



Greenside Primary School

POLICY: CODE OF CONDUCT

(Compiled September 2004)

(Revised April 2013)

COURTESY:

A Greenside pupil is always courteous, because the following rules help me to be courteous:

- When speaking to an adult, I stand up straight, hands at the sides and not in the pockets.
- After a special lesson, demonstration or trip, I thank the person concerned or in charge.
- I never walk between people who are having a conversation.
- I do not interrupt while people are having a conversation. I stand quietly - I will be noticed. When spoken to, I address the person by name: "Mrs. ... or Miss ... or Mr. .. or Sir or Ma'am".
- I help teachers to carry books, parcels, etc.
- When sent to another class with a message, I knock properly, open and wait for teacher to address me - I greet the teacher and state my business.
- When boarding a bus, I permit adults to board the bus first. Boys should allow girls to board first.
- I never have my hands in my pockets and my shirt is always tucked in.
- I will step aside for adults.
- I will always greet visitors in a cheerful and courteous manner.
- I treat all staff in a courteous manner.

UNIFORM AND APPEARANCE:

I am proud of my school because it is neat at all times and the pupils are always neat and tidy and correctly dressed. The following rules apply:

- I wear the correct school uniform at all times. After school, I wear a full uniform or none at all.
- I always wear the regulation kit for PE lessons and sports practices.
- I do not wear jewelry with school uniform, with the exception of a wristwatch and stud earrings for girls.
- Boys: I have my hair neatly cut to follow the line of the head. No hair hangs over my collar or ears, no long stringy sideburns. My fringe is at least 25 mm above my eyebrows. Only my natural hair is worn - no extensions.
- Girls: I only wear a neat hairstyle. I have my long hair tied back - no loose hanging hair or fringes in my eyes.
- Boys and Girls: I only wear my natural hair colour - no bleaches, dyes or highlights.
- I do not wear nail polish or make-up.
- I do not wear neck decorations.

THE SCHOOL BUILDINGS AND EQUIPMENT:

I am always keen to keep my school clean and tidy, so am aware of the following:

- I help keep classrooms tidy at all times. I pick up papers, etc., before a class is dismissed.
- I keep the playground clean. I throw litter into the dirt bins. My class is responsible for the area immediately in front of our classroom.
- I do not scribble on my desk.
- I do not vandalize the buildings or equipment in any way whatsoever.
- I close dripping taps after use.

OUT OF BOUNDS:

Because I want my school to be proud of me, I do not want to be a nuisance.

The following rules will help me not to be a nuisance:

- I do not ride my bicycle in the school grounds at any time.
- After arriving at school in the morning, I put down my case outside my class and go to the playground.
- I do not enter the staffroom unless given permission by a staff member.
- I do not play in the flagpole quad near the administrative offices or hall.
- I do not enter the administrative offices unless on an errand or when injured.
- I do not run along the corridors or in the area between the buildings.
- I know that the school grounds and buildings are also out of bounds in the afternoon, during weekends and holidays unless a teacher is present.
- I do not enter a classroom before the bell rings in the mornings or during breaks, unless a teacher is present.
- I know that the hall is out of bounds unless a teacher is present.
- I do not climb onto roofs or other dangerous areas
- I only cross the roads when it is perfectly safe to do so. I do not play in the road while waiting for my transport.
- I am only allowed on the cricket pitch if a teacher or coach is present
- I may not play on the tennis courts unless a teacher or coach is present
- I am not allowed in the car park, unless I am lining up at the Science Lab, or accompanied by a staff member.

DISMISSAL:

A Greenside pupil likes to behave properly at all times. I am proud that I do not disturb others and so adhere to the following:

- I leave a classroom in an orderly manner - no shouting, whistling or running.
- On dismissal, I lead off from my classroom, and off to the playground. Pupils who go to the hall as a class will walk along the corridors but without talking.
- If I am going to PE, the Hall or the Media Centre, I line up and then proceed to the class in single file accompanied by my teacher.

ASSEMBLY:

I like assembly because I get the chance to hear things that make me proud of my school.

I know assemblies are important therefore:

- I do not make a noise in the hall on entering or leaving.
- I do not boo or jeer or make derogatory noises in the hall.
- I stand at attention when the National Anthem of South Africa or the Greenside Primary School Song is sung - feet together and eyes forward.
- I wait for visitors to leave the hall first and then leave via the side or rear exit depending on my position in the hall as directed by my teacher.
- I do not clap unnecessarily.

ACTIVITIES:

I am proud to be part of a school that does things for me, and so:

- I participate in all lessons with enthusiasm and always do my homework.
- I try to participate in at least one extra-mural activity every term.

CONCERN FOR OTHERS:

I am always aware of the feelings of other people. In doing so:

- I do not make any remarks or statements that would hurt another person's feelings.
- I do not regard any person to be inferior to myself.
- I accept that others may come from different homes or cultures, and will not make derogatory remarks about such things.

GENERAL:

I am proud of my school and what it does to help me.

To help my school be proud of me, I take careful note of the following:

- My behaviour is, at all times, such that I bring honour to my school, especially when on excursions.
- As a girl, I behave in a ladylike manner; as a boy, I show 'gentlemanliness' at all times.
- I do not ask to leave the classroom unnecessarily during lesson time.
- If I am out of the class, during lesson time, for any reason I will carry a "corridor pass".
- If it is necessary to go to substitution I will go to my substitute teacher promptly.
- I tidy myself after breaks. I pull up socks, tuck in shirt, and fasten top button and tie.
- I dress properly after a PE or sports lesson during school hours.
- I am at school by 07:40.
- I do not play dangerous ball games at any time.
- I know that stone-throwing will be regarded as a serious offence.
- I do not bring cold drinks in glass bottles to school.
- I do not bring chewing gum or bubble gum onto the school premises.
- I do not fight. (Onlookers within 10 m of a fight will also be punished.)
- I do not bring knives or other dangerous articles onto the school premises.
- I do not bring toys to school unless for educational purposes.
- I pay careful attention at all times to my personal cleanliness to ensure a healthy working environment.
- I am aware of, and take care of, the environment in which I work and live.
- In adhering to the rules of my school I am aware that I am bound to obey the laws of the country.