a particular grade.
- It is compulsory for parents/legal guardians to attend the Annual General Meeting held in September / October each year when school fees and other budgetary and strategic matters are discussed and agreed upon.
- Parents/guardians must collect their children's reports on the appointed dates.
- The school also communicates important information to parents/guardians via SMS, email, the school website and printed letters.
- At times, certain new and binding rules and procedures will be communicated to parents/guardians.

### ➤ General Guidelines for Communication with School Staff and Educators

- Parents/guardians should inform the school of any problem areas and communicate with individual Educators where this is necessary.
- Parents/guardians should follow the "lines of communication" protocol (below) to ensure that all matters are dealt with fairly, appropriately, and effectively.
- We would like to encourage parents/guardians and learners to put any queries in writing.
- Contact with Educators should preferably be by email. Parents/guardians **should allow 48 hours for Educators to respond to emails**, as they do not have access to email during teaching and extra-murals. Telephonic messages can also be left for Educators at reception.
- Parents/guardians should not phone Educators at home or on their cell phones and must respect an Educator's privacy.
- Parents/guardians should contact the Grade Head if their child has a problem or conflict with another learner, and not approach the other learner directly.
- Parents/guardians should communicate without resorting to abusive or threatening behaviour or language.

### ➤ In-person Meetings with Educators, and Visiting the School

- If a meeting of any kind with an Educator is needed, an appointment must be made.
- **No Educator or member of Staff is compelled to meet with a parent/guardian on a walk-in, no appointment basis.** Educators, Grade Heads, Deputy Principals, and the Principal are **not available at a moment's notice.**
- By Regulation, no parent/guardian may visit an Educator or enter a classroom during teaching time.
- On arrival, all visitors must be signed in by the Security Guard at the front gate, and then report to the reception area.

### ➤ Lines of Communication for Academic concerns

- Parents/guardians should please first contact the Subject Educator when there is a concern with a particular subject.

- If the matter has not been resolved, contact can then be made with the Subject Head (Head of Department) or, if appropriate, the Grade Head.
- If further intervention is required, contact the Deputy Principal in charge of that grade.
- Once all these avenues have been exhausted, the Principal may be contacted.

➤ **Lines of Communication for Disciplinary concerns**

- In the case of a disciplinary issue, parent/guardian should first contact the relevant Educator (if applicable),
- If the matter has not been resolved, or does not involve one particular Educator, contact the Grade Heads,
- If the matter has still not been resolved, contact the Deputy Principal in charge of the grade, and, if all other avenues have been exhausted, the Principal may be contacted.

➤ **Lines of Communication for Administrative matters:**

- Parents/Guardians should phone reception on 011-646-0113, or email the relevant administrative department, e.g. info@greensidehigh.co.za; finance@greensidehigh.co.za etc.
- If they need to visit in person, parents/guardians must make an appointment, and report to the Front Office.

➤ **Messages to Learners**

- Messages from parents/guardians to their child may be conveyed to them only in cases of extreme emergency.
- If learners have asked for items to be brought to school by their parents/guardians, they are personally responsible for their collection.
- The school Reception Staff and Security Guards will not accept or keep **food and lunchboxes containing food** on behalf of learners.

➤ **Parent/Guardian and Learner Contact Information**

- Parents/guardians are requested to inform the school of any changes to personal details e.g. telephone numbers, email address, residential and work addresses. **This is very important as the school communicates on a regular basis with parents/guardians mainly via SMS and email.**

➤ **Protection of Personal Information**

- Unless the parent/guardian instructs the school expressly and in writing to the contrary, their consent is given for the school to include photographs of their child, with or without names, in school publications, or in press releases to celebrate the school's or the child's activities, achievements or successes.
- Parents/guardians are advised that all incoming and outgoing telephone calls to the school switchboard may be recorded for security purposes.
- The School may hold and process by computer or otherwise, any information obtained about parents as a result of their liability for payment of school fees. However, the School will conform to the prescriptions of the Protection of Information Act and the Promotion of Administrative Justice Act.

## **11.9 Admission, Re-Registration and Withdrawal of a Learner**

➤ **Admission Requirements**

- Admission of new learners to Greenside High School is conducted in accordance with all relevant Legislation. The School Governing Body has approved an Admissions Policy within the provisions of the Legislation. This policy has been approved by the Gauteng Department of Education.

- The parent/guardian undertakes to comply with any Regulations pertaining to the medical inspection of learners, and to have the learner immunized against all standard infectious and contagious diseases and submit proof of such immunization to the school.

#### **Re-Registration**

- By Legislation, a learner must be re-registered every year.
- This takes place in October / November of each year, for the following academic year.
- Parents/guardians will be notified of the specific date on which they should come in to the school, with all the relevant forms and documentation.
- Documentation is sent home, but **only the parents/legal guardians** may return the documents to re-register the learner.

#### **Withdrawing a Learner from Greenside High**

- The parent/legal guardian must inform the school's administration office (admin@greensidehigh.co.za) and the relevant Grade Heads of this, in writing.
- The parent/guardian shall give the school a full term's notice in writing before removing the learner from the school. (This does not apply to Grade 12 learners leaving at the end of their final year at school.)
- Any refund of school fees paid must be discussed with, and will be at the discretion of, the School Governing Body.
- All textbooks and library books need to be returned. Missing, lost or damaged textbooks will have to be paid for as per the school's Textbook Policy.
- All fees must be settled in full before a Transfer Card can be issued.
- Once all the administration has been completed, the Transfer Card will be issued.

#### **11.10 Undertaking to Pay School Fees**

- The parent/guardian acknowledges that the School Governing Body has the legal right to levy school fees and enforce payment thereof, in accordance with the relevant Legislation and the resolutions passed at the Annual General Meeting.
- Parents/guardians enter into an agreement with the school that they will pay school fees on time.
- This agreement shall commence on the signature by the parties and shall remain in force until the end of the academic year.

#### **Breach of Obligation to Pay School Fees**

- Should the parents/guardians fail to pay school fees on the due date and/or the date agreed upon, the School Governing Body shall be entitled to:
  - demand immediate payment of the total amount due by the parent/guardian to the school and;
  - institute legal proceedings against the parent/guardian;
  - claim legal costs, including collection costs on an attorney / own client scale;
  - recover interest at the rate of 1% above the publicly quoted prime lending rate at that time per annum, calculated and compounded monthly from due date to date of payment;
  - approach the relevant credit bureaus and to list the parent/guardian name/s at the credit bureau as a non-payer of school fees.
- No indulgence, leniency or extension time that either party may grant to the other, shall in any way prejudice the grantor or preclude the grantor from exercising any of their rights in the future.
- All payments received from parents/guardians will be allocated to outstanding fees first.

- The parent/guardian chooses their address for service of legal documents at the addresses provided in the learner's school registration documents. The parent/guardian shall be entitled to change their domicile (address) by written notice, provided the change shall only become effective 14 days after receipt of the notice in question.

## **Part B: Policies on Serious Misconduct**

### **12. Sexual and Pornographic Misconduct Policy**

#### **12.1 Sexual Misconduct**

The School will be guided by various Legislation when it comes to dealing with sexual misconduct. The Children's Act (CA) Section 110 and the Sexual Offences Act (SOA) Section 54 are two acts which are applied in cases of abuse: physical, sexual, and deliberate abuse or negligence.

The School also follows the Guidelines for Prevention and Management of Sexual Violence in Public Schools (May 2008) and the RAPEWISE Prevention Through Education initiative.

- Other Acts which May be applied:
  - The Child Justice Act
  - Criminal Law (sexual offences and related matter) amendment act.

#### **12.2 Pornographic Images of a Person Under 18 Years of Age**

- The Sexual Offences Act of 2007 makes the following acts criminal:
  - Any person who has knowledge that a sexual offence has been committed against a child must report this to the police immediately. Failing to report a sexual offence against a child is itself a criminal offence (Section 54).
  - It is a crime to display or expose others to child pornography, and it is a crime to expose a child to any pornography. This means that anyone who films an event on their cell phone and displays or exposes others to it, may be guilty of a criminal offence (Section 19).
  - Being in possession of images of child pornography and offering them for sale is likewise an offence.
  - By "child" we mean anyone under the age of 18.
- Greenside High School will not tolerate any such criminal behaviour. We will take the following action if such activity comes to our attention:
  - Such activity is a schedule 2 offence in terms of the GDE's Disciplinary Rules, and it would be the subject of an SGB Disciplinary Hearing.
  - We will lay a criminal charge of contraventions of the Sexual Offences Act.
  - We will also ensure that this issue is specifically discussed in Life Orientation classes.

## **13. Anti-Bullying Policy**

The South African Schools Act emphasises the importance of creating safe schools that encourage respect for human rights. The National Policy Act requires schools and schools' authorities to create an enabling education system that supports the full personal development of each learner, and contributes to the moral, social, cultural, political, and economic development of the nation at large. A key goal of the Department's School Safety Framework is to develop and maintain a safe, welcoming, violence-free learning environment.

Bullying constitutes a significant challenge to school safety and undermines the creation of an enabling school environment that supports growth and development.

We at Greenside High School are committed to providing a caring, friendly and safe environment for all our learners so they can learn in an amenable and secure atmosphere that fosters knowledge and promotes respect. Bullying of any kind is unacceptable at our school. **It will not be tolerated!**

### **13.1 Definition of Bullying**

- Bullying is repeated inappropriate behaviour, direct or indirect, whether physical, verbal or otherwise, conducted by one or more persons, against another or others, which could be regarded as undermining the individual's rights to dignity.
- Bullying usually involves an imbalance of power. The bully may be bigger, tougher, or physically stronger or more popular or influential.
- Bullying goes against every child's right to respect, safety and to be educated in a safe and nurturing environment.
- **Bullying occurs when the behaviour is clearly offensive and unacceptable, and the perpetrator should have known that the behaviour is unacceptable to the victim.**
- **If the victim is embarrassed, frightened, hurt, angry or uncomfortable, the perpetrator's behaviour may constitute bullying, regardless of intention.**

### **13.2 Types of Bullying**

<b>Physical</b>	Pushing, hurting or attacking someone or taking their possessions (forcibly or otherwise).
<b>Verbal</b>	Threatening, insulting, ridiculing, name-calling and making racist, cultural or sexual slurs.
<b>Non-Verbal</b>	Writing hurtful messages, letters or graffiti, or distributing harmful pictures and videos.
<b>Sexual</b>	Inappropriate notes, jokes, pictures, taunts and rumours, uninvited touching or sexual behaviour.
<b>Social</b>	Includes <b>cyber bullying</b> : gossiping, spreading rumours, excluding people and breaking friendships.
<b>Visual</b>	Derogatory signing, staring, gesturing, insulting facial expressions, threatening with body part, or object or weapon.

### 13.3 Bystanders

- Bullies often have and need an audience.
- Bystanders can indirectly encourage bullying by ignoring it, or directly encourage it by laughing, taking photos or videos and applauding the bully.
- This not only increases the status of the bully, but it also supports and prolongs the bullying.
- Bystanders may be found guilty of bullying by association if they made no attempt to report, intervene or stop the incident in question.

### 13.4 Consequences

- **Bullying constitutes serious misconduct and may be either a schedule 1 or a schedule 2 Offence, depending on the circumstances.** Sanctions for the perpetrator may include:
  - A written apology to the victim;
  - A written warning;
  - Detention;
  - Withdrawal of privileges;
  - Community service;
  - Counselling;
  - Intervention by the police or an appropriate legal agency;
  - Suspension while an investigation is carried out;
  - In line with the South African Schools Act, SGB disciplinary procedures in cases of serious misconduct, where the perpetrator could face suspension or expulsion.

## 14. Anti-Violence Policy

- The South African Schools Act of 1996 provides Regulations relating to safety measures at schools. The following sections are relevant to the policy relating to any form of either verbal or physical assault whereby a learner may suffer either emotional or physical injury. The policy also encompasses the possession of illegal drugs or substances on the school premises.
- The following sub-sections of the Regulations listed in the **Regulations for Safety Measures** may be isolated and highlighted:
  - Violence and drug free public schools: The Regulation declares all schools as “drug free and dangerous object free zones”. (B65).
    - A ‘dangerous object’ is defined as “any article, object or instrument which may be employed to cause bodily harm to a person”. (B65).
  - No person may allow in, or carry dangerous objects onto the school property.
  - There may not be any form of violence which impacts negatively on school activities, or causes harm, directly or indirectly, to anyone.
  - In the absence of a police official, the Principal or delegate may search and remove any dangerous object from a person either suspected of possessing or in possession of a dangerous object.
  - The Regulations require that “Public schools must develop action plans to counter threats of violence which have the potential to have a negative impact on school activities”. (B67)
  - No person may be in possession of illegal drugs on the school premises, nor may any person enter the premises “while under the influence of an illegal drug or alcohol” (B65).
    - An ‘illegal drug’ refers to “unlawful intoxicating or stupefying substance”.

- The following sub-sections listed in the **Regulations to Prohibit Initiation Practices** may also be relevant:
  - ‘Harassment’ or ‘bullying’ occur when a learner is subjected to hostile or offensive behaviour, which undermines their integrity and dignity, and which negatively impacts on their social and academic performance. This is caused by peer pressure when a learner is victimized or ostracized by another learner or group of learners. (B68–69).
  - Therefore, “every learner has the right to freedom and security of their person, which includes the right to be free from all forms of violence or assault”. (B69)
    - ‘Assault’ is defined as the “unlawful and intentional” use of force or threatening of a learner where the learner believes they may be injured.
    - ‘Crimen injuria’ occurs when a learner is humiliated to the point where they suffer lack of respect.
    - ‘Degradation’ occurs when a learner is humiliated to the point where they suffer lack of respect or their dignity is impaired.
  
- In the light of the above Regulations as provided in the Schools Act, the following rules are intended to secure the learners’ rights and guarantee them security and protection from violence or assault in all forms while they are on the school property:
  - No fighting / play fighting or dangerous play amongst learners is allowed.
  - The policy will be applied to all forms of assault, with or without a ‘dangerous object’, where a learner’s dignity has been violated, or where a learner is found to be in possession of or under the influence of an ‘illegal drug’.
  - Any learner who is found guilty of the above-mentioned violations is guilty of either schedule 1 or schedule 2 offences as provided in the S A Schools Act No 84 of 1996 (B65–67) and Section 9 of Notice 6903 of 2000 (Provincial Gazette No 144, p12–13).
  - Security Guards employed by the school may, as mandated by the Principal, conduct searches before learners enter or leave the school premises or at any time or place on the school premises.
  - It is important that the policy be a preventative one. The policy must be clearly explained to the learners and their parents/guardians.
  - It is also of the utmost importance that the policy be implemented across the board and is carried out consistently.
  - Disciplinary procedures will be implemented in the event of any fight, assault or other violence, possession of a dangerous object, or drug incident. These incidents will usually be referred directly to an SGB Disciplinary Hearing, and the learner may be immediately suspended from school for two days, or longer if they pose a physical threat to Staff or other learners.

## **15. Anti-Plagiarism Policy**

- This document is adapted from:  
**University of Pretoria, Office of The Registrar, Plagiarism Prevention Policy (2009-10-22)**

### **15.1 Purpose of the Policy**

- The Curriculum and Assessment Policy Statements (CAPS) document encourages learners at high school to do a great deal of research, but learners are not fully aware of how to do that research and how to take notes, and, above all, how to avoid plagiarism.
- The purpose of this policy is to establish a guideline for dealing with plagiarism consistently across all departments of Greenside High School.

### **15.2 Definition of Plagiarism**

- Plagiarism is stealing someone else's ideas, thoughts, music, artwork, photos, etc, and pretending that they are your own or making people believe they are your own. It combines stealing and lying – neither of which is ever acceptable.
- A learner might find these ideas in:
  - Print material, e.g. books, newspapers, magazines
  - Visual material, e.g., illustrations, graphs, photographs, multi-media texts
  - On-line material, e.g., YouTube, blogs
  - Auditory material, e.g., songs, music videos

### **15.3 Why is Plagiarism a problem?**

- Plagiarism is a crime because plagiarism is stealing; it is theft – because the ideas are not your own; and it involves lying – because you are implying that the work is your own.
- Plagiarism is unacceptable because learners will benefit from someone else's work to get a good mark, to pass the year, and, when learners plagiarise at university, they can get a degree based on someone else's work.
- A person who is guilty of plagiarism cannot be trusted because they have lied and stolen to get a reward.
- Learners need to have academic integrity, which means that learners achieve their results on the basis of their own thinking and their own original ideas.
- Researching is meant to help learners to grow; there are important skills involved in doing research: reading and understanding; analysing other people's ideas and giving one's own opinions; and writing well. Learners will not learn these skills if they press the print button or copy other people's work.
- There is, however, still an important place for research. Learners must read widely to find out what other people have said or are currently saying about a particular topic. Avoiding plagiarism does not mean not doing research. What it does mean is that learners have to show which ideas are ones they have found, and which are their own.
- Paraphrasing is an important skill; it means putting something into the writer's own words, but this does not mean changing one or two words – it means changing the words and the sentence structure and really showing that the writer has understood what the person wrote. This is an important comprehension skill, so learners are required to be able to do it.
- Learners need to be able to show how they have grown and learnt from other people's work and then to add their own ideas to it, so that they increase the body of knowledge shared by the world.

### 15.4 Ways in which Someone Can Plagiarise:

- Copying out the words exactly as they were printed, without changing anything, but without using quotation marks and without acknowledging the source.
- Changing one or two words and pretending that what you have written is your own, again without citing a resource.  
*['Cite' means "to refer to a passage, book, or author, as evidence for or justification of an argument or statement, especially in a scholarly work".]*
- Acknowledging the source for one idea but then using many more ideas which you do not acknowledge.
- Taking little bits from different writers and putting them together in a new form.
- Allowing someone to copy your work and submit it as their own.
- Even using your own work again – and implying that it is new and original – will result in punishment, if this work was previously marked and given a mark. This is not acceptable because it shows that the learner is lazy and dishonest.
- Collusion - working with someone else, when you are meant to have worked by yourself.

### 15.5 Penalties for Plagiarism

PLAGIARISM POLICY Plagiarism Penalty Scale			
Degree of Seriousness	1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> or Further Incident
<b>MINOR</b> (less than 10% of text 'lifted')	First Warning	Second Warning	Internal Hearing
	Note on learner's record	Note on learner's record	
	Learner has to attend library training		
		Cancellation of mark	
		Opportunity to resubmit	
<b>MODERATE</b> (More than 10%, but less than 20% of text 'lifted')	First Warning	Second Warning	Disciplinary hearing
	Note on learner's record	Note on learner's record	
	Learner has to attend library training		
	Cancellation of mark	Cancellation of mark	
	Opportunity to resubmit	Opportunity to resubmit	
<b>SERIOUS</b> (More than 20% of text 'lifted')	First Warning	Second Warning	Disciplinary hearing
	Note on learner's record	Note on learner's record	
	Learner has to attend library training		
	Cancellation of mark	Cancellation of mark	
	Opportunity to resubmit	<b>No</b> opportunity to resubmit	

## **16. Anti-Smoking Policy**

### **16.1 Legal Framework and Aim**

- This Policy was compiled by the SGB in accordance with the following Legislation:
  - Section 24(a) of the Constitution of the Republic of South Africa.
  - The Tobacco Products Control Act, 1993 as amended.
  - The South African Schools Act 84 of 1996.
  - Regulations for Safety Measures at Public Schools, GN 1040, GG 22754 of 12 October 2001 Health and Safety Policy.
  - Occupational Health and Safety Act 85 of 1993.
  - The Education Laws Amendment Act, General Notice 30637, Government Gazette 1256 of 31 December 2007.
- The aim of this Anti-smoking policy is:
  - To recognise the need to manage the risk of liability from diseases caused by active and passive smoking.
  - To encourage smoking cessation as part of health promotion.
  - To provide all learners with a safe and healthy learning environment.
- We urge all parents/guardians and learners to work together to eradicate smoking at Greenside High School.

### **16.2 Anti-Smoking Code of Conduct for Learners**

- No learner may smoke or be in the possession of any cigarettes, tobacco, “vapes”, electronic or manual smoking devices, or any other illegal substance on the school premises.
- No learner may be in suspicious proximity to learners who are smoking or who are in position of smoking equipment or illegal substances.
- All cigarettes, illegal substances, electronic smoking devices, lighters and matches will be confiscated and not returned if found during searches of any nature.
- No learner, irrespective of their age may smoke in school uniform, on or off the school premises, or while in civvies on a school outing.
- Breaching of this Code of Conduct will result in disciplinary steps taken.

### **16.3 Penalties for Smoking**

- If a learner is caught smoking any ‘smoking device’ or cigarette **the learner will be given 30 demerits.**
- If a learner is found to be in suspicious proximity to a learner who is smoking, **the learner will be given 20 demerits.**
- If a learner is caught smoking on a second occasion, the learner will be **taken out of circulation for two days.**
- If caught a third time, an **internal disciplinary hearing** will be convened, at which sanctions will be issued at the disciplinary panel's discretion.
- Learners caught smoking, or caught with other learners who are smoking, outside school property in their school uniform, will be immediately subject to an **internal disciplinary hearing.**
- Smoking of any illegal substance or the possession thereof will be treated as a criminal offence.
- Any dealing in cigarettes, smoking equipment, dagga or any other illegal substances will be treated as a criminal offence.

## **17. Anti-Drug Policy**

### **17.1 Legal Framework**

- This legislative framework for this policy is based on:
  - South African Schools Act 84 of 1996 – in particular the provisions for searching for dangerous objects and drugs at school (In the Act these appear as Section 8A).
  - Government Gazette No 24172, volume 450, 13 December 2002.
  - Regulations for Safety Measures at Public Schools (Government Gazette No 227854 of 12 October 2001.)
  - National Drug Master Plan 1999 – 2004.
  - Misconduct of Learners at Public Schools and Disciplinary Proceedings published under General Notice 6903 as amended by General Notice 2591 of 2001.
  - Government Gazette General Notice 30637 (December 2007).
  - Notice 1140 of 2008 Devices to be used for Drug Testing and the Procedure to be followed.

### **17.2 The Circumstances**

- Greenside High School strives to be an educational institution of excellence, where our main goal is to enhance the lives of the youth in our care. We realise, however, that the way in which we manage the school needs to be relevant and adaptable to changing times and circumstances. In the light of this, we accept that:
  - We are part of a greater community.
  - We are in partnership with parents/guardians to ensure the best possible environment for their children.
  - A wide variety of addictive substances, both legal and illegal, are available in our community.
  - Performance enhancing products are also widely available, and can have very serious social and physical consequences for users.
  - Our learners are exposed to these substances via a number of different channels.
  - Learners, parents/guardians and Educators do not always possess sufficient information on the subject of illegal substances and about substance abuse.
  - **Drug abuse is detrimental to individuals on a number of different levels - social, psychological, physical, etc.**

### **17.3 Our Aim**

- Greenside High School accepts and is willing to respond to the challenges that drug use and abuse present.
  - Greenside High School takes the stance that drug abuse and the use of performance enhancing products is unacceptable and that the concept of a healthy, drug-free life should be promoted and encouraged.
  - We have to equip our children so that they will be less vulnerable to drug use and abuse and more skilled at handling the pressures of everyday life.
  - Because we are realistic in our views, it is also our policy not to react in an exclusionary manner, but to endeavour to assist those learners who need help in this regard in an attempt not to jeopardise their schooling.
  - In cases where learners and parents/guardians resist or refuse assistance, or offences are repeated, the school will unfortunately be forced to refer the matter to the Gauteng Department of Education, to request suspension or expulsion.

#### 17.4 Prevention Policy

- The school undertakes to do the following:
  - Involve learners in preventative education and provide them with information.
  - Offer the parents/guardians preventative education and provide them with information to broaden their knowledge.
  - Provide information and education to Staff.
  - Provide screening for drugs on an ad-hoc basis.
  - Contact outside organisations and professionals working in the field of alcohol and drug abuse to act as consultants, if necessary.
  - Re-evaluate and adapt the alcohol and drug policy if and when necessary.
  - Support a healthy, drug-free lifestyle on all levels.
  - Signing of the policy is a prerequisite for enrolment.

#### 17.5 Policy on Drug Use

- What is prohibited:
  - The possession of any addictive substance, including alcohol and tobacco is prohibited.
  - The inappropriate use and possession of legal drugs is prohibited.
  - The use and possession of any addictive substance without a doctor's prescription is prohibited.
- When and where they are prohibited:
  - before, during or after school hours.
  - on the school premises.
  - anywhere outside the school premises while in school uniform.
  - during all extra-mural activities on the school premises, at camps, sports tours, sport events, school dances, etc.
- Private Use:
  - The school may act according to policy and procedure if a child's private drug use or abuse interferes with school attendance, behaviour, academic progress or if that private drug use becomes apparent due to random drug testing.

#### 17.6 Referrals

- Learners who of their own volition come forward and ask for help will be assisted.
- Referrals for assistance can also be made by fellow learners, friends, family and members of Staff.
- Counsellors and Educators will provide assistance in advising the course of rehabilitative action.
- **Rehabilitative action does not preclude the school from taking disciplinary action.** Disciplinary action will be taken against a learner who continues to break school rules while attempting rehabilitation.

#### 17.7 Policy on Searches and Screening

- The school may, at any time, carry out random drug tests to monitor and control drug and alcohol use by learners.
- The school may, at any time, conduct a search of any learner and their property.
- The Principal, an Educator or Security Guards employed by the school as mandated by the Principal, upon reasonable suspicion, has the legal authority to conduct a search of any learner, or property in possession of the learner, for a dangerous weapon, firearm, drugs, or harmful dangerous substance, stolen property, or pornographic material brought onto the school property. The search may be performed in terms of the Control of Access to Public

Premises and Vehicles Act 53 of 1985; Drugs and Drug Trafficking Act 140 of 1992; and Arms and Ammunition Act 75 of 1969.

- During a search, every effort will be made to preserve a learner's dignity.
- Learners will be searched in private by someone of their own gender, preferably in the presence of at least one other person.
- In an attempt to promote a safe school environment, occasionally every learner's bags will be searched.
- A record will also be kept of the search proceedings and the outcome.

### 17.8 Policy on Actions to be Taken by the School

- When action will be taken:
  - The school will take action if a learner is found to be in possession of drugs or fails a drug test.
  - Rumours or the presentation of a few isolated symptoms are not regarded as sufficient evidence. Rumours need to be substantiated with facts and evidence.
  - Rather, a pattern of objective indicators such as a drop in school marks, poor attendance of school and extra-mural activities, a change in behaviour or attitude, etc., will be used to identify a problem.
- **Note:** This policy is not meant to be regarded as an attempt to victimise any learner, but as a sincere attempt to identify and assist a learner in a state of crisis at the earliest opportunity.
- What action will be taken if a learner is found to have a drug problem:
  - Each individual case will be evaluated within the framework of the policy.
  - Each case will be handled with the strictest confidentiality.
  - *Carefully selected members of Staff, specifically trained in the field of alcohol and drug abuse, will conduct the investigation.*
  - Parents/guardians will be notified and must be involved in the case.
  - The learner concerned will be referred to a facility for assessment and treatment. Parents/guardians will be responsible for the costs of treatment.
  - A **contract** will be drawn up between the four parties involved, namely: the school, the learner, the parents/guardians and the treatment centre.
  - The application of the contract will be based on the complete and honest disclosure by the learner of all drug or alcohol usage and related information.
  - This contract will include the following:
    - An acknowledgement that it is not in the best interests of the learners at the school to be educated together with a dealer in or user of drugs or alcohol.
    - The treatment options as agreed on by the parties involved (for instance inpatient or outpatient treatment).
    - The provision that drug screening may be performed on an ad-hoc basis (the costs for which will be borne by the parents/guardians).
    - The requirement that the learner's achievement, behaviour, and school attendance improve.
    - The agreement that the treatment centre will provide progress reports to the school at regular intervals, to be determined by the parties concerned.
    - The provision of a clause stating that the content of the contract might need to be adjusted following negotiations between the parties concerned
    - A clause stating that the learner's continued education at the school is dependent on the learner and the learner's parents/guardians honouring the terms of the contract.
  - In the event that the parents/guardians or learner decide to terminate treatment without the agreement of the treatment centre or the school, the contract may be cancelled, and the learner will be asked to leave the school.

- The school reserves the right, in the interest of the school, to recommend that the learner be referred elsewhere to complete their schooling.

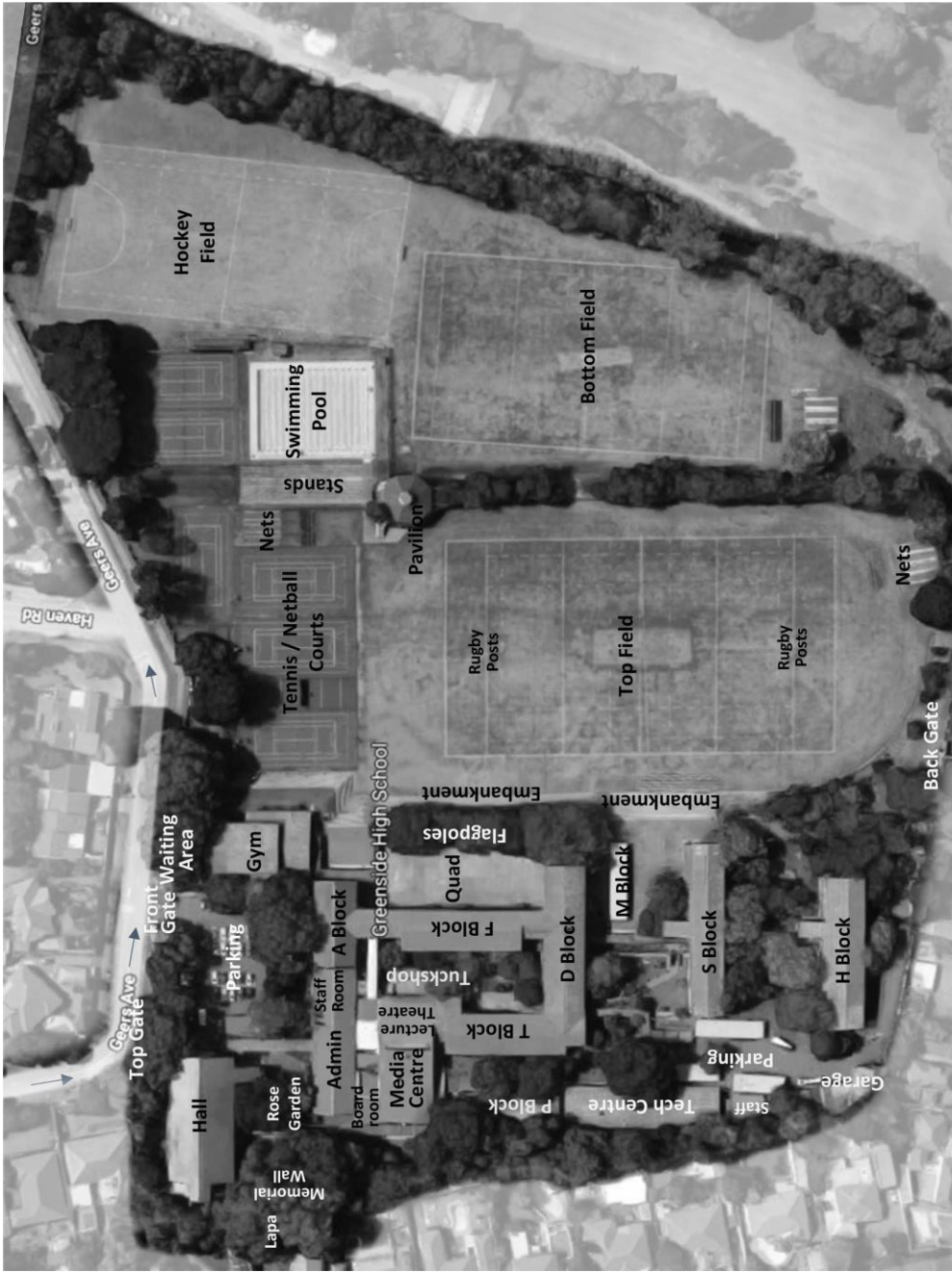
### **17.9 Policy on Drug Trading/Dealing**

- Trading/dealing in drugs, on the school premises, in a school uniform, or during any extra-mural activities, is strictly prohibited.
- Trading in drugs is a contravention of the law and is thus a criminal offence.
- Where a learner is distributing and/or selling illegal drugs or alcohol at school, that learner will be liable for immediate suspension.
- In such cases the school will contact the parents/guardians and refer the matter to the police for further investigation.
- The school will assist the police in their investigation and will also initiate appropriate disciplinary action of its own.
- **The need for confidentiality will not prevent identification and prosecution of drug dealers and pushers.**

Mr C Strauss  
Principal

Ms S Carrim  
Chairman of the Governing Body

## 20. Map of the School and Out of Bounds Map



### Out of Bounds - Before School and Break:

Before school and at break, learners may NOT be:

- In the **hatched areas** on this map, including the car parks, the hall, the waiting area, between the tennis courts and the gym, and beyond the top field rugby posts.
- In the areas that are always out of bounds, including the admin block and admin foyer.
- In the areas where an Educator must be present, including **classrooms** and the **Media Centre** (unless an Educator is present).
- **On the corridors of the second and third levels.**

