SCHOOL RULES

**When parents enrol their child/children at Ladybrand High school the parents/guardians accept the school rules as specified in the Code of Conduct of Ladybrand High School. The Code of Conduct is available at the administrative office at all times. It is therefore compulsory for parents, in collaboration with the Governing Body and the teaching staff to see to it that learners adhere to the rules.**

Unwritten procedures will apply from time to time. These procedures are announced and explained at school. All rules are subject to revision.

1. School hours

Starting time: 07:25

Learners arrive at school and go to the first period. Once a learner has entered the school terrain, he/she is not allowed to leave the school terrain again. No learner may move through the foyer.

Closing time: 14:00 (Monday – Thursday)

 12:00 (Friday)

2. Finances

The financial office is open from 07:00 – 14:00.

Payments by learners may only be done before school or during breaks.

No learners will be allowed to do payments during class time.

Applications for new learners will close on 1 September and must be accompanied by a deposit of R1000.

Current learners must re-apply for the next school year and their application must be accompanied by a deposit of R500. The deposit is part of their school fee.

3. School uniform

The prescribed school uniform must be worn. The proud image of Ladybrand High School must be maintained even after school hours.

GIRLS: Gr 8 – 11

**Summer uniform**: (1 January – 30 April and 1 September – 31 December)

Green check dress

Black V-neck school jersey

Short white socks (rolled down)

Black school shoes

Black pull-over

**Winter uniform**: (1 May – 31 August)

White long-sleeved shirt with school tie

Black skirt/black long pants

Black V-neck school jersey

Black socks and black school shoes

Black blazer

Black school pull-over

BOYS: Gr 8 – 11

**Summer uniform**: ( 1 January – 30 April and 1 September – 31 December)

Grey shorts or long pants

White short-sleeved or long-sleeved shirt with school tie

Grey school socks

Black school shoes

Grey V-neck school jersey

Black school pull-over

**Winter uniform:** (1 May – 30 August)

Grey long pants

White long-sleeved shirt with school tie

Grey school socks

Black school shoes

Black blazer

Black school pull-over

GIRLS: Gr 12

Black skirt according to instructions

White bobby socks

Black school shoes

White Matric jersey

Black school pull-over

BOYS: Gr 12

Black long pants (not Jeans)

Black socks

Black school shoes

Matric tie

White Matric jersey

Black school pull-over

The following applies:

Step-out uniform: Current winter uniform

Sport functions/activities: Prescribed sport gear/attire

4. **General appearance: boys and girls**

1. Body piercing. This includes: tongue studs, teeth decoration and nose ring.
2. No coloured contact lenses.
3. Tattoos may not be visible.
4. Shoes must be clean and socks must be pulled up. Only school shoes are allowed.
5. No bracelets, chains, necklaces and rings may be worn. All such items will be confiscated.
6. School jerseys must be neat and not stretched or frayed.
7. It is preferred that girls, when sport attire is required, wear their tracksuit pants in public.
8. Clothes must at all times be respectable.

5. **Hair styles**

**Girls**

Hair styles must create an impression of neatness. This implies that long hair (i.e. hair that hangs over the collar) must be tied with black or white ribbons (maximum width of 2,5 cm) or elastic bands. The school has the prerogative to decide what is regarded as “neat”. Fringes may not hang over the eye brows. If this is the case the learner must tie back the fringe.

1. Permanent waves are permissible but the general appearance must be neat and well-maintained.
2. Hair that is fastened must include the neck hair.
3. Long “rat tails” are not allowed.
4. Only white or black hair accessories are allowed.
5. Natural high lights that blend with the natural colour of the hair are allowed.
6. Only natural dyes are allowed. No unnatural dyes.
7. Wrist watches and one pair of earrings are allowed. Any other jewellery will be confiscated: rings, bracelets, necklaces and chains. Earrings may be worn in the original piercing.
8. Earrings: only small, thin rings and small studs without gem stones or motifs (only silver or gold).
9. Nails must be short and clean. Only colourless nail varnish is allowed.
10. No make-up may be used during school hours or sport activities.

**Boys**

The traditional rule at LHS is that boys’ hair must be SHORT and NEAT. No “funny” hair styles will be accepted. The school has the prerogative to decide on the acceptability of a hair style. The following general rules are suggested:

1. Hair must be short, clean and combed.
2. Fringes must be one finger breadth above the eye brows if combed down.
3. When the head is held up straight the neck hair may not be closer than one finger breadth above the collar. Hair may not be cut to stand up around the SLAPE and back of the head.
4. When the hair is combed down it may not hang over the ears.
5. No plated hair or dreadlocks are allowed. No patterns/motifs may be cut in the hair.
6. No ‘step’ or ‘undercut’ is allowed.
7. Shave regularly.
8. No beard or moustache is allowed

6. **Permission to leave school terrain**

Should a learner fall ill at school, he/she will only be allowed to leave the school terrain after consultation with the principal and the child’s parents/guardians.

No learner may, of his/her own accord, contact his/her parents from the public telephone booth or a cell phone if he/she falls ill.

**7. Drivers licences, bicycles, scooters and doctor’s appointments**

1. Any person who enters the school premises with a motor vehicle or motorbike must be in possession of a legal drivers licence.
2. A copy of such a licence must be handed in at the office.
3. No vehicles maybe parked on the school premises. Learners can park their vehicles in front of the school hall. This rule also applies after school hours.
4. Scooters are to be parked next to the cricket nets.
5. Bicycles are to be left at the bus shed.
6. Doctor’s appointments must preferably be made for after school hours.

**8. Absentees**

1. **No** learner will be allowed outside the classroom without written permission from the teacher.
2. If a learner is absent a letter of absence must be handed in on the day that the learner is back at school.
3. Illegitimate absence from school or class will be regarded as “absence without leave”. This is a very serious infringement and the learner will subject him/herself to further disciplinary action.
4. If a learner is absent during a test of an examination a medical certificate must be submitted on the day that the learner is back at school. Absence during an official test or examination implies that the learner will have zero till the subject teacher receives the medical certificate. The medical certificate must also be handed in at the office.
5. Letters from a clinic will not be accepted.

9. **Appointments by parents**

Parents who wish to make appointments with teachers need to contact the office.

**10. Rules to maintain order**

1. The school starts at 07:25.
2. The first bell rings at 07:25 to enable learners to go to the first class for the day.
3. Girls and boys are to line up separately during assembly in the quad.
4. Absolute silence needs to be maintained during assembly as well as in classes and in the hall.
5. No bags, school books and sports bags are allowed during assembly.
6. Girls assemble on the eastern side and boys on the western side of the hall when assembly is conducted in the school hall.

**11. Adjournment**

1. No learner may enter the classroom/venue prior to the ringing of the bell.
2. No learner may leave the premises through the office.

**12. Changing of class**

1. A maximum of four minutes is granted to move from point A to point B when classes are changed.
2. Learners must move fast.
3. Keep to the left on all the corridors.
4. Learners must stay out of the flower beds and must stay off the lawns.
5. Learners must not loiter or stop for quick discussions when periods are changed.
6. Learners must line up in front of the class and wait for permission by the teacher to enter.

**13. Book bags**

1. The standard book bag (carry bag) or a bag with straps over the shoulder must adhere to the following requirements:

1. Bags with dividers are compulsory as from 2014.

**2.**  Dividers must be made of solid, hard material.

3. Bags must be in such a condition that it provides proper protection for scripts and

 text books.

4. No messages, stickers, advertisements or written matter of any kind may appear

 inside or on the outside of the bag.

5. Bags must be marked clearly with the only learner’s name and surname.

6. Bags must be placed in a row in front of the next class before school or during

 break.

7. Bags that do not comply with these rules may be confiscated.

8. Hiding the bags of other learners is regarded as a serious infringement.

**14. Textbooks**

1. Textbooks that are provided by the school remain the property of the school and must be kept neat.
2. Lost and/or damaged textbooks must be replaced/paid for by the learner. Textbooks are to be covered in thick plastic. No Decifix is allowed.

**15. Right of possession/ownership**

1. Respect for the possessions of others is regarded as a basic/general rule and learners need to act accordingly.
2. Theft is regarded in a very serious light and the strictest possible sanction, after proof of guilt, will be given in this regard.
3. Learners are encouraged to report any malpractices immediately.

**16. Breaks/rules before school starts/rules after school ends**

1. No learner will be allowed inside a classroom without being accompanied by a teacher.
2. Learners are not allowed where cars, scooters, motorbikes and bicycles are parked during breaks.
3. Learners are not allowed to communicate with any person on the school grounds or at/on the sport ground during school time if such a person is not associated with LHS.
4. No forming of groups is allowed at the toilets.
5. Boys and girls are allowed to communicate with each other in a manner that is acceptable to all. No communication between different genders should be embarrassing.
6. No dangerous games are allowed to be played on the school grounds and learners may not throw objects at each other.
7. Crackers, explosive gadgets and loud yelling are not allowed at all.
8. Skate boards are not allowed during school hours.
9. Areas that are restricted are out of bounds before school and during breaks.
10. All school rules apply when learners are being transported by the school.
11. All school rules and the code of conduct apply for both learners and any guest that may accompany a learner/learners to a school function.

**17. Classroom and academic rules**

1. A learner is expected to do homework and other assignments diligently and punctually. Homework must not be copied.
2. Textbooks and scripts must be at school according to the learners’ timetables.
3. Learners must be on time for class.
4. The following will not be tolerated during class:
* Continuous talking.
* Walking around in class.
* Throwing of objects.
* Eating/drinking/littering.
1. Chewing gum/eating sweets and eating
2. /iced juice (“icies”) are not allowed.
3. Learners are to follow the invigilation timetable when teachers are absent.

**18. Rules for examinations and tests**

1. Appearance and conduct remain the same.
2. Learners may not be in possession of notes, transparent pencil cases, bags for calculators, books or cell phones during tests and examinations.
3. Learners are not allowed to go to the bathroom during test of examination sessions.
4. Any communication (be it verbal or non-verbal) is strictly prohibited.
5. All learners remain in the venue according to examination guidelines.
6. If a learner misses a paper due to illness, a medical certificate has to be shown to the subject teacher and handed in at the office on the first day that the learner is back at school.
7. Learners must provide their own stationery and calculators. Learners will not be allowed to borrow from or lend to other learners.

**19. Electronic media**

1. Cell phones, MP 3 and MP 4 players, earphones and any other electronic media/gadgets must be switched off during school hours and must also be out of sight.
2. Equipment used to commit infringements will be confiscated.
3. Confiscated equipment can be retrieved from the office BY THE PARENT ONLY after R100 has been paid at the financial office.

**20. General conduct**

1. Learners respect all other people and they do not address other people while having their hands in their pockets.
2. Learners must not be arrogant and disrespectful towards teachers/adults/fellow learners.
3. Learners are not allowed to hitch-hike in school uniform.
4. Crude/foul language and hate speech are totally unacceptable.
5. The following is regarded as serious misconduct:
* Threatening others with or use of a dangerous weapon.
* Assault.
* Giving false identity.
* Theft or possession of stolen goods.
* Possession of test papers or examinations papers prior to the test or examination.
* Illegal behaviour, vandalism, destruction or violation of school property.
* Criminal or oppressive behaviour like rape or gender based humiliation.
* Knowingly and deliberately providing false information or false documents in order to receive beneficial advantages from the school.
* Refusal to adhere to the sanctions of the governing body.
* Fraud.
* Conduct that violate the safety and the rights of others.
* Possession of pornographic material/nude scenes or any material that contains sexually explicit scenes/connotations.
* Possession of dangerous weapon.
* Possession of, use of, transfer of and evidence of narcotic or illegal substances, alcohol or hypnotic substances as well as smoking in public or at school functions.
* Under the influence or alcohol or a positive alcohol count.
* Fighting, pushing around others.
* Harassment of teachers by means of sms messages, emails or letters.
* Graffiti, hate speech, racism and sexism.
* Threatening a teacher.
* Transgression of examination or test regulations as specified in paragraph 27 of the Code of Conduct.
* Any form of sexual harassment.
* Transgression of the Code of Conduct for RCL members that can lead to permanent removal of a learner from the RCL.
* Dishonesty.
* Under the influence of alcohol at the school or at a school function where the alcohol level exceeds the 0,050 gram of alcohol per 100ml of blood.
* Under the influence of alcohol, drugs during a school function.
* Refusal to be tested for alcohol and drugs and refusal to be searched/frisked.

**21. Field trips and visits**

**21.1 Behaviour**

1. Behave in a way that is expected of a well brought-up, educated and well-mannered person: modestly and knowing your place – even under provocation. Don’t be loud. Do not attract attention by bad behaviour.
2. All learners are to be transported by the school. Exceptions to this rule must be dealt with in collaboration with the organisers.

**21.2 Dress code**

1. Step-outs and supporters’ gear: winter uniform.
2. Athletics: prescribed athletics attire.
3. Appearance: school rules apply.

DISCIPLINE

I. What is discipline?

The words “discipline” and “disciple” are derived from the Latin word “discere” that means “to learn”. Discipline, therefore, means to learn, to lead or to train. To discipline someone means to be educated/brought up. Discipline is adhered to a young person to encourage acceptable behaviour and to change unacceptable behaviour positively. Discipline is, therefore, a guide on their way towards maturity. Sanction or punishment is a temporary part of discipline. A disciplinary system is incorporated with input from the school and the community. In order to benefit the learner, it is imperative that a healthy and ordered school environment is created where education and tuition can take effectively take place. The focus should be on affirmative guidance and discipline. The disciplinary system should not be based on punishment but should rather set out constructive learning patterns through which learners can be taught how to be responsible and accountable for their actions.

II. Code of Conduct for learners

The SA Schools Act prescribes that the Governing Body – in collaboration with the parents, teachers and learners – sets up/develops a Code of Conduct. This Code must be within the law. The law prescribes that a learner must adhere to/abide by the Code of Conduct.

III. Individual rights and responsibilities

The education law stipulates the following:

i. The learner

Every learner has the right to education up to grade 9 or up to the age of 15.

Every citizen of the country (RSA) has the right to freedom of speech and expression within the constitution of the RSA.

Learners have the right to private possession of property unless the staff suspects that a learner is in possession of an object or objects that are prohibited on the school terrain.

ii. The educator

Because of the educator’s position, he/she has the right to be respected at all times.

It is the right of the educator to perform his/her duties in a disciplined environment.

Learners may not interrupt/misuse the teaching time of a teacher.

Teachers are allowed to reprimand any learner who does not adhere to the school rules. Teachers have the right to private possession of property. No learner or parent has the right to interfere on the professional terrain of the teacher. The teacher has the right to freedom of speech and expression.

iii. The parent/guardian and teacher

It is the responsibility of the parent/guardian and teacher to ensure that school rules are understood. Learners must also be lead to understand the consequences of their transgressions.

iv. Categories or transgressions

Some transgressions are less serious in nature compared to others and applicable intervention will differ from case to case. In order to simplify the distinction in this regard and also to adhere to the education act, transgressions are divided into the following categories (from less serious to more serious).

Any transgression of the laws of the country, while a learner is in the school uniform of Ladybrand High School or while a learner is participating in a school-related activity, will be regarded as a transgression of the school rules and will be dealt with accordingly.

v. The penal system

1. Discipline and the application thereof is regarded as educational assistance and always has the benefit and well-being of the school, community and individual learner at its core.
2. By implementing a penal system, misconduct and other problems are picked up in good time and positive behaviour can be strengthened/encouraged.
3. Penalties/sanctions can only be given by the principal and teachers.
4. Records of the transgressions and the detention given must be well-kept.
5. If necessary the following may be done:
6. Transgressors bay be directed to the deputy-head for assistance.
7. Transgressors’ parents can be contacted and action plans (with the assistance/advice of parents) can be implemented.
8. Detention can be given.
9. The transgressor’s case can be directed to the Governing Body for intervention.
10. Transgressor can be suspended (temporarily).
11. Expulsion.

This penal system is seen as a positive, educative element in the school community in order to serve the best interest of the learners.

vi. The detention system

1. Procedures

1. Transgression of levels 1 and 2 may result in detention. Records are kept of transgressions and detention.

2. Practice

1. Detention sessions take place on Friday afternoons from 12:00 to 15:00. Learners are personally informed of detention sessions. Notices are also placed on the notice boards.
2. Learners will be busy with homework/penalty assignments under the guidance of a teacher throughout the detention session.
3. Learners who misbehave during detention will be given another session the next week. Should a learner misbehave repeatedly during the detention, an internal disciplinary hearing will follow. Repeated misbehaviour during detention will be regarded as disregard of the school’s disciplinary system.