

SOUTHAMPTON PRIVATE ACADEMY



LEARNER'S CODE OF CONDUCT

UNIFORM AND APPEARANCE

Learners are required to appear neat, tidy and clean at all times and must be dressed in the **correct school uniform**.

SCHOOL BLAZER

When a blazer is worn the collar of the girl's shirt must lie on top of lapels of the blazer. All pins and badges must be worn on the left lapel unless otherwise stipulated. Boys standing on a platform or stage, in a public place, should always have one button of their blazer buttoned. Blazers must be worn at all times outside the school grounds. The sleeves of the blazer may not be turned up. Buttons may not be removed and replaced with other types.

DRESSES AND SKIRTS

Must not be shorter than 5 cm above the knee, measured from the floor when kneeling. School dress must always be worn with a belt. Skirts may not be rolled up at the waist. Skirts may be worn with black tights as part of their uniform in winter only.

SHIRTS

Shirts are to be tucked into the trouser/skirt/short at all times, including during sport. Only white short sleeved T-shirt with no prints on them may be worn under the school shirt.

TIES

Ties must be tied in a Windsor knot, neatly pulled up to the collar of the shirt. The bottom of the tie should just reach the belt.

JERSEY

When a school jersey is worn, the sleeves are to be worn down. Jersey sleeves should not be unraveled and tatty.

TRACKSUITS

Full tracksuit may be worn in Winter or for sport only. A tracksuit top may not be worn instead of a school jersey and may not be worn during the school day. When the school tracksuit is worn, the zip is to be fastened. Only the school white shirt or school blue/red golf t-shirt may be worn inside the tracksuit and not any other t-shirt.

HEADGEAR and SCALF

Only the official school headgear and scarf may be worn during winter or for religious purposes. In winter school "Beanies" are the only ones that may be worn. These may not be worn in summer (1st September – 30th April).

SHOES

BOYS

Plain black lace-up shoes (Oxford type) have to be worn. Shoes should be polished. No loafers slip-on or slippers may be worn.

GIRLS

Black school shoes (lace-up, buckle or baby doll) may be worn. Shoes should be polished

SOCKS

BOYS

Short navy blue socks may be worn with shorts for primary boys (should cover the ankles) whereas the standard navy blue school socks should be worn with trousers. No other coloured socks may be worn.

GIRLS

In summer only short white socks should be worn. These socks must be turned over to cover the ankles, not pulled half-way up the calf or rolled down to below the ankle. Black tights may be worn only in winter.

JEWELLERY

BOYS

- No earrings or facial piercings (this includes

GIRLS

- Small gold/silver studs or sleepers may be

<p>tongue rings and studs) may be worn to school.</p> <ul style="list-style-type: none"> • Tattoos may not be visible • No trinkets of any other kind may be worn. 	<p>worn in the ears only, one per ear.</p> <ul style="list-style-type: none"> • No nose, eyebrow or tongue rings/studs are permitted. • Tattoos may not be visible. • No trinkets of any kind may be worn.
<p>Watches may be worn, but no other jewelry is permitted. Wrist watches may not have fancy straps. Religious symbols may be worn on a gold or silver chain, provided that these are not visible and worn under a shirt. No bracelets (with the exception of the medic-alert bracelet) may be worn. This includes WWJD, FROG or the likes of.</p>	

HAIR	
BOYS	GIRLS
<ul style="list-style-type: none"> • Hair must be kept clean and tidy. Ethnic Hair must not hang over their ears and/or over their collar. • Hair cut into a step, undercut, “mullet” styled, butterfly-winged fringes, dyed or highlighted hair is unacceptable. • The tasteful use of gel will be permitted. However, no “hedgehog” or “spiky” styles are permitted. • Outlandish or irregular hairstyles, detrimental to the image of the school, will not be permitted. Unseemly shaving of the head or very short hair is unacceptable. • Senior boys are required to shave daily. • Side-burns are not permitted. • Hair may not be cut into patterns or shapes e.g. Stars, Lines or “V” shapes etc. • No lines shaved in the eyebrows shall be permitted. • Two days grace will be allowed for hair to be cut after such instruction has been given. • Failure to adhere to this instruction will be viewed as a serious misdemeanor. 	<ul style="list-style-type: none"> • Hair must be kept clean and tidy and of natural colour. • Long/braided hair (touching the shoulder) or hair that falls over the collar must be tied back or plaited. • Outlandish or irregular hairstyles, detrimental to the image of the school, will not be permitted. Scrunches, ribbons or hair bands may only be navy in colour. • Two days grace will be allowed for hair to be cut or redressed after such instruction has been given. • Failure to adhere to this instruction will be viewed as a serious misdemeanor.
NAILS	
<p>No artificial nails are allowed. Nails are to be kept short and clean. NO nail polish is allowed. The nail may not exceed the top of the finger in length.</p>	
CHEWING GUM & CAPS	
<p>Chewing gum and caps (knitted or plain) are prohibited even on Civvies Days</p>	

SEASON: WINTER (May to end of August)	
BOYS	GIRLS
<ul style="list-style-type: none"> • Long-sleeved white shirt and tie with navy blue pair of trousers (No skinny pants are allowed). • Trousers must be worn with a black belt. • School jersey (royal blue for primary and red for secondary with white strips) and/or neat royal blue jersey or Drimac or navy blue school blazer. • Black school shoes and navy blue socks 	<ul style="list-style-type: none"> • Long-sleeved white shirt with a tie and prescribed navy blue slacks. • Senior girls may wear scotch skirts with black tights. • Junior girls may wear school dress with black tights. School dresses must always be worn with a belt. • School jersey (royal blue for primary and red for secondary with white strips) and/or

<ul style="list-style-type: none"> only. School royal blue for primary or school red for high school scarf with a school logo, when needed. School royal blue or school red beanie with a school logo, when needed. No caps (knitted or plain) During winter only, tracksuits may be worn. School trousers must have a turn-up. No cargo or skinny pants. 	<ul style="list-style-type: none"> neat royal blue jersey or Drimac or navy blue school blazer. Black school shoes and white socks only. Royal blue or red scarf with a school logo, when needed. Royal blue or red beanie with a school logo, when needed. No caps (knitted or plain) During winter only, tracksuits may be worn.
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SEASON: SUMMER (October to end of March)

BOYS	GIRLS
<ul style="list-style-type: none"> Short-sleeved white shirt and tie with navy blue pair of trousers or shorts for junior boys (No skinny pants are allowed). Trousers appear much neater when worn with a black belt. School pullover (royal blue for primary and red for secondary with white strips) and/or navy blue school blazer. Black school shoes and navy blue socks. School trousers must have a turn-up. No cargo or skinny pants. No caps (knitted or plain). 	<ul style="list-style-type: none"> Short-sleeved white shirt with a tie and prescribed navy blue slacks or scotch skirt. Senior girls may wear scotch skirts with black or navy blue tights. Junior girls may wear school dress with black tights. School dresses must always be worn with a belt. Must not be shorter than 10cm above the knee, measured from the floor when kneeling. School dress must always be worn with a belt. Skirts may not be rolled up at the waist. School pullover (royal blue for primary and red for secondary with white strips) and/or navy blue school blazer. Black school shoes and white socks only. Skirts should be worn with black tights as part of their uniform.

CIVVIES DAYS & SPORTS PRACTICE

Hair fastened as for a normal school day is permitted.
Long blue or black jeans, comfortable shoes with a good looking t-shirt are permitted.
 No multi-colored jeans, No torn jeans or torn t-shirts.
 No jeggings for girls. **No revealing and short tops** may be worn.
 No slippers, **No caps**, No chewing gum.
 NO make-up, polish or artificial nails.

NB: Civvies days are ONLY on the first Friday of every month unless stated otherwise by the school management.

GENERAL BEHAVIOUR

Learners must at all times display impeccable behaviours. Learners are to be ambassadors for OUR SCHOOL and are expected to conform to the normal rules of courtesy and dignified behaviours in and out of school. Poor sportsmanship will not be tolerated. This includes offensive language and/or racial comments.

- a. The learner shall not leave his/her school diary at home for any reason whatsoever. The learner shall provide the teacher or authority figure with his/her her diary whenever asked for

without fail. Hiding the school diary from teachers shall not be tolerated. – SERIOUS. If it's lost, please buy another one from the admin office.

- b. Learners are expected to take pride in their school. Littering will not be tolerated. Grounds and buildings are to be kept clean and tidy at all times.
- c. No Learner may through his or her behaviours or attitude disrupt the learning process of other learners. - SERIOUS.
- d. No ball activities may be played in the building or in the proximity of any school building. – SERIOUS.
- e. Learners are expected to move in a quiet and orderly fashion in the passage ways and stairways. No rough play or unruliness is allowed. Learners are expected to keep to the paths when changing venues. No loitering within the passages during lesson time.
- f. **Respect:** Academic staffs, administrative staff, ground staff, parents, visitors and fellow learners are to be treated with the utmost respect and courtesy.
- g. Learners are responsible for their personal belongings and valuables. Personal possessions and bags should not be left unattended.
- h. Learners are restricted to their respective classes during school hours. Unnecessary interaction between learners from different phases is not permitted during school hours.
- i. Learners may not involve themselves in socially unacceptable conduct, e.g. improper physical conduct between Learners.
- j. Eating or drinking is not permitted in the school buildings unless permission is granted by an educator. Learners (grades 4 and above) are to vacate classrooms during break unless it's extremely cold and/or wet and permission has been granted by the Principal/Deputy Principal to be in the classrooms.
- k. Bags are to be placed only in the designated areas. During school no bags are to be left in the corridors except when writing exams.
- l. Unauthorised removal of school's or other people's property will not be tolerated. No graffiti is allowed anywhere in the school.
- m. Unhygienic personal habits and improper use of the school's facilities and ablutions are prohibited.
- n. Learners in grades 4 and above should carry in their bags their own roll of tissue paper for personal use while at school. The school does not provide tissue paper to learners.
- o. Learners who have been selected to represent **Greenlight Academy** in any form of extra mural activity have a commitment to the school to be present at the fixture. By non-arrival you are letting the school and your team down. Failure to be present is unacceptable. Any learner who is guilty of poor conduct during an extra mural activity, on or off the field of play, being sent off by an umpire or referee, or using abusive or foul language will be dealt with after the event. All factors leading to the poor sportsmanship will be reviewed.
- p. Learners are to ensure that letters and circulars handed out at school are given to parents or guardians. When return slips are attached these must be returned promptly to the Class Teacher. It's not the school's fault if the child does not give (or hide) the letter to/from his/her parents – the school has still communicated.
- q. During the course of the year, a number of school functions and sport fixtures are compulsory. Learners are given the dates in advance and may only miss such events with the permission of the Principal or Deputy-Principal.

- r. Learners found in possession of pornographic material or any other offensive material (e.g. racist or sexist propaganda publications) will be severely dealt with. - SERIOUS.

WORK ETHICS, BEHAVIOUR & MANNERS

1. Learners are to be courteous to staff members and their fellow learners. Insolence and disobedience will not be tolerated; - SERIOUS.
2. Loud, inconsiderate behaviours will not be tolerated – SERIOUS. Learners are to be silent when entering venues for formal occasions, such as assemblies, and boys are to give right of way to girls and girls are to thank boys in a courteous manner. Order and quiet are to prevail at all times.
3. Swearing, Blasphemy, foul language and abusive language and threats are forbidden. – SERIOUS.
4. Pupils are not permitted to enter the staff room unless accompanied by an educator or invited in by a staff member who is inside the staff room.
5. Learners should behave in keeping with the ethos and values of the school whether inside the school, on public transport and outings. – SERIOUS.
6. Thieving will absolutely not be tolerated at school. – SERIOUS.
7. Unauthorised use of school equipment, icon misuse on computers, or un authorized removal of any equipment from any school venue, will be treated as theft – SERIOUS.
8. Any form of cheating in test and examinations or with homework given is unacceptable. A Learner caught cheating will receive a “0” for the examination/ test, task.
9. Dishonesty is regarded as a serious offence. An investigation into the degree and the circumstances will be conducted by Principal/Deputy Principal/SMT.
10. Learners should write all school work given to them on time (class notes, class works, home works, projects and/or assignments) without fail. – SERIOUS. Failure do so based on flimsy excuses will bear serious consequences.

ATTENDANCE

11. All learners must be at school by 7:30 am. Late coming must be recorded in the child’s diary. Coming late to school three consecutive times or days will be regarded as – SERIOUS.
12. School attendance is compulsory including at the beginning and at end of the term (first and last day). If a child is absent on a particular day due to illness, the parents must phone the school before 9:00 am to report this.
13. Learners may not meet visitors at school without permission. No Learner may leave the school grounds at any time without permission. Learners may not hitchhike to or from school in uniform.
14. Bunking or non-attendance of school without a valid reason is a serious offence. – EXTREMELY SERIOUS.

15. A letter of explanation or a Doctor's certificate must be handed to the respective class teacher by a learner on his/her return to school after absenteeism of any description. These letters, etc. will be filed by the class teacher.
16. All learners must partake in sports/performance arts lessons held during school hours. Only valid, written excuses will be accepted.
17. Learners must be punctual for all lessons and school events, including line-up and getting back to class after breaks
18. A Learner early departure form must be completed for early departures, signed by the parent (child collector) and by either the Principal or Deputy Principal.

CELL PHONES, EARPHONES AND ELECTRONIC GADGETS IN SCHOOL

19. Cellphones are not allowed and may not be brought to school by children. However, if a parent wishes their child to have a cellphone on them for emergencies when travelling to and from school, they must notify the Principal's office in writing and the child must hand the phone in for safe keeping before 07:30 am and collect it when it's time to go home. Should the learner be given permission to bring a phone to school and does not hand in the phone for safe keeping and caught with this phone in class, then rule number 20 will apply. Children who are collected from school by car or taxi may not bring phones to school.
20. Cellphones get stolen on a daily basis in the school and management does not take responsibility to recover such phones. Any phone found at school (except in the circumstances above) will be confiscated for 2 months and returned on payment of R100 fine. Other electronic equipment e.g. DC players, ipods, earphones, MP3 players, loud speakers and other technological equipment may not be brought to school. Toys may not be brought to school.

VANDALISM, BULLYING, HEALTH AND SAFETY

21. Once learners have arrived at school, they may not leave school premises until the end of the day for any reason without permission from the Principal (or Deputy Principal in absence of the Principal). They may not leave to purchase food from vendors of any description outside the school grounds or from shops. Children staying at school for after school activities may not leave the premises. – SERIOUS.
22. Vandalism will not be tolerated. – SERIOUS. The school reserves the right to claim compensation due to loss or damage, to school property from the transgressor and/or their parent(s)/guardian(s). Willful destruction of property or tampering with equipment will be viewed as EXTREMELY SERIOUS.
23. Victimization, including but not limited to bullying (a person is being bullied when he or she is exposed repeatedly and overtime to negative actions on the part of one or more persons), fighting, intimidation and any display of racism, or religious intolerance, will not be tolerated. – SERIOUS. Negative actions means someone intentionally inflicting or attempting to inflict, injury or discomfort on another.

24. Greenlight Academy has a zero tolerance policy towards any form of bullying. Hurtful incidents, be it verbal or physical in any nature, will not be tolerated. – SERIOUS. Learners should support each other by reporting all instances of bullying to a staff member or ambassador.
25. Verbal harassment shall be defined as threats, gestures or verbal attacks on persons including attacks directed at one's racial, ethnic, or religious background, physical or mental ability, appearance as well as any form of teasing is forbidden. – SERIOUS.
26. Physical harassment shall be defined as any conduct which threatens or harms a person physically, or conduct which causes physical distress is forbidden. – SERIOUS.
27. No firearms, air guns or any kind of weapon may be brought to school under any circumstances- - EXTREMELY SERIOUS.
28. Sexual harassment is unacceptable and culprits will be handed over to SAPS for investigations. – EXTREMELY SERIOUS.

SUBSTANCE ABUSE

29. The use of alcohol and drugs is strictly forbidden. Any learner found to be in possession of or under the influence of drugs or alcohol, or participating passively or actively in activities relating to drugs or alcohol may be required to leave the school with immediate effect. This applies while on the school grounds or during any school activity, outing or tour, or in any other situation where they may be identifiable as learners from Greenlight Academy. Any learner in the company of a group of learners involved in such activities will be liable for disciplinary action. - EXTREMELY SERIOUS.
30. If there is reasonable suspicion that a learner is under the influence of alcohol or drugs, the learner, in co-operation with the parents, will be sent for testing.
31. Any learner who tests positive for drug use during a random drug test conducted by the school authorities will be required to undergo a process of counselling and rehabilitation which will be arranged in consultation with OUR SCHOOL.
32. A second test must be arranged (at the parents' costs) after a period of at least eight weeks has elapsed from the date of the first test. If the results of this test prove positive, disciplinary action in terms of the Code of Conduct will be taken.
33. Smoking is strictly forbidden. Learners, who are found to be smoking on school premises or in uniform outside the school grounds, or on any school outing, or tour, or in any other situation where they may be identifiable as Greenlight Academy learners, will be subjected to disciplinary action.- EXTREMELY SERIOUS.
34. Any Learner found in the company of a group of learners who are smoking will be subjected to disciplinary action. Learners caught in possession of cigarettes, or holding a cigarette, whether lit or not, will be deemed to be smoking.- SERIOUS.

INITIATION

35. In terms of the Government regulations, no person may conduct or participate in any initiation practices. This prohibition covers all sports, cultural and all additional extramural activities. - EXTREMELY SERIOUS.

CLASSROOM CONDUCT

Greenlight Academy expects a concentration on and a commitment to, academic excellence from all learners in collaboration with their parents. **To achieve this end:**

- i. Punctual arrival for all lessons is required.
- ii. No disruption of classroom routine will be tolerated.
- iii. No eating in class (Refer to section j under General Behaviours)
- iv. Learners without basic learning materials like pens, pencils, exercise books, calculators, geometry sets, and textbooks/workbooks will not be permitted in class or in school if the problem persists. – SERIOUS.
- v. The ambience of the classroom must be one of warmth and mutual respect.
- vi. Homework must always be timeously done, and thorough preparation must be carried out before tests and examinations. Learners who consistently refuse to write their school work be it class notes, classwork or homework will not be permitted in class or in school. - SERIOUS.
- vii. Learners may not change any computer setups whatsoever. For example: no screen savers, autoexec, con, prompts, names, backgrounds, hardware or software settings may be changed. Learners are not allowed to load software of any kind without written permission from the Computer teachers nor may they delete any files, change passwords/names or hack into any of the computer systems or fellow learners' files.
- viii. Learners found using other learners' passwords in the Computer Centre or changing names to gain access to other learners' files will be charged with cheating.
- ix. Learners may not work in the Computer Centre unsupervised, or without prior consent from the Computer teachers.
- x. Learners may only use the Internet for educational purposes, as directed by academic staff.
- xi. No USB/external hard drives may be plugged into any of the school computers without authorization by the teacher.

DISCIPLINARY PROCEDURE

Category 1 – Minor Offences: Disciplinary measures can include:

- The giving of additional/ repetition of sections of scholastic work.
- Letters of apology
- Verbal warnings
- Community service e.g. collection of litter

Repetition of Category 1 offences more than two times will be considered a Category 2 offence.

Category 2 – SERIOUS Offences:

These offences are dealt with by the Deputy Principal / Principal.

Disciplinary measures can include Category 1 measures plus:

- Written warning letter
- Meeting with parents.
- Referral for counselling
- Possible suspension from class/from extra-mural activities/from school.

Repetition of Category 2 offences more than two times will be considered a Category 3 offence.

Category 3 – Major Offences:

These offences are dealt with by the Principal. These offences include those labelled as

extremely serious or a repetition of category 2 offences. Possible consequences include expulsion from school. The Principal seeks the views of the SMT before taking such a decision.

OR

By the Rector (in case of an appeal) of the School or his appointed agents, and ultimately, the Disciplinary Committee comprising of the Rector, Principal, Deputy Principal and the respective Heads of Department.

The Principal/Deputy principal is responsible for the initial investigation and then refers to the Rector.

NB: Although the punishment for all transgressions is at the discretion of the Principal, contravention of any of the rules especially if specifically indicated SERIOUS or EXTREMELY SERIOUS may result in expulsion.

If a learner is expelled, the Parents/Guardians of the learner may if they so wish appeal against the decision to the Board of Directors, which will appoint a Rector to review the case of their child's expulsion within 5 school days.

DISCIPLINARY POLICY

A policy for the implementation of the Assertive Discipline is used by the school. This document outlines Greenlight Academy's policy for dealing with students who continuously fail to comply with the School's Code of Conduct.

Assertive Discipline means: Learners are expected to take responsibility for their own behaviours and work ethic. There are consequences to all actions and different sanctions will be administered according to the offence.

The staff and management at Greenlight Academy believe that this system allows students sufficient time and warning to ensure that they adhere to the school's Code of Conduct and rules and become responsible for their actions and in turn retain their place at the school.

In addition, the process involves parents, affording them the opportunity to address any on-going behavioural problems. Parents who are uncertain of how to deal with their children or are unable to cope with their unruly behaviours are welcome to speak to the School Principal for advice.

Greenlight Academy is proud of its tradition of providing an education of excellence within a caring and nurturing environment.

As an independent school, Greenlight Academy has the right to insist on high levels of behaviours and self-discipline. Disrespectful, devious and dishonest behaviours will not be tolerated.

DECLARATION

I the undersigned, hereby confirm that I
(Name of Learner)
have read and understood the Code of Conduct of Greenlight Academy. I further hereby agree
to abide by all the School rules, conditions, regulations and terms of the School.

Learner's Signature: Date:
(Parent Signature in case of grade R-3)