



CODE OF CONDUCT

PREAMBLE

Our vision is to foster academic excellence and develop social and extra-curricular growth, which challenges learners and educators to realise their full potential in a secure and caring environment, with the support of the community.

We strive for excellence in all that we do that is of direct benefit to our learners. We realise also that we have to stay relevant and adapt realistically to changing times and circumstances, though without ever condoning what is clearly either wrong or harmful.

OUR MISSION IS TO DO THIS BY ...

- facing the challenges which change presents
- updating and improving the learning environment on an ongoing basis
- setting and maintaining high standards in all spheres of school life
- equipping learners with the necessary entrepreneurial and life skills to fulfil their role as responsible and productive members of a healthy society
- inculcating an acceptable value system, which includes honesty, respect, tolerance, self-discipline, commitment and good manners
- promoting a culture of reading and research
- maintaining a happy, safe and dynamic teaching environment
- promoting the right of teachers to teach and learners to learn
- realising that we are a community, yet acknowledging and appreciating difference and diversity
- creating opportunities within a holistic, affordable education for the development of the learner's full potential academically, culturally, spiritually and in sport
- providing avenues for learners to express and shape their opinions responsibly with regard to the governance of the school
- maintaining a vibrant, dynamic and contented staff team
- developing co-ownership and accountability among all stakeholders and encouraging maximum parental support and involvement
- promoting the care of school buildings and other facilities
- fostering a sense of pride in the school

PROGRESSIVE DISCIPLINE

We are committed to ensuring progressive discipline that is:

- FAIR
- REASONABLE
- APPROPRIATE
- IMMEDIATE
- ACCEPTABLE AND HUMANE
- CONSISTENT
- FOLLOWED UP/CHECKED
- CLEARLY EXPLAINED TO THE LEARNER

Discipline will be corrective and its aim will be to effect a positive change in attitude and behaviour. Discipline will be carried out in a mature and altruistic manner and will always take the rights of the child into consideration. Discipline will always be applied justly in line with the Bill of Rights of Children and The South African Schools' Act 84 of 1996.

Whenever necessary, parents/guardians will be kept informed. The school relies on the sound judgement of parents/guardians in supporting it when it has to impose corrective measures. It should be borne in mind that the child's account of the circumstances can be one-sided and we recommend that parents/guardians contact the Grade Head to gain clarity on any aspect of discipline.

HOW TO PROMOTE GOOD DISCIPLINE AMONGST NHHS LEARNERS:

Educators respond well to ...

- good, non-disruptive behaviour, good interactions, well presented work, a learner who does his/her best, is honest, tries hard, has a positive attitude, perseveres and always attempts to do extra work.
- all this brings out the best in educators and help to build strong, healthy relationships.

Educators can show their appreciation by ...

- praising you;
- awarding you a merit or a positive letter for very good work performance in relation to your ability;
- sending you with your book to the Grade Head/Deputy Principal/Principal

If you concentrate on what is good and positive, you will enjoy NHHS and find it a rewarding experience, and are likely to make a success of school and achieve your goals. This, in turn, will make high school a memorable and happy time in your life.

PURPOSE OF DISCIPLINE

- To instil socially acceptable values and attitudes
- To develop self-discipline
- To develop responsibility
- Balance the rights and responsibilities debate
- To ensure a co-operative ethos
- To correct undesirable behaviour/practice
- To instil a sense of social order

Punishment must be fair, corrective and educative (restorative justice).

In order to protect the good name of the school and ensure the smooth running of NHHS, it is essential for all of us to make sure that the rights and responsibilities of pupils, as outlined below, are reflected in the way we conduct ourselves on a daily basis.

RIGHTS	RESPONSIBILITIES
You have the right to be treated with respect.	You have the responsibility to treat all members of the school community with respect, kindness and dignity; to greet each other, members of staff and visitors to the school; to be polite and well mannered; not to use racist or offensive language and not to tease, bully or humiliate other members of this community.
You have the right to a good education.	You have the responsibility to carry out all of your teachers' instructions, work hard, meet all your commitments, be on time for lessons and school activities and hand in all assignments on time.
You have the right to be part of a school that has a good name.	You have a responsibility to protect the good name of the school, wear the correct school uniform, ensure that your appearance is neat, your shoes are polished, etc.
You have the right to work in an environment that is clean and well maintained.	You have a responsibility to look after all the school's facilities and equipment and to keep the school clean and tidy.
You have the right to be part of a law-abiding community.	You have a responsibility to follow the school rules and the law of the country, to encourage others to do the same and to take a stand against those members of our community who break the rules and the law. You thus have the responsibility to report those who are guilty of misconduct.
You have the right to be part of a caring community.	You have the responsibility to show respect for God and to behave in accordance with the principles espoused by your religion and held in common with other religions.

NON - NEGOTIABLES

1. Attend school regularly and be punctual. Truancy is not allowed.
2. Arrive at school ready to do and complete all work set by the educators.
3. Do not chew gum during the school day.
4. Do not eat in class.
5. Do not disrupt the learning process.
6. Do not have correction fluid (Tippex) in your possession.
7. Wear the correct uniform and be neat in appearance.
8. Greet all adults (teachers, workers, parents, visitors).
9. Do not litter or vandalise.
10. Do not 'tag' graffiti onto desks, walls or other physical building structures.
11. Do not steal.
12. Do not engage in physical bullying, fighting, verbal or sexual abuse.
13. Do not have in your possession, use or sell cigarettes, alcohol or other harmful drugs while in school uniform or in any context in which you may be identified as a learner of NHHS.
14. Do not leave money or valuables unattended (even in a school bag) as the school can in no way be held responsible for losses incurred.
15. Do not bring to school, use or have in your possession any form of weapon or instrument which can be regarded as dangerous (including fire works).
16. Do not bring to school, or have in your possession, any electronic devices (e.g.: tape recorders, walkmans, CD players (portable or otherwise), MP3 players, iPods etc.)
17. Cellular telephones are banned at school. No learner is allowed to have a cell phone in their possession during the school day. Should a learner be found with a cell phone it will be confiscated and returned to the learner after five school days in addition to that learner serving a one-and-a-half-hour Order Mark Detention. While the school will endeavour to safely keep confiscated items until collected by the learner, NHHS bears no responsibility for the loss thereof.

ANTI-BULLYING POLICY

Norman Henshilwood High School seeks to provide a safe, secure learning environment for all and does not tolerate bullying. All members of the school community are expected to base their behaviour on respect for others, regardless of difference in age, status, race, religion, gender, sexual orientation or disability.

DEFINITION OF BULLYING

Bullying is a deliberate attempt to hurt, ridicule, torment, threaten, frighten or intimidate someone. Bullying is the misuse of power by an individual or a group. Bullying can be mental, physical, verbal and/or psychological in nature.

IMPORTANT TO NOTE:

1. The contents of this policy must be addressed in the Grade 8 Life Orientation programme by June of each year. Learners joining the school in any other grade are expected to acquaint themselves with the contents of this policy and to ask their Life Orientation teacher, Grade Head or the School Counsellor should they need clarity on any issue contained in it.
2. All forms of bullying should be reported. A learner may report a case of bullying (preferably on the NHHS "Bullying Report Form") to the Principal, Deputy Principal, Grade Head, Educator, School Councillor or Peer Counsellor. A learner may also place a note in the School Council box but it must contain the name of the writer. All information will be treated in the strictest confidence.
3. Peer Counsellors, Life Orientation Teachers and the School Counsellor will be available to assist both the victim/s and perpetrator/s.
4. Records of bullying will be kept on the learner's personal file.
5. Consequences for bullying are listed in the "Discipline System" section of this Code of Conduct.

PROTOCOL TO DEAL WITH BULLYING

1. Once the incident of bullying has been reported, the Grade Head and/or Deputy Principal will meet with the victim to establish what has been taking place. This meeting should ideally include the parents of the victim, however if the parents have granted permission, the Grade Head and/or Deputy Principal may meet with victim on his/her own.
2. This meeting to clarify the events and also to ensure that the victim understands and is comfortable with the action that the school will take in dealing with the matter and to ensure that the victim will not be placed at further risk.
3. The Grade Head and/or Deputy Principal will then meet with the perpetrator to hear his/her side of the story, to address the matter at hand and to ensure that the bullying behaviour stops immediately. Sanction will be meted out according to NHHS Code of Conduct.
4. Should the incident warrant a Disciplinary Hearing with the School Governing Body, the matter will be escalated to that level.
5. The parents of the perpetrator will be informed of the allegation and be offered the opportunity to be present at the meeting with the perpetrator.
6. In the event of the allegations of the victim and the explanation of the perpetrator being at odds, the investigating Management Team Member will mediate a meeting of the two parties concerned.
7. The parents of the victim and the perpetrator will be kept apprised of the school's actions and approach at all times, without contravening the confidentiality of personal information regarding either child or family.
8. NHHS reserves the right to call a conference of the victim's and perpetrator's parents.

EXAMPLES OF TYPICAL BULLYING BEHAVIOUR (Bullying includes, but is not limited to):

PHYSICAL BULLYING:

- Minor assault which includes prodding, poking, tripping.
- Offensive physical gestures.
- Deliberate damage to property of others.
- Major assault such as hitting, kicking, pulling hair, scratching, punching, using a weapon of any nature; acting either as a one-on-one or as a group against an individual or another group.

VERBAL AND WRITTEN BULLYING:

- Name-calling, taunting aimed at ridiculing, humiliating or belittling someone, including remarks which can be construed as mocking of or offensive to race, disability, sexual orientation, age, status, appearance, religion or gender.
- Teasing which can be construed as humiliating and/or embarrassing.
- Spreading or malicious rumours and false information and rumours which are designed to mock, humiliate, ridicule and/or belittle.
- Sending of bullying text messages, notes and/or letters.
- Threatening behaviour and intimidation of others.

PSYCHOLOGICAL (SILENT) BULLYING:

- Isolating/ostracizing a learner in any way, rejection by a group of a learner, threatening looks, refusal to work with any learner/s in a group activity
- Intentionally placing a learner in an uncomfortable position
- Being a bystander who, in any way, encourages or supports the actions of the bully, without intervening
- Intimidating or threatening another learner in any way to use or borrow their possessions or money

CYBER BULLYING

- Circulating material which humiliates or embarrasses another via electronic format, posters, photographs, graffiti or other means (e.g. blogging, FaceBook, Twitter or any other Social Media Site).
- Posting insulting and/or derogatory comments on another's wall, photos, etc. On FaceBook, Twitter or any other social media web-site.
- Stealing passwords from another learner or from a staff member and then impersonating that individual or group in communication with others.
- Sending degrading, threatening, pornographic, pictures via the Internet, e-mail or cellular telephone.
- Signing another individual up for e-mail, IM Marketing Lists, pornographic sites, etc. without that person's permission.
- Creating hate groups and/or bogus profile pages on behalf of another person, without that person's permission.
- Internet polling
- Creating websites specifically aimed at socially isolating, maligning, embarrassing, intimidating or threatening someone else.

HIV/AIDS POLICY

South Africa's youth is faced with a growing epidemic, one that will affect them all in the coming years. Due to the increase in infection rates, learners and educators with HIV/AIDS will increasingly form part of the school population. More and more children who acquire HIV pre-natally will, with better medical care, reach school-going age and attend primary and possibly, high school. Also, indications that young people are sexually active, means that increasing numbers of learners attending schools might be infected (although recent evidence indicates a stabilisation in infections). Although the possibility is remote, recipients of infected blood products may also be present at out school.

PRINCIPLE: All people (learners, staff and general assistants) should be treated as potentially HIV + and their blood and body fluids as such.

RIGHTS:

- No discrimination will be tolerated.
- Decisions must be made in the best interests of the child and the school.
- No learner may be tested to be admitted to the school.
- No learner may be denied admission to the school on the grounds that s/he is HIV +.
- No educator may refuse to teach a child who is HIV +.
- No educator may be denied the right to teach or to be promoted on account of his/her HIV/AIDS status. HIV/AIDS status may not be used as a reason to dismiss an educator, nor for refusing to conclude, or renew, an educator's employment contract (whether they are employed by the WCED or SGB).

A learner who has HIV/AIDS:

- Has the right to schooling.
- Has the right to attend school as long as s/he is able to and there is no risk to others.
- Has the right to be taught at home when s/he is unable to attend school anymore. It is the teacher's duty to give work to be studied at home.

UNAUTHORISED DISCLOSURE OF HIV/AIDS-RELATED INFORMATION COULD GIVE RISE TO LEGAL LIABILITY

DUTIES AND RESPONSIBILITIES OF LEARNERS, EDUCATORS AND PARENTS:

- Ideally, all educators should be able to educate on issues relevant to HIV/AIDS.
- Learners need to know:
 1. Never to touch open sores, wounds, blood or lesions.
 2. Always cover all sores, lesions, wounds and cuts with a plaster or other non-porous waterproof dressing.
 3. How the HIV/AIDS virus is transmitted and acquired, especially the role of sex, drugs and fighting (scratching and biting).
 4. First Aid principles when dealing with blood.
 5. How to behave towards people infected with HIV/AIDS.
 6. Accurate information about HIV/AIDS.
 7. That they can and should make use of health-care and support services in their communities.
- Parents need to know:
 1. What the school's HIV/AIDS policy is.
 2. When any inoculation is scheduled at the school.
 3. What educational programmes are taught relevant to HIV/AIDS.

SAFETY ISSUES:

Precaution: Treat all persons as potentially infected.

HIV/AIDS cannot be transmitted through saliva, sweat, tears, urine, handshaking, communal bath water, toilets, food or drinking water ...

BUT

if any of these are contaminated with blood, it must be treated as potentially infected.

Dangerous situations involve open wounds, lesions, sores, grazes, nose bleeds, cuts and any other breaks in the skin.

UNIVERSAL PRECAUTIONS:

Always wear protective latex gloves when dealing with blood or suspicious substances. Emergency treatment must continue (with utmost caution) if gloves are not available.

- Blood on skin: use water and disinfectant immediately.
- Blood on face: wash face with running water for three minutes.
- Blood on wounds: use water and disinfect immediately.
- Blood on area: wash with fresh, strong bleach - use latex gloves.
- Blood on clothes: put in a plastic bag and incinerate or send to a disposal firm.
- Blood on instruments: wash and place in a strong bleach solution for one hour before drying and re-using.

SPORT:

- No learner may participate in sport with an open sore, wound, lesion or break in the skin.
- If an injury occurs during play, the player must leave the field of play and be treated as prescribed.
- Bloodied clothing must be changed and disposed of as prescribed.
- All educators are to have medical kits at sports events.
- Children who have HIV/AIDS must seek medical counselling before participating in sport.
- Coaches have the responsibility to educate players about the connection between HIV/AIDS and sport.

EDUCATION PROGRAMMES:

- The school will pursue and maintain an exhaustive HIV/AIDS education programme.
- The school will align itself with National HIV/AIDS policy.
- As far as possible, Non-Governmental Organisational assistance will be called upon to provide HIV/AIDS training to staff members and workshops for learners (in so far as the N.G.O. aligns itself with government policy).
- HIV/AIDS education will, in Grades 8 and 9, be catered for as part of a programme organiser within the context of a curricular learning area (e.g. Human and Social Sciences, Life Orientation, etc.).
- The "Sexual Awareness Programme" will be provided to Grade 9 learners in the third term (an N.G.O. initiative in consultation with the school).
- In Grades 10, 11 and 12 HIV/AIDS awareness and education will form part of the Life Orientation curriculum.

DRUG AND ALCOHOL POLICY **AND PROCEDURE**

POSITION STATEMENT ON ALCOHOL AND OTHER DRUGS:

It is the aim of the school's policy on drugs and alcohol that all members of the school community (students, parents, staff and the Governing Body) convey by their actions and teachings that they do not condone the inappropriate use of alcohol or other drugs.

School policy opposes both the inappropriate use of legal drugs and the possession or use of prohibited substances. This policy is applicable:

- on school premises;
- at or during functions, excursions or any other activity organised by the school;
- when members of the school community are representing the school;
- whenever members of the school community can be identified as such;
- when the effects of use or abuse are noticeable at school or school functions or when representing the school or identifiable as a member of the school community or affect in any way the performance or school life of a member of the school.

The school does not permit learners to indulge in:

- the use of prohibited substances;
- the inappropriate use of either prescribed or non-prescribed medicines;
- the inappropriate use of solvents, inhalants, and/or other chemical agents;
- the consumption of alcoholic beverages;
- the smoking of tobacco and other drugs;
- the possession of drug-related paraphernalia such as cigarette papers, pipes, etc;
- any form of behaviour resulting in their being under the influence of alcohol and/or other drugs.

The consequences of breaching these requirements could include any or all of the following:

- drawing up of a contract between all parties;
- appropriate disciplinary and/or rehabilitative action relative to the breach;
- suspension or expulsion of learner.

POLICY:

NHHS adopts an approach to drug/alcohol related issues which is restorative and supportive rather than purely punitive. While the school accepts the view that chemical dependency is a primary, chronic and progressive illness, it holds that substance abuse is an unacceptable practice and that the concept of a healthy, drug-free life should at all times be propagated and encouraged.

Realism nevertheless requires that it should be our policy not to condemn but to support those who need help in these areas, and should in the first instance attempt to do it in such a way that it will not necessarily endanger their school careers. Within this context we accept:

- that we are part of a greater community;
- that we are in partnership with parents/guardians to ensure the best for their children;
- that a wide variety of addictive or habit-forming substances, both legal and illegal, are available within our community;
- that substance abuse is detrimental to humans on various levels;
- that our children are exposed to such substances through various channels;
- that we have to equip our young people to be less vulnerable to substance abuse and better able to deal with life and its challenges;
- that our children, parents and teachers are not always equipped with sufficient information to combat the ills of substance abuse.

In cases where the learner and parents do not wish to make use of help offered to them, the school will have no choice but to take whatever action it feels necessary, not excluding expulsion or the pressing of criminal charges.

Acceptance of the content of this document is a prerequisite for acceptance in to the school.

PREVENTION:

The school undertakes to:

- present prevention and information sessions to learners and parents/guardians as deemed necessary;
- make information and training available to teachers;
- involve outside organisations and individuals as part of a team approach;
- support the founding of positive peer groups;
- evaluate this policy and adapt it, if and when necessary, in accordance with changing circumstances and conditions;
- support a healthy, drug-free life through word and deed;
- develop and implement a Learner Support Programme.

Parents/guardians will of necessity be expected to participate in and to contribute financially towards these initiatives.

SUBSTANCE USE:

The use of any mood-altering or habit-forming substance, without a doctor's certificate, is strictly forbidden:

- on school premises;
- at all functions, excursions or any other activity organised by the school;
- when members of the school community are representing the school;
- whenever members of the school community can be identified as such;
- when the effects of use or abuse are noticeable at school or school functions or when representing the school or when the learner is identifiable as a member of the school community.

Note: The school reserves the right to take action according to policy and procedure if a learner's substance abuse outside school influences their academic achievements, behavior, attendance, etc.

DEALING IN DRUGS:

Dealing in drugs is a criminal offence and is strictly forbidden.

Note: If any learner is suspected of using or possessing, or is caught with or dealing in, illegal drugs, the school will investigate further and reserves the right to refer the matter to the authorities (The South African Narcotics Abuse Bureau, the South African Police, etc.), after which the normal legal process will take its course.

Each case will be assessed on merit and considered individually within the framework of the policy and procedures. Every case will be dealt with confidentially but parents/guardians will be informed and involved.

Isolated individual symptoms and unsubstantiated rumours will not be considered as reliable indicators of substance abuse, but a pattern of indicators (a decrease in school achievements, lack of willingness to participate in school activities, changes in attitude and behaviour, etc.) will be investigated and handled in accordance with the school's code of conduct.

Rumours with supporting evidence will also be investigated.

Note: This is not a process of victimisation but an honest attempt to identify at an early stage a learner in crisis.

Selected staff, who will be specifically trained in this area, will undertake the investigations and call in other experts and professionals, whenever necessary.

Parents/guardians will need to accept responsibility for any expenses incurred during a drug/alcohol-related incident (assessment, screening, treatment, therapy, outside programmes, medical attention, etc.) unless alternative arrangements have been made with the school.

A contract will be drawn up between all affected parties. This contract will include measures such as:

- the treatment options as determined by all relevant parties;
- that screening (urine or any other method determined by the school) may be carried out on an ad hoc basis. (The control of such screening is the responsibility of the school; the cost is the responsibility of the parent/guardian);
- that the learner is expected to improve behaviour, achievements, etc;
- that the parent/guardian authorises the treatment and also permits any institution, therapist or caregiver, if relevant, to furnish the school with progress reports;
- that the content of the contract can be adapted after negotiation with the affected parties;
- that if the parent/guardian and/or learner take it upon themselves to stop treatment, the school will consider the contract suspended, and the learner may be required to leave the school;
- that the school reserves the right to recommend that, if it is in the interest of the learner and/or the school, such learner is referred elsewhere to complete his/her education.

RANDOM SEARCHES AND SEIZURES:

Where a staff member in authority reasonably suspects that a learner has a prohibited substance in his or her possession, an appointed nominee (which may include the police or a specialised security organization) may search that learner's possessions. Should such a search be necessary, it will occur in the presence of the learner concerned, a person of his/her choice in support, and a second adult witness.

DRUG TESTING:

Where a staff member reasonably suspects that a learner is under the influence of a prohibited substance the learner will be referred to the office for drug testing. Circular 23/2009 will be followed. This circular can be perused on the following website:
<http://wced.wcape.gov.za/circulars>

Note: This should not be seen as a process of victimisation but an honest attempt to identify a young person who may be moving into addiction, which is a primary, chronic and progressive illness.

DEFINITIONS:

Drugs: A drug is commonly defined as any substance which changes the normal way in which the body or mind functions.

Readily available drugs include:

- tranquilisers, prescribed and over-the-counter medicines;
- tobacco and alcohol;
- solvents, petrol, adhesives, chemical agents, etc;
- illegal drugs such as cannabis, LSD, heroin, cocaine, amphetamines; ecstasy, mandrax, "tik" etc.

Dealing: Selling, exchanging, swapping, supplying, distributing, trading, etc

SCHOOL RULES

Our School Rules and Regulations form a very important part of this Code of Conduct and are an extension of it.

PLEASE NOTE: We do not view our School rules as absolutes, but clearly distinguish between what is negotiable and what is non-negotiable. They are reviewed annually and only those, which are necessary for the maintenance of the high standards we demand, are retained.

1. OUT OF BOUNDS

Learners may not be found in the following areas unless specifically directed or supervised by a member of staff:

- 1.1 Hall complex, classrooms, all Laboratories, Staff Lounge, Learner Leaders' Room.
- 1.2 Tennis courts, basket ball courts, swimming pool area.
- 1.3 Entire area around the Design Centre and Dance Studio (around the garages, field adjacent to lower tennis courts, dam below lower tennis courts, bank and land adjacent to main sports field).
- 1.4 Driveway from the gate to the first speed bump, car park.
- 1.5 Cricket pitch, cricket nets, main sports fields from the far end of the pitch up to the boundary.
- 1.6 Gate area after school.
- 1.7 Corridors, hall, laboratories and classrooms during break.

2. MOVEMENT ABOUT THE SCHOOL

- 2.1 On arrival and departure learners must use the tarred pathways to prevent the destruction of grassed areas.
- 2.2 Learners must move quickly and in an orderly manner before school, when changing classes, before and after breaks.
- 2.3 Keep left in the corridors and on the stairs.
- 2.4 Use the staircases as demarcated for up or down movement only.
- 2.5 Consultation with staff in the office area is via the glass-sliding window unless learners have been asked to see a Grade Head, the Deputy or the Principal.
- 2.6 Loitering in the toilets and corridors is not allowed.
- 2.7 Loitering outside the library, computer room and art room is not allowed.

3. LINING UP FOR ASSEMBLY AND FOR CLASS

- 3.1 Before Assembly, the respective grades assemble in their allotted areas.
- 3.2 After the second bell silence is expected.
- 3.3 Nobody may talk during assemblies.
- 3.4 No book cases may be brought into the hall.
- 3.5 No learner is allowed to attend assembly without the NHHS blazer being worn.
- 3.6 Learners are to line up outside the relevant class before each lesson.
- 3.7 Only enter a classroom upon the teacher's instruction.

4. BOOK CASES AND BOOKS

- 4.1 Only conventional, plain (black or navy blue) school rucksacks may be used for books.
- 4.2 Tog bags are to be used for sports kit only.
- 4.3 Book cases, tog bags and rucksacks may not be decorated nor have graffiti written on them. The learner's name must be written clearly on the inside.
- 4.4 All textbooks must be covered with durable plastic.
- 4.5 No books may be decorated in what is considered by the staff or the School Council to be unsuitable.

5. UNIFORM MATTERS

- 5.1 En route to School and en route home the School uniform must be worn correctly.
- 5.2 The complete school uniform must also be worn if instructed to do so when attending a function.
- 5.3 Learners may not wear part of the uniform with civilian dress.
- 5.4 School sports' clothes are considered to be uniform and may be worn when travelling to play in a School match as per the instructions of the educator-in-charge.
- 5.5 Learners must take pride in their uniform and ensure that it is neat, clean and in good repair. No graffiti or writing of any kind, or with any substance, may appear on the school or sports' uniform.
- 5.6 In the event of incorrect or lost items of uniform, a letter of explanation from a parent/guardian is to be given to the grade head. The grade head will read the letter, sign it and indicate the date by which the situation should be corrected. The period of exemption is reflected on the letter and each case will be evaluated on merit.
- 5.7 T-Shirts, cycling shorts or any other clothing item may not be visible underneath the school uniform.

<p>GIRLS' SUMMER UNIFORM</p> <ul style="list-style-type: none"> * Blazer - Cherry Red Dress - Blue Check Socks - White ankle Shoes - Black Baby-Doll Style <p>*** Blazer is compulsory</p>	<p>GIRLS' WINTER UNIFORM</p> <ul style="list-style-type: none"> * Blazer - Cherry Red * Jersey - Maroon * Tie - School Skirt - Grey Shirt - White (long sleeved, no button down collar) Shoes - Black Baby-Doll Style Stockings - Black nylon or woollen Gloves - Navy Blue Fleece (School issue) Raincoat - Navy Blue windbreaker Scarf - Navy Blue Fleece (School issue) Beanie - Navy Blue Fleece (School issue) * Trench Coat - Navy Blue (Optional) <p>*** Tie and Blazer is compulsory</p>
<p>BOYS' SUMMER UNIFORM</p> <ul style="list-style-type: none"> Shirt - White with embroidered school badge (short-sleeved, no button-down collar) * Blazer - Cherry Red Socks - Grey Trousers - Grey (check colour at stockists, black belt, no ornate buckles) Shoes - Black Lace-Up Leather Bata Toughes (No suede) <p>*** Blazer is compulsory</p>	<p>BOYS' WINTER UNIFORM</p> <ul style="list-style-type: none"> * Blazer - Cherry Red * Jersey - Maroon * Tie - School Shirt - White (long-sleeved, no button down collar) Socks - Grey Trousers - Grey (check colour at stockists, black belt, no ornate buckles) Shoes - Black Lace-Up Leather Bata Toughes (No suede) Gloves - Navy Blue Fleece (School issue) Raincoat - Navy Blue windbreaker Scarf - Navy Blue Fleece (School issue) Beanie - Navy Blue Fleece (School issue) <p>*** Tie and blazer is compulsory</p>

6. GENERAL APPEARANCE OF LEARNERS:

6.1 Hair and Jewellery Regulations

6.1.1 *Boys*

- 6.1.1.1 Hair not to extend beyond back collar or over ears.
- 6.1.1.2 No sideburns beyond middle of the ear.
- 6.1.1.3 Clean-shaven at all times
- 6.1.1.4 Jewellery confined to a single wristwatch, a Medic-Alert disc and official school badges.
- 6.1.1.5 Pierced ears may not carry any form of earring, including stoppers or brush bristles.

6.1.2 *Girls*

- 6.1.2.1 Hair to be tied up firmly with white or black elastics, white or black scrunchies, white or black hairpins only, as soon as it reaches the shoulder.
- 6.1.2.2 Girls are allowed to wear black or navy blue, plastic alicebands. No other hair bands are allowed to be worn around the head.
- 6.1.2.3 Wearing of jewellery is confined to a single wristwatch, a Medic-Alert disc, official school badges and one pair of small plain silver or gold earrings (studs or sleepers only) in bottom hole. Other holes may not carry any form of earring, including the invisible.

6.1.3 *General (Boys and Girls)*

- 6.1.3.1 Steps and undercuts are not permitted.
- 6.1.3.2 Fading with moderation is permitted.
- 6.1.3.3 Hair may be coloured to enhance the natural colour of the learner's hair. However, hair may not be coloured, colour rinsed, tinted, highlighted or dyed in any way that is vastly different to the learner's natural hair colour. Obvious highlights are not allowed; peroxide or any other bleaching agent is not permitted.
- 6.1.3.4 Use of any artificial substances (e.g. gel, mousse, conditioner, Bryl-creem or any such items) is permitted within reason and is to be done with discretion.
- 6.1.3.5 No body piercing (nose, brow, tongue etc.) may carry any form of earring.
- 6.1.3.6 No make-up of any kind is allowed.
- 6.1.3.7 Nails must be short and well cared for. Girls may only wear transparent, colourless nail-polish.

6.2 There is to be no deviation from the afore-mentioned regulations during extra-curricular participation.

6.3 Boys must wear their black, leather belt with their school pants.

6.4 While the school will endeavour to safely keep confiscated items until collected by the learner, NHHS bears no responsibility for the loss thereof.

6.5 Learners are not allowed to cut any part of their school uniform unless done by a professional dress-maker or tailor in order to alter the size of the uniform.

6.6 Girls may not use safety pins to alter the look of the school skirts and dresses.

6.7 Unless a concession is specifically made by the Principal, learners are to wear full school uniform whenever they are present at school, (during and after normal school hours) or travelling to and from school.

7. CONDUCT AND BEHAVIOUR OF LEARNERS

- 7.1 Learners may not have in their possession, use or sell cigarettes (or allied products), other harmful drugs, amongst others, prescription drugs, dagga and hard drugs, alcoholic beverages or objectionable (pornographic) reading matter or objects, in any context in which the learner can be identified as a learner of the School.
- 7.2 Any form of initiation ceremony, pranks and practical jokes which may harm others is banned at NHHS (this includes during excursions, sporting activities, in school uniform, etc.)
- 7.3 Theft at school and shoplifting will not be tolerated.
- 7.4 Vandalism:
 - 7.4.1 The defacing of school property is considered an extremely serious offence.
 - 7.4.2 Any books, including library books, damaged through negligence or loss, will have to be replaced by the learner.
 - 7.4.3 No property belonging to other learners or staff, may be tampered with or taken without the owner's permission.
 - 7.4.4 Littering is an offence and all papers and rubbish must be placed in the bins provided.
- 7.5 No physical contact of a courting nature is allowed in School uniform, on or off the School premises or at School functions.
- 7.6 Learners must attend school during the prescribed hours. A learner may not leave the school grounds without the permission of their Grade Head. In case of absence, parents must furnish written explanation to the homeroom educator. A medical certificate is required if a test or exam has been missed by the learner.
- 7.7 No learner may injure or endanger the physical welfare of another learner, educator or general staff.
- 7.8 A learner may not drive or park a motorised vehicle on the school grounds without the permission of the principal, and then only with proof of a valid driver's licence.
- 7.9 No fighting anywhere on school property or even outside the School is allowed
- 7.10 Satanism, witchcraft and related practices are banned at the school and therefore will not be tolerated.
- 7.11 Dangerous games are not allowed. Contact sports are only permissible under an educator's supervision.
- 7.12 The riding of bicycles and skateboards in the School grounds is not allowed. Bicycles must be kept in the quadrangle outside the Administration Block during School hours and it is recommended that learners lock them securely.
- 7.13 Confiscated goods are redeemable at the end of each term except if illegal or dangerous. The confiscated goods will only be returned upon payment of a stipulated fine. Confiscated goods not collected by the end of the year will be donated to needy organizations.
- 7.14 In the event of our receiving a bomb scare, which is a serious criminal offence and will be treated as such, the school's official policy is to make up the time lost after school.

8. CLASSROOM CODE OF CONDUCT

- 8.1 I will fetch what I need from my locker and/or use the ablution facilities before school in the morning, during breaks and after school only.
- 8.2 I will line up outside the educator's classroom and wait for the educator's instruction to enter.
- 8.3 I will wait to be greeted by the teacher and will then return the greeting.
- 8.4 I have the right to be listened to but the responsibility to listen to others.
- 8.5 I have the right to be respected but responsibility to show respect to the teacher and other learners at all times.
- 8.6 I have the right to learn but the responsibility to create a place where others can learn as well.
- 8.7 I must not interrupt a teacher or fellow-learner while they are speaking.
- 8.8 I must not disrupt the lesson.

- 8.9 I must not walk around the classroom or talk out of turn during the lesson.
- 8.10 I must only ask questions at appropriate times and in an appropriate, polite way.
- 8.11 I must talk politely at all times and not argue or shout rudely.
- 8.12 I may disagree with a teacher or learner but I must always do so politely and never argue rudely.
- 8.13 If my question or problem cannot be dealt with in class, I must see the teacher after school.

9. SPORTS' CODE OF CONDUCT

- 9.1 It is compulsory for each learner to purchase the NHHS White Golf Shirt and a NHHS Golf Shirt in the colour of his/her house. Both are exclusively available from our School Uniform Supplier.
- 9.2 Honour visiting teams, officials and spectators as Henshilwood guests and treat them as such.
- 9.3 Henshilwood sports-men and sports-women may question but must not criticise the decision of any official/referee/umpire.
- 9.4 We value and encourage enthusiastic and positive spectator support at NHHS Sport events. We never criticise or direct negative comments to opposing players.
- 9.5 Through teamwork, fair play and emotional control Henshilwood learners reflect strong moral character and pride at Norman Henshilwood High School.
- 9.6 After extra-mural practices and/or matches, all learners who are not collected inside the school's grounds, must change back into school uniform. No learner may leave the school to commute or walk home unless dressed in full school uniform.

TENNIS Golf shirt with NH emblem Skirt - white (Girls) Shorts - white (Boys) Socks - white ankle Takkies - no black soles	SWIMMING/WATER POLO One piece black bather (Girls) Black Speedo or Black Board Shorts Swimming Cap	CRICKET - JUNIORS Golf shirt with NH emblem Shorts - white Socks - Royal Blue, Plain Takkies - white Hat - white
CRICKET - SENIORS Shirt - white Pants - white Socks - white Cricket boots Hat - white	GIRLS' CRICKET Golf Shirt with NH emblem NH Track Pants Socks Cricket boots	SOCCER/HOCKEY (BOYS) Golf shirt with NH emblem Shorts - Royal Blue Socks - Royal Blue, Plain Boots
HOCKEY/NETBALL (GIRLS) Golf shirt with NH emblem Shorts - Royal Blue Socks - Royal Blue (Hockey) Socks - White ankle (Netball) Boots or Takkies	GIRLS' FOOTBALL AND SOFTBALL Golf shirt with NH emblem Shorts - Royal Blue Socks - Royal Blue, Plain Boots	SQUASH/TABLE TENNIS Golf shirt with NH emblem Shorts - Royal Blue Socks - White ankle Takkies
CROSS COUNTRY/ATHLETICS Quantec Top with NH emblem Shorts - Royal Blue Socks - Royal Blue Takkies	RUGBY Rugby Jersey (Own) Shorts - Royal Blue Socks - Royal Blue, Plain Boots	

** School Tracksuit and 2 Golf Shirts (1 White and 1 in the colour of learner's house) are compulsory

10. PARTICIPATION IN THE PROGRAMME OF THE SCHOOL

- 10.1 A learner must participate in the educational programme prescribed by the School Governing Body, unless exemption has been granted by the SGB.
- 10.2 When a learner has signed up for an extra-mural activity, that learner must fulfil his/her obligations towards that activity.
- 10.3 One extra-mural activity per term is compulsory for Grade 8, 9 and 10 learners.
- 10.4 Learners may not use the facilities or equipment of the school, including those used for sport, without the permission of the Principal/Deputy Principal/Master In Charge of Sport. The school will not be held liable for any injury or loss arising from any incident or accident during unauthorised activities.
- 10.5 Learners may not be on the school grounds outside school hours without permission.

DISCIPLINE SYSTEM

The hierarchy of discipline starts with the individual educators, then moves on to the Grade Head, the Deputy Principal and finally the Principal, with each step becoming more severe. The system is applied in order to be fair and equitable to those receiving discipline to encourage them to correct their ways.

At Norman Henshilwood High School our discipline system operates on five legs; viz.: Late-Comers Detention, Work Squad, Order Mark Detention, Academic Detention and Saturday Detention. Set out below are the guidelines used in the application of these.

1. Late-Comers Detention

Should a learner be late for school in the morning, that learner will serve a one-hour detention on Tuesday, Wednesday or Thursday afternoon within that very week, after school. School Management reserves the right to apply progressive discipline measures in the case of repeat offenders.

2. Work Squad

This form of discipline is meted out for **uniform defaults**. Any uniform default recorded by a staff member or a member of the School Council results in an immediate Worksquad for the relevant learner. Work squad is run by the School Council on a Tuesday afternoon and lasts for 1 hour.

3. Order Mark Detention

Order Marks may be issued by members of the School Council and by staff for the following transgressions:

LEVEL	OFFENCES	CONSEQUENCE
1	Being out of class without corridor pass	• 1-and-a-half hour
	Late-coming for class	detention on a
	Repeatedly chewing bubble gum	Wednesday afternoon
	Eating during a class	
	No absentee note	
	No diary/Unsigned diary	
	Reply slip not returned	
	Being in an out of bounds area	
	Loitering outside the Library and in Corridors	
	Not carrying out or avoiding punishment	
	Use of foul language	
	Defiance or insolence	
	Talking during Assembly or Line Up	
	Littering	
	Not Attending a Sport Practice or Match	
	Possession and/or use of a Cellular Telephone at school ***	
	Inappropriate physical contact	
	Gambling	
	Forging signatures/writing own letters	
	Not having ID Card	
	Bunking a Lesson	
	Congregating inside or outside toilets	*** This is deemed a serious
	Habitual lying	offence. The Cell Phone is
Being at a locker outside of the designated times	confiscated for 5 school days	
Spitting		
Any offence of similar severity		

LEVEL	OFFENCES	CONSEQUENCE
2	Earning three OM Detentions in 1 Term	• Grade Head and Deputy
	Arriving Late for School 3 Times within 1 school week	• Principal's interview with parents.
	1 st Smoking Offence at School	• A 3-Hour Grade-Heads'
	Being in the incorrect ablution block	• Saturday Detention
	Vandalism - internal and external	• (8.00 – 11.00)
	Tagging or graffiti on school property	For School Council:
	Caught in the presence of a smoker	In addition to the above
	Abuse (swearing/disrespect of adults)	• Internal disciplinary with SC Executive Comm
	Being in Possession of Tobacco Products	• SC Exec may recommend suspension from SC to SLT and/or to SGB
	Cheating in a test or examination	• Will be required to perform additional duties for Grade Head
	Bullying	• Counselling Optional
	Is disruptive and is referred to the office for Academic Intervention	
	Spontaneous Fighting	
	Bunking a School Day	
	Leaving school without permission	
Any offence of similar severity		
3	3 Saturday Detentions in 1 School Term	• Internal Disciplinary Hearing
	Theft or shoplifting	• Any Level 3 offence can be escalated to a Level 4 at the discretion of the Principal, Deputy Principal and /or Grade Head based on the nature and the extent of the offence.
	Smoking in Public in School/Sport Uniform	
	2 nd Smoking Offence at school	
	1 st offence: Possession and/or use of alcohol	
	1 st offence: Possession and/or use of any drugs	
	Possession of Pornographic Material	
	Failure to comply with Terms and Conditions of Behavioural Management Contract	
Any offence of similar severity		
4	Sexual, verbal or physical harassment	• Governing Body Disciplinary Hearing
	Any act of a Sexual Nature	
	Intimidation (Verbal or Physical; incl. Threatening a learner or adult)	For School Council:
	Discrimination (e.g.: Xenophobia, racism, sexism, on religious grounds, on grounds of sexual orientation)	In addition to the above
	Ignoring a Final Written Warning after having had an Internal Disciplinary Hearing	• Internal disciplinary hearing with SC Exec
	2 nd offence: Possession and/or use of any drugs	• Immediate suspension from SC until SGB Hearing
	2 nd offence: Possession and/or use of alcohol	• Compulsory Comm Service
	Any offence of similar severity	• Report on Community Service to Grade Head
5	Premeditated assault and/or Fighting	• Consequences as for Level 3 above will apply
	Possession of drugs with the intent to deal	• We reserve the right to call the SAPS
	Dealing in/selling alcohol and/or drugs	
	Possession and/or use of a weapon	For School Council:
	Possession of stolen property	As per Level 3 additional sanctions
	Bomb threats	
	Any serious offence of similar severity	

4. Academic Detention

This method of discipline is applied for: a) neglect to do homework,
b) poor test performance,
c) failure to have prescribed equipment.
d) not having necessary books or worksheets.

Staff members will implement their own system of demerits (made known to learners in each class) within the classroom first. Once that process has been exhausted a learner will be placed in Academic Detention, with a motivation from the staff member concerned.

Consequences are: 1 Hour Thursday detention for the first entry.
2 Hour Thursday detention for the second entry.
3 Hour Grade Head's Saturday detention for the third entry which is coupled with a meeting between Grade Head and parents.

PLEASE NOTE:

1. All detentions are conducted in full school uniform where learners write out definitions or perform cleaning tasks.
2. A detention slip is issued by a teacher to the learner immediately when the transgression is committed or noticed. Detention is served in the week following the issuance of the detention slip. It is the responsibility of the learner to ensure that his/her parents are informed about the detention and shows the slip to his/her parents.
3. It is the responsibility of the learner to contact Ms Otto by first break on the day of the detention should there be any queries regarding the detention.
4. Any severe acts of defiance or anti-social behaviour will be dealt with by the Deputy, Ms Otto.

LEARNER REPORT

A learner whose work and/or behaviour is unsatisfactory may, at the discretion of the relevant Grade Head, be placed on Report. Through parental and/or teacher request a learner may also be placed on report.

This requires the learner to have a form signed at the end of each lesson by the teacher. When the educator signs the form s/he will comment on the behaviour, work ethic and attitude of the learner during that lesson. At the end of the day the learner is to present the Daily Report Form to his/her Grade Head, who will then also write a comment, assign detention if necessary and then sign the form. Finally, the learner is to have the form signed by his/her parents and then to return the form to the Grade Head on the following school day.

This enables all parties to keep a close eye on the day-to-day activities of the learner on report.

School Management reserves the right to escalate the intervention to a "Behaviour Management Contract". This is solely in cases where Discipline Protocol has been followed and where the learner's behaviour / attitude and/or work ethic has not improved.

If this intervention is deemed to be ineffective the Board of Governors' Disciplinary Portfolio Committee will be informed with a view to a referral for a formal hearing.

MERIT SYSTEM

At Henshilwood we pride ourselves on taking cognisance of the good efforts made by our learners; we make a point of rewarding every positive action in the classroom and each exemplary piece of work completed.

This will be informed by an individual learner's academic, extra-curricular, co-curricular and social commitment. The merit system is a learner-centred one. Each learner receives a merit folder at the beginning of the year and controls his/her number of merits – at the discretion of the teacher. Parents are advised to regularly request to peruse their child's merit folder.

ACADEMIC POINTS SYSTEM Grade 10, 11 and 12 only

In order to recognise learner achievement at the end of the year, and in line with our honours constitution NHHS employs a Points System for the FET Phase. Points are allocated as shown below:

SUBJECTS	8		7		6		5	
	95 - 100%	90 - 94%	85 - 89%	80 - 84%	75 - 79%	70 - 74%	65 - 69%	60 - 64%
<i>English, Home Language</i>	10½	10	9½	9	8½	8	7½	7
<i>Afrikaans, First Additional Lang</i>	8½	8	7½	7	6½	6	5½	5
<i>Life Orientation</i>	5½	5	4½	4	3½	3	2½	2
<i>Mathematics</i>	10½	10	9½	9	8½	8	7½	7
<i>Mathematical Literacy</i>	5½	5	4½	4	3½	3	2½	2
Accounting	10½	10	9½	9	8½	8	7½	7
Business Studies	7½	7	6½	6	5½	5	4½	4
CAT	6½	6	5½	5	4½	4	3½	3
Consumer Studies	7½	7	6½	6	5½	5	4½	4
Economics	7½	7	6½	6	5½	5	4½	4
Geography	7½	7	6½	6	5½	5	4½	4
History	7½	7	6½	6	5½	5	4½	4
Life Sciences	7½	7	6½	6	5½	5	4½	4
Physical Science	10½	10	9½	9	8½	8	7½	7
8th Subject = IT	9½	9	8½	8	7½	7	6½	6
8th Subject = Art	7½	7	6½	6	5½	5	4½	4

HOMWORK POLICY

1. Homework is to be recorded for every subject, every day in the prescribed diary.
2. Homework will be checked regularly or randomly depending on format of the lesson.
3. Homework not completed satisfactorily will be dealt with by individual educators who will record any transgressions in the learner's diary and in the teacher's profile book.
4. Parents are expected to sign the diary on a daily basis.

GENERAL

1. **ALL** visitors to the School must announce themselves at the Reception desk. Only under exceptional circumstances will learners be allowed to receive visitors during school hours.
2. No learner may sell goods for personal gain at School or do any fundraising without Governing Body approval.
3. The Administrative staff, the Estate Manager and assistant workers have the right to report a learner who vandalises, litters, etc and may confiscate items which are used destructively, e.g. soccer balls, koki pens, etc.
4. No learner or parent may bring discredit to the name of his/her school in any way.
5. All parents and learners sign an undertaking to abide by the code.