



# LIGBRON ACADEMY

## CODE OF CONDUCT

### SUMMARY OF CODE OF CONDUCT

#### INTRODUCTION

- This code of conduct for learners is intended to provide learners with scope to be themselves without being prejudicial to others. The principles herein contained form the background against which this code functions.
- Education objectives and achievements can be reached only in an atmosphere where discipline prevails.
- A learner experiences security and safety where discipline and authority prevail. It is only in these circumstances that a learner is prepared to venture, take initiative, be creative and study.
- Only where there is order and each learner has self-respect and respect for others, can a happy school community exist where everyone can achieve his/her goal.
- The Biblical foundation for authority and discipline can be found in the Ten Commandments. This school recognizes the authority of the Holy Trinity as Ruler and Creator of the universe, as well as over every individual and over this school, but respects the existence and practice of other religions.

#### OBJECTIVES

**This school strives towards quality education which:**

- Is aimed at a happy, safe, cohabite community for learners, educators and parents.
- Ensures that everyone can achieve the maximum according to his/her ability, interests and realistic expectation, in order that every child is eventually an equipped, dedicated, responsible and serving citizen through continued education based upon the Christian religion and value system;
- In the service of the Holy Trinity, complies with the task and purpose that He has planned for us.

## **THE FOLLOWING OBJECTIVES ARE PURSUED:**

- To provide each learner with the opportunity to function completely in accordance with his/her ability on all Christian educational spheres on which the school may embark.
- To provide each learner with the opportunity to prepare himself/herself to the maximum for adult life and in so doing to be prepared to make the correct choices independently.
- To provide each learner, as a unique individual with his/her specific qualities and needs, with sufficient security and safety to develop and to serve.
- To teach learners to apply the principle of caring for each other and to carry the interests of each other at heart in the spirit of co-operation and support.
- To provide a safe physical environment that will prevent injuries.
- To cultivate good communication between the school and parents as educator partners in order that the best for the child can be realized.

## **EXTRA-MURAL ACTIVITIES.**

Involvement in these activities results in channeling the energy of a learner constructively so as to have less time for mischief. Self-discipline, respect and perseverance are some of the qualities that are developed.

## **FUNDAMENTAL PRINCIPLES UNDERLYING THE CODE OF CONDUCT**

### **The purpose of the Code of Conduct is to:**

- Address instances of unacceptable behavior which are against the Code;
- Bring learners back to an acceptable standard of discipline by the provision of a process of progressive and positive discipline;
- Ensure that steps, where applicable, are taken and applied consequently;
- Safeguard herewith the interests of the School, Educators and Learners;
- Ensure that the procedures are subject to the principles of natural justice as well as the Constitution of The Republic of South Africa Act, 1966 (Act no.108 of 1966), The South African Schools Act, 1966 (Act no 84 of 1966), The National Education Policy Act, 1966 (Act no 27 of 1966), and Schools Education Act, 1995 (Act no 5 of 1995).

## **GENERAL SCHOOL RULES**

### **Punctuality:**

It is expected from learners to be punctual when the school bell rings. Immediate reaction is required. All hall openings and other assemblies must be attended. The rows must dispatch orderly after adjournment.

### **Class changes:**

The changing of classes must take place quietly and orderly. No one is allowed to go to the cloakrooms or to drink water along the way during class change. Only three minutes is allowed for changing. Learners, who are by then not in the class, must report at the office. Keep left in rows during change.

### **Breaks:**

Learners may not leave the school grounds without permission from one of the teachers. Also remember that everyone must help to keep the grounds clean and that rubbish should be deposited in the rubbish bins. No learner is allowed in the classes, on the verandahs of the old building, at the bicycle sheds or the parking area.

### **Cigarettes, liquor and drugs:**

No learner may, on the school premises or in the building or at another school activity, either at the school or elsewhere, (even in private clothes) or in school uniform at any other place, be in possession of / smoke / use liquor or any other drugs / dependence forming / prohibited substances or trade therein.

### **Fighting:**

Learners may not fight (fisting/bump/assault/threaten) on or near the school grounds.

**Buses:**

This code applies in, on and during bus transport and at bus stops. Courtesy must be maintained at all times. Objects may not be thrown around. No shouting from bus windows. All instructions by staff members on duty must be adhered to.

**Sports clothes:**

Prescribed sports clothes for boys and girls are compulsory at school meetings. School going spectators must at all times wear the prescribed school uniform.

**Lapel pins:**

Learners may wear only provincial or school related lapel pins, and only in the year it was awarded.

**Cell phones**

No cell phones may be used during school hours. It will be confiscated and a fine of R100 is payable to receive it back. No learner will be body-searched for a cell phone, but it may not be visible. Cell phones used in lesson presentations are an exception. This rule also applies to extra-mural activities.

**Bicycle shed:**

Bicycles must be placed in the bicycle shed. During breaks nobody is allowed at the bicycle area. If a learner is found there, disciplinary action will follow. Nobody may ride a bicycle on the school grounds. Bicycles must be pushed to the gate and learners must keep to the side of the road.

**Other prohibited areas:**

Learners must consider the administrative part of the building as private.

The passage between the offices is for staff only and not for use by learners. Learners are also not allowed on the sides of the hall during examinations.

**Rules regarding the school grounds:**

Keep everything neat and clean. All over the school grounds rubbish bins are placed into which rubbish must be deposited, including that which any inconsiderate person has left in the area. This also applies to classrooms, cloakrooms and the sports areas. No scribbling on walls, school desks or buildings is allowed. Switch lights off when not in use.

**Breaking of windows or damaging of property:**

Damages to the building or furniture must be reported immediately to the relevant Departmental head. Learners responsible for breaking a window or other damages must pay the replacement or repair costs.

**Permission to leave the school premises:**

The Grade guardian must sign out learners feeling ill, whereupon the secretary must phone the parents. If a learner did not write a test or examination paper due to illness, a medical certificate will be required. Such a learner will be awarded 0, until medical certificate is submitted. It is the responsibility of the learner to catch up on all lost work.

**Truancy (playing hokey):**

No learner may be absent from school for any other reason than illness, except by prior arrangement. Reasonable proof will be required. This is a serious transgression and will be dealt with accordingly.

**School functions:**

School clothes, either at sports or cultural occasions, must be worn, except by prior arrangement otherwise, in which case it should be neat and appropriate.

**Lost articles:**

When lost articles are found on the school grounds, they must be handed in at reception. If a learner himself has lost an article, it may be reported to the reception desk. It is not the responsibility/duty of the school to search for lost or stolen cell phones.

**Throwing of objects and discharge of crackers:**

No crackers may be discharged or fired on the school grounds. No objects such as stones, acorns, clods or chalk may be thrown around. No shooting with elastic bands or any form of catapult is allowed. Water- and/or stink bombs may under no circumstances be thrown amongst learners. No fire arms/knives are allowed on the school grounds.

**LRC:** Learners must obey the LRC at all times and may not backchat them.

**School bags:**

School bags must be of sturdy material with hard divisions. School bags may not be pasted over or be scribed with indecent slogans or foul language. The prescribed school bag is available from Highveld Office Supplies in Kerk Street. No stickers of graffiti is allowed on school bags.

**Appearance:**

Learners must address/greet a staff member as well as all visitors while standing and in the correct manner (sir/miss/madam).

**Prohibited area:**

During breaks no one, except the LRC on duty, is allowed on the steep, in the square, between blocks A and B, or between the centers.

**General:**

- Smoking by minors is prohibited by law, thus smoking on school grounds, buildings, pavilions, etc is totally illegal. Learners may not smoke in school clothes, even outside the school premises. Smoking will incur serious disciplinary measures.
- Learners may not be in possession of matches or lighters
- Possession or use of any form of alcohol will be dealt with and punished severely according to the disciplinary code.
- Learners who smoke harm their own health and therefore smoking on the school grounds, in buildings or class rooms is prohibited. Learners may not smoke outside the school" grounds when in uniform. Severe action will be taken against smokers, as well as those that smell of smoke.
- Learners may not be in possession of matches, tobacco or lighters.
- Any learner guilty of bringing in and/or using alcoholic beverages, and/or drugs and/or any other dependence forming and/or prohibited substances on the school grounds and who used such substances and entered the school thereafter, will be dealt with, in terms of the disciplinary code.
- Cloakrooms must be kept clean, and are no place for gathering.
- No paper or any rubbish may be thrown on the school grounds.

**Absence:**

- Learners may not leave the school grounds during school hours without the permission of the secretary at reception, or without the permission of the person responsible for discipline.
- If a learner becomes ill during school hours, or has a doctor's appointment, he/she must report at the office - after permission from the subject teacher has been given. A permit will then be handed to the class leader and his parents must fetch the learner.
- Strict action will be taken against learners who leave the class without permission, absconders and truants.
- Parents are requested to limit doctor's and other appointments to a minimum, during school hours.

**Rules in the class room:**

- Educator must be respected.
- No cell phones may be brought to school.
- No learner may play in the classroom or the centers, wander around in class or disrupt a class.
- No learners may be late (after the second bell) for a class period.
- The tuck shop may not be visited during periods unless a learner has a free period No learner may eat or drink in the class.
- Learners must obey class leaders.

**GRIEVANCES**

- A learner, who feels aggrieved by any incident regarding school matters, must put his/her grievance in writing and hand it in at his/her class guardian.
- If the class guardian cannot solve the problem meaningfully and to the satisfaction of the learner, within three (3) school days after receipt thereof, the matter must be referred to the subject head.
- The subject head must try and solve the problem within three (3) school days.
- If the subject head cannot solve the problem meaningfully and to the satisfaction of the learner, it must be referred to the Principal who must make a decision within five (5) days after receipt.
- The learner must be notified in writing of the decision of the Principal.

- If the grievance is aimed at an educator, the grievance is referred directly to the Principal and if the grievance is aimed at the Principal or a deputy, it must be referred to the Governing body.
- The educator/principal/deputy principal must submit comments in such a case prior to the governing body dealing with the matter.
- No learner may be victimized because he/she has registered a grievance.
- The grievance procedure is not an alternative to disciplinary action.

**(The procedures are fully set out in the Code of Conduct)**

### **NON-SERIOUS TRANSGRESSIONS**

- The disciplinary committee must grant the learner and the educator the opportunity to put their respective cases, whereupon the Disciplinary committee will take a decision.
- The decision of the disciplinary committee is final and binding on both parties.
- The sanctions which can be imposed, must be in relation to that contained in the Code

### **SERIOUS TRANSGRESSIONS**

- Any incident of serious transgression must be reported to the Principal in writing. A learner may not be formally charged before a written, signed statement, with a charge, accusation or allegation or complaint against a learner, has been handed to the Principal, with the understanding that the Principal himself is not prohibited from making a complaint against the learner.
- Any misbehavior reported that also includes a crime in terms of any South African law, will be independently investigated by the South African Police Service which does not release the learner from possible disciplinary action. Such behavior will be viewed seriously throughout.

### **DISCIPLINARY MEASURES**

**Transgression or contempt of code of conduct could result in any of the following actions:**

- Break contemplation / detention.
- Community service.
- Upkeep of the school grounds, -gardens, bathrooms, -desks, or any school property.
- Confiscating of school rules and payment of subsequent confiscation fees.
- Forfeiture of certain privileges, e.g. attending school functions (like Matric farewell} wearing of school uniform, class attendance, etc.
- Learners that drive recklessly or dangerously on bicycles, motorbikes or cars, on school grounds, could be liable to confiscation of the vehicle involved. The learner could also be prohibited from entering the premises on anything, but per foot.
- Record on the disciplinary control sheet.
- Written or formal warning.
- The parent / guardian of any learner who deliberately misuses, damages or defaces any school property, could be liable for the said damage or replacement of the article, or be held responsible for the damage.
- Apart from the preliminary sanctions, a committee of the governing body could, in serious cases, recommend suspension or expulsion of the learner to the Head of the Department.

A learner must realize that unacceptable action always involve consequences. Discipline is viewed as positive educational support and has the benefit and welfare of the learner, the school and the community as its purpose. It protects all the role-players in the school community. To detect problems at an early stage and to address it, it is essential to keep record thereof. At this school it is done by means of the disciplinary control system.

### **GENERAL PRINCIPLES IN CASES OF MISCONDUCT BY LEARNERS**

The Code of Conduct has as starting point the balance of the interests of the learning environment and structure as well as those of the learner and co-learners, the parents and legal guardians. Based on this premise the Constitutional rights of the interested parties are recognized and guaranteed.

## **RIGHTS OF LEARNERS**

### **In general, learners have the right to:**

- Fair procedures and participation in decision-making with regard to matters which are directly applicable to them;
- Equal treatment and not to be subjected to unfair discrimination;
- Privacy and respect for his/her dignity;
- Not be punished in a cruel, inhumane or degrading way, which includes, but is not limited to, solitary confinement or detention;
- Freedom of expression and speech, limited and subject to the rights of other persons, furthermore that it may not lead to the disruption of school activities and with the condition that vulgar language, personal accusations and insubordination shall not be tolerated.
- Congregate peacefully on the school ground at a time and place determined by the Principal
- An agreed grievances procedure with regard to school activities and a right to appeal;
- The use of the school premises and logistical aids acquired, developed and maintained for the benefit of the learners, at present as well as in the future, and therefore every learner has the privilege and responsibility to use the facilities and equipment in such a way that other learners (present and future), may also enjoy the same privileges.

## **FORMS OF MISCONDUCT**

- The Code endorses a system of speedy, just, correct, consistent, educational and progressive disciplining. Misconduct is classified according to the nature thereof as defined in this Code as well as set out in the School rules and the rules regarding dress, as serious or non-serious in conduct. It must be mentioned that in terms of this Code, certain forms of misconduct will be considered as serious and treated as such and that certain forms of misconduct, although in principle considered to be non-serious, will be considered as serious in view of the specific circumstances and repetitive nature thereof and on conviction be met with the same sanction as serious misconduct.
- Should a learner deliberately and without any valid reason refuse and/or avoid any punitive measures, it shall be addressed as serious misconduct in terms of the Code.

## **NON-SERIOUS MISCONDUCT**

### **Hair rules:**

Boys and Girls: all transgressions of hair rules.

### **Appearance**

Boys and Girls: all transgressions regarding uniform, sportswear and other appearance rules.

### **General Rules:**

- Textbook/script/homework/ EGD instruments not at school
- Homework incomplete or not done.
- Late for school.
- Letter of absence not handed in.
- Parent/ guardian did not sign diary to take note of specific school matter.
- Disrupt class during change of periods.
- Acting in a disruptive manner during opening in hall/assembly slab or late at opening.
- School bag in the wrong place.
- Hiding school bag of another learner.
- Hands in pockets (boys).
- Acting arrogantly / without respect towards educator / adult / public.
- Ignore a direct request / command of an educator.
- Slip a period.
- Swearing.
- Unacceptable conduct in public in school clothes.

- Fighting.
- Lost diary.
- Let sports teams down by staying away without notice.
- Out-of-bounds areas transgression.
- Eat or mess in class.
- Leave the class or the school premises without permission.
- Use of cell phone during class period / visible possession of a cell phone.
- Cribbing of homework or allowing another learner to crib.
- During supervision out of class/ at the wrong place.
- Not at opening/ closing.
- Change official correspondence in handbook with "tippex".
- In possession of crackers/fireworks/explosives.

**Transgression of class policy:**

- Late for class.
- Continuous talking in class.
- Walk around in class without permission.
- Throwing things in class; and/or
- The specific transgression of any policy while in a specific class or department or set by an educator in specific classes.

**SERIOUS MISCONDUCT**

- Repeated conviction of minor non-serious transgressions.
- Fighting
- Arrogant/ disrespectful behavior towards any educator/ adult
- Leaving a classroom/ the school premises without permission
- Serious threatening, disrupting or frustrating of education and teaching in classroom.
- Involvement in conspiracy to disrupt the orderly run of the school.
- Degrading of the dignity of any other learner or person.
- Distribution of and/or in possession of any test or examination material that will enable persons to obtain an unfair advantage in a test or examination.
- Dishonesty during a test or examination or any other assessing process.
- Involved in/guilty of public indecency.
- In possession of, or the distribution of pornographic or indecent material.
- Under the influence of, or in possession of alcohol.
- Discharge of crackers/ fireworks on school premises.
- Failed to abide by or to keep punishment- or suspension measures as correctional step, or refusal to undergo such measures.
- Falsifying of any school document or signature.
- Smoke/ in possession of cigarettes/ in presence of smokers.
- Driving of a motor vehicle or motorbike in an irresponsible way on the school premises/ unlicensed motor vehicle/ motorbike on the premises.
- Bribing or attempt to bribe other persons, as well as trying to get access to test or examination papers by means of an unfair advantage.
- Fraud
- Theft and/ or dishonesty.
- Be in possession/the use of/ trafficking in any drugs/dependence forming/ prohibited/harmful substances.
- In possession of any dangerous weapon.
- To hold any other person hostage.
- Malicious damage to property.

**HOSTEL RULES**

The Code of Conduct as set out above applies *mutatis mutandis* in respect of the behavior of learners in the hostel: provided that should a learner receive a sanction of suspension/expulsion at the School, he/she is regarded as being suspended/expelled from the hostel, but suspension/expulsion from the hostel does not necessarily imply that the learner is suspended/expelled from the school.

**(An additional set of rules is available for hostel learners)**

## **DRESS RULES**

### **GIRLS**

#### **Hair.**

- Hair must be neat;
- Hair hanging over the collar must be tied back;
- The fringe must be neat, short or pinned out of the eyes;
- Hair may not hang over the eyebrows;
- No colouring (temporary or permanent) or highlights are allowed;
- Braided hair may not be coloured;
- Red, yellow or blue bands/ribbons/ elastic bands may be worn;
- No shiny hairpin/bobby pin may be used.
- Hair may not be worn shorter than a four comb length.
- Weaves must be the prescribed colour no 4, no mixed colours
- Twists no thicker than a pencil
- Fringes may not cover eyebrows
- Afro's must be blown out neatly
- Dreadlocks must be woven (no in woven dreads)
- No shaven heads
- Hair may be braided straight to the back
- Brazilian weaves only for senior girls (Gr 11 and 12)
- Plaited hair in a pony – no thicker than a fist
- Plaited corn rows are allowed, but not in patterns

#### **Shoes and socks**

- Flat, black girl's shoes with a strap over the bridge, but no lace shoes;
- White or dark blue school socks that are neatly folded over but not rolled up.

#### **School blouse and skirt**

- In summer the girls wear the light blue blouse without the tie
- In Winter the girls wear the light blue winter blouse, with dark blue tie with the dark blue pants or skirt with long navy blue socks
- May not be rolled up the skirt to look shorter;
- When a girl stands erect, with her hands along her sides, the dress may not be shorter than 2 fingers above her knee;

#### **Jerseys and jackets**

- Blue pullovers must fit neatly and must not be purchased too large;
- Sleeves may never hang over the hands;
- Blazers (blue) are compulsory throughout the year;
- No tracksuit tops may be worn with school uniforms
- Provincial colours may be worn on Fridays, but only full formal colours, no track suits and it may not be mixed with school clothes

#### **School tracksuits**

- School tracksuits may only be worn to sports meetings;



## **Scarves**

- Only blue scarves, as available at the book shop, may be worn in winter;

## **Jewellery**

No jewelry may be worn with school clothes except:

- Ordinary watches.
- Medic Alert disks or bands.
- Signet rings.
- Earrings: Only a small ring (1 cm in diameter) or a small gold or silver stud. Only one eardrop per ear is allowed and it must be at the bottom of the ear lobe, not higher up on the ear-lobe.  
BUT No tongue or nose "studs"/ rings  
No diamonds or any other coloured stone studs are allowed.

**All illegal jewelry will be confiscated**

## **Make-up**

- No form of make-up may be worn.

## **Nails.**

- May not be seen from the inside of the palm;
- No nail polish (coloured) may be worn.

## **Dress code for civie days**

- Long pants or knee pants, but no shorts are allowed
- No tight fitting miniskirts or mini-dresses
- No part of the stomach may show (short tops)
- Tops - no revealing neck lines
- Tops – no shoe-string tops – must have sleeves

## **BOYS**

### **Hair**

- With the head in upright position the hair may not touch the shirt collar.
- The hair may not be cut in steps.
- On the sides the hair may not touch the ears when combed down.
- Along the temples the hair may not be worn longer than the middle of the ear.
- Tufts must be combed down to at least 2cm above the eyebrows.
- Hair must not be longer than 5 cm on top of the head.
- Hair must be combed in such a way that it does not stand straight up.
- Hair may not be dyed or bleached. If this rule is transgressed, it shall be expected from the parents to carry the costs to redo the hair to its original color. No thin pigtails or any plaits will be allowed.
- No beads may be worn in the hair and also no dreadlocks, planish or waves.
- Hair may not be worn shorter than a number four comb
- No gel or hair wax
- A "boys' cut" hair style is recommended
- No Afro's allowed
- No woven hair style, especially patterned weaves
- No "pages" allowed
- If hair is not correct during hair inspection, the learner will be sent home to correct it

### **Sideburns and moustaches**

- No sideburns or moustaches are allowed.
- Shaving must be done regularly.
- Stubble-beards are not permitted.

- If beards are worn according to religious prescriptions, a formal written application must be submitted and permission granted by die School Governing Body

### **Nails**

- Nails must always be neat and cut short.

### **Jewelry**

- Ordinary watches only

### **School clothes (uniform)**

- Grey long or short pants with light blue shirt (short or long sleeve) and navy blue school tie.
- Blazers are compulsory throughout the year and may only be worn with school clothes;
- Black school shoes, no pointed shoes or buckle shoes;
- Only a school jersey may be worn under the blazer;
- Only the prescribed blazer/jersey/scarf/head-gear or gloves may be worn with school clothes;
- Only grey socks are allowed;
- No trouser-legs may be narrowed down to fit tighter around the legs;
- Provincial colours may be worn of Fridays, no tracksuits/ tops. Do not mix with school clothes. Must be full formal colours with jacket and tie.

## **SCHOOL CLOTHES**

### **CLOTHING LIST: BOYS**

- \* Blazer (school badge on pocket)
- \* Dark blue jersey / pullover
- \* Grey long pants / short pants  
(short pants: at least 6 cm showing under blazer)
- \* Light Blue shirt
- \* Navy Blue School tie
- \* Grey socks
- \* Waxable lace-up/buckle black shoes/or without laces  
(NO SUEDE SHOES)

### **CLOTHING LIST: GIRLS**

- \* Blazer (school badge on pocket)
- \* Dark blue jersey / pullover
- \* School skirt (Navy socks with stripe)
- \* Navy ski-pant
- \* Light Blue 3/4 blouse
- \* Navy pullover with pants
- \* Navy long pants (Navy socks)
- \* Light Blue long sleeve shirt (Winter)
- \* Navy pantyhose (Winter)
- \* Navy Blue School tie
- \* Black school shoes with strap across foot