

## SCHOOL RULES AND CODE OF CONDUCT

### A: GENERAL

1. Always be courteous and considerate towards others, maintain good manners and use sound judgment.
2. Always greet courteously and with respect. Address educators as Sir or Ma'am.
3. Be friendly at all times and act obligingly towards others.
4. It is expected of learners to stand up when they address teachers or when they are addressed by teachers.
5. Boys are not allowed to walk or stand with their hands in trouser pockets.
6. Stand up straight and do not lean against the walls.
7. Chewing gum is not allowed on the school premises.
8. Eating is strictly prohibited during class and during interchange of classes.
9. No ball games are allowed between classrooms, at gates or on pavements.
10. The use of fireworks on the school premises is strictly prohibited.
11. Use of school facilities during holidays is strictly subject to the prior consent of the school principal and will only be allowed to enrolled learners of Louis Trichardt High School.
12. No trading or business activities may occur on the school premises.
13. No learner may sit or stand on stairs, at the gates or in passageways thus blocking the easy flow of traffic.
14. No learner may drive a motor cycle or motor vehicle on the school premises without the applicable driver's license.
15. No learner may exhibit any form of intimacy in public while he/she is under the jurisdiction of the school. This includes holding hands, kissing or walking around with arms around the shoulders.
16. No person who is/was not an enrolled learner at Louis Trichardt High School will be allowed to wear any part of the school uniform or sports clothes.
17. No activities are allowed on the school sports grounds on Sundays.
18. No discrimination or victimisation on the grounds of gender, race, sexual orientation or faith will be tolerated.

### B: RULES OF ORDER

#### 1. SCHOOL DAY

Commences: 6:50

Adjourns: 13:45

#### 2. SCHOOL PREMISES

Learners are not allowed to leave the school premises or enter prohibited areas during school hours without pre-obtained authorisation.

#### 3. SCHOOL ATTIRE

- School uniforms must be clean and neat.
- No badges that are not school related may be worn, especially on blazers.
- No learner may wear honorary colours if it had not been awarded to him/her.
- No form of body art (tattooing) may be visible when the school uniform is worn or when a learner participates in sport. IT MUST BE COVERED.
- Wearing of body jewellery such as nose rings, tongue or eyebrow jewels are strictly prohibited.
- During a normal school day or exam times, no learner will be permitted on school premises if he/she is not dressed in the correct school uniform. This is also valid in cases of attendance of extra classes, for information or for disciplinary procedures.
- No traditional wear or other alteration of the school uniform will be acceptable without permission of the school governing body.
- Full tracksuits are not acceptable as school uniform.
- The tracksuit top/sport jacket must be fastened at all times.

#### 4. GIRLS SCHOOL WEAR:

SET 1: SUMMER (1 September - 1 April)	SET 2: WINTER (1 May - 31 August)
<ul style="list-style-type: none"> <li>• White short-sleeve school blouse with badge on pocket, sides slit open</li> <li>• Shirt may hang over skirt</li> <li>• Maroon skirt: may not be narrowed down: length 4 cm above knee, waistband may not be folded over</li> <li>• White school socks neatly folded over at ankles</li> <li>• Black tie-up or buckle school shoes – NO FASHIONABLE BALLET SHOES OR CANVAS SHOES</li> <li>• No tie is worn with uniform</li> <li>• Maroon pullover or jersey may be worn</li> <li>• No grey long pants</li> </ul>	<ul style="list-style-type: none"> <li>• White school shirts must be buttoned-up at the wrist or neatly folded to just above the elbow. If a tie is worn, the top button must be fastened and the tie neatly tightened.</li> <li>• Grey school pants, NO OTHER FASHIONABLE GREY TROUSERS</li> <li>• In winter (<b>1 May to 31 August</b>) grey knee-high socks</li> <li>• Maroon skirt together with grey knee-high school socks, folded over to display colour bands</li> <li>• Black school shoes, lace-up or buckles – NO FASHIONABLE BALLET SHOES OR CANVAS SHOES ARE ALLOWED</li> <li>• Tie optional</li> </ul>

<b>SET 1: SUMMER (1 September - 1 April)</b>	<b>SET 2: WINTER (1 May - 31 August)</b>
<ul style="list-style-type: none"> <li>No grey socks</li> </ul>	<ul style="list-style-type: none"> <li>Maroon pullovers optional.</li> <li>No summer uniform may be worn during winter</li> <li>No summer clothing is allowed in the winter</li> </ul>

#### **4.1. RULES IN REGARD TO GIRLS' SCHOOL UNIFORM:**

- Girls may only wear maroon ski pants under the maroon skirt, no other underwear should be visible.
- CAUCASIAN GIRLS: White or cream bra and/or camisole without printing may be worn under school shirt only; NO BLACK OR BRIGHTLY-COLOURED UNDERWEAR MAY BE WORN UNDERNEATH THE WHITE SCHOOL BLOUSE.
- AFRICAN GIRLS: Only white or black bra and camisole without printing may be worn under school blouse. NO BRIGHTLY-COLOURED UNDERWEAR MAY BE WORN UNDERNEATH THE WHITE SCHOOL BLOUSE.
- If a learner is not dressed in accordance with the prescriptions, the learner will be sent home summarily to dress herself according to school rules and parents will be contacted.

#### **4.2. JEWELLERY AND MAKE-UP**

- No brightly-coloured (neon) wristwatches are allowed.
- No watches with charm bracelet attachments may be worn.
- No bracelets (plastic, rubber or leather) are allowed. Medical notification bracelets are allowed.
- Wearing body jewellery such as nose rings, tongue rings or eyebrow piercings are prohibited.
- Earrings: only one pair worn through a hole in the lobe of the ear. Only gold, silver, pearl and diamond studs (no bigger than 5mm) or "sleepers", (no bigger than a 10c coin). No coloured stones. No attachments to sleepers. NOTHING MAY BE ATTACHED TO THE EARRING. Earrings must be identical in both ears.
- Only one signet ring may be worn.
- No make-up (no foundation / base, eye pencil, mascara, lip gloss, lipstick)
- No false lashes, coloured nail enamel or false nails.
- Only colourless cutex is allowed, no bling-bling or glittery pieces.
- Nails must be neatly cut short and clean.
- No form of body art (tattooing) may be visible when the uniform is worn or when sports events are attended.

#### **4.3. HAIR:**

- Must be natural and neat.
- Any noticeable change in hair colour will be regarded as a serious transgression and will be treated accordingly.
- Long hair must be fastened when it touches the shirt collar in ONE or TWO ponytails.
- All fringes must be above the eyebrow line, longer fringes must be pinned up.
- No hair strings are allowed. It must be neatly pinned back.
- FASTENERS: clamps, elastics, ribbons may only be white, black, yellow or maroon. RED OR NEON YELLOW IS EXCLUDED. RIBBONS MAY NOT HAVE DOTS, PICTURES, OR ANY PRINTING ON THEM. HAIR PINS MAY NOT HAVE "BLING-BLING", DIAMONDS OR SILVER BLING. NO MATERIAL FLOWERS OR CROCHETED HEADBANDS.
- AFRICAN HAIR: must be neatly styled. One or two ponytails if the hair is long enough to touch the collar. Black has no shading, so extensions and hairpieces may only be black. NO RED, BROWN OR PINK SHADES. NO OTHER COLOUR HIGHLIGHTS IN HAIR. Hair must be secured with elastics or ribbons, NOT WITH CLAMPS OR OTHER HAIR. Hair may not extend lower than the waistband of the skirt. Hair should not be too "big" or "too much". If it is, everything should be fastened with pins.
- Incorrect adornments in hair will immediately be removed and confiscated. She will be sent home to rectify her appearance and parents will be contacted.
- Girls that have coloured hair which goes against the school rules will be sent to Miss Lochner.

#### **5. BOYS School wear:**

<b>SET 1: SUMMER (1 September - 1 April)</b>	<b>SET 2: WINTER (1 May - 31 August)</b>
<ul style="list-style-type: none"> <li>Khaki shirt and shorts</li> <li>Knee-high grey socks, neatly folded over so that stripes are visible.</li> <li>Only black leather upper school type shoes with rounded tips –laces or slippers, Bata/Bronx.</li> <li>Maroon pullover or jersey</li> <li><b>NO GREY LONG PANTS</b></li> </ul>	<ul style="list-style-type: none"> <li>White school shirts must be buttoned-up at the wrist or neatly folded to just above the elbow. If a tie is worn, the top button must be fastened and the tie neatly tightened.</li> <li>White long sleeve school shirt</li> <li>Grey school trousers with suitable black belt.</li> <li>Knee-high grey school socks with school colours stripes.</li> <li>Only black leather upper type shoes with rounded tips, lace-up / slip-ons, Bata / Bronx.</li> </ul>

SET 1: SUMMER (1 September - 1 April)	SET 2: WINTER (1 May - 31 August)
	<ul style="list-style-type: none"> <li>• Long-sleeved maroon school shirt.</li> <li>• Blazer, maroon jersey or pullover – optional.</li> <li>• Tie is optional.</li> <li>• <b>NO KHAKI SCHOOL CLOTHES</b></li> </ul>

### 5.1. RULES WITH REGARD TO BOYS' SCHOOL UNIFORM:

1. Prescribed school uniform is COMPULSORY
2. Every Triegie boy should be identifiable according to the school uniform.
3. No untidiness will be tolerated
4. No loose tie, unbuttoned shirt or shirts hanging out
5. No rolled-up trouser legs, trouser pants may not be rolled up, stitched down so that they resemble ski pants. It must be loose fitting.
6. No beanies, caps or other head coverings may be worn with the school uniform. The official school beanie may only be worn in winter (1 May to 31 August) and never in the classroom or hall.
7. Pullover may not be worn over the jersey.
8. Trousers (long or short), may not sit below the waist.
9. No 'vellies', canvas shoes, black sneakers or pointy shoes are allowed.
10. No exaggerated buckles on shoes or belts.
11. Only white vests or t-shirts may be worn underneath the shirt as long as it is not visible.
12. If the learner transgresses any of the prescribed rules he will be sent home immediately to dress appropriately and parents will be contacted.

### 5.2. JEWELLERY:

1. No rings, earrings, chains, bracelet (plastic, leather, rubber) are allowed. Only medical information bands are allowed.
2. If any of the above is found in the possession of a boy it will be confiscated and only returned at the end of the year upon request.
3. The wearing of body adornments such as nose/tongue rings or eyebrow piercings are prohibited.
4. No form of body art (tattooing) may be visible when the school uniform is worn or sports events attended.
5. No brightly-coloured (neon) wristwatches are allowed.
6. No watches with charm bracelet attachments may be worn.

### 5.3. HAIR AND APPEARANCE

1. Hair may not be coloured.
2. Hair must be short on the sides and at a suitable length on top – "short sides and back".
3. Hair may not reach the ears or the collar.
4. Fringes may not touch the brow line – two finger breadths above eye.
5. No alien or strange hairstyles are acceptable.
6. Hair must be clean and neat at all times.
7. AFRICAN HAIR: no strange or unconventional hairstyles are allowed. No patterns may be shaved into the eyebrows or hair. NO BRAIDS OR WEAVES ETC.
8. No long side-whiskers (sidies).
9. Boys must always be cleanly shaved. If not, an old razor will be given to the learner to shave at school. No visible moustaches or stubble (designer beards) allowed.
10. Short clean nails.
11. IF A BOY REFRAINS FROM HONOURING ANY OF THE ABOVE ARRANGEMENTS, HE WILL BE SENT HOME SUMMARILY TO CORRECT HIS APPEARANCE. PARENTS WILL BE CONTACTED.

### 5.4. ATTIRE ON COLD DAYS

The following may be worn in combination with any of the above sets:

- Blazer.
- School jersey.
- Merit jacket.
- Beanies may not be worn during assembly in the hall / quad or during class time.

**IF A LEARNER EXPERIENCES PROBLEMS WITH THE CORRECT SCHOOL DRESS CODE (FOR EXAMPLE SHOES OR FEET HAVE BLISTERS WHICH NECESSITATES WEARING A SUBSTITUTE), THE LEARNER SHOULD PRESENT A LETTER FROM THE PARENTS IN WHICH THE SITUATION IS EXPLAINED TO MS JOUBERT (GIRLS) OR MR BARNARD (BOYS) DURING REGISTER PERIOD WHEN A PERMISSION LETTER WILL BE ISSUED.**

### 6. SPORTS WEAR

The prescribed sportswear:

- The sportswear must be purchased individually. First teams wear may change from time to time which will be announced to players by the coach.
- The school has a specific jacket for all the first team members of the school. This jacket must be purchased individually with permission from the school.

- The school tracksuit with sports shoes may be worn to all sports events. Take note: no slip-ons may be worn with tracksuit or sportswear.
  - Sponsorship sportswear must comply with the requirements of the policy for sponsorship as stipulated by the school governing body.
  - The policy must be scrutinised attentively before any sponsored clothes are ordered or manufactured.
  - The prescribed procedure regarding sponsorship should be strictly adhered to in order to avoid any dissatisfaction regarding unacceptable wear.
  - All participants and spectators should be cleanly shaved when they represent the school.
- THE NORMAL RULES ALSO APPLY WITH REGARD TO THE FASTENING OF GIRLS HAIR.

<b>ATHLETICS BOYS AND GIRLS</b>	<b>CRICKET BOYS AND GIRLS</b>
<ul style="list-style-type: none"> <li>• Maroon shorts and athletics vest.</li> <li>• Short <u>maroon</u> ski pants may be worn only during participation in the event.</li> </ul>	<ul style="list-style-type: none"> <li>• White cricket trousers.</li> <li>• White golf shirt</li> <li>• Cricket shoes or sports shoes.</li> </ul>

<b>RUGBY U/14 UP TO 2<sup>ND</sup> TEAM</b>	<b>NETBALL U/14 UP TO 2<sup>ND</sup> TEAM</b>
<ul style="list-style-type: none"> <li>• Maroon rugby shorts</li> <li>• Maroon and yellow striped rugby jersey.</li> <li>• Maroon rugby socks with rugby toks</li> </ul>	<ul style="list-style-type: none"> <li>• Maroon pleated skirt with yellow inset panels.</li> <li>• Sleeveless Triegie shirt</li> <li>• Short white socks, folded over</li> <li>• ONLY recognised netball court shoes are acceptable.</li> <li>• Only short <u>maroon</u> ski pants may be worn.</li> </ul>

<b>RUGBY FIRST TEAM</b>	<b>NETBALL FIRST TEAM</b>
<ul style="list-style-type: none"> <li>• White rugby shorts</li> <li>• Jersey and socks are supplied, according to prescriptions</li> </ul>	<ul style="list-style-type: none"> <li>• Netball wear as chosen by team and coach.</li> <li>• Must be in accordance with school colours.</li> <li>• Length is determined by coach.</li> <li>• Short white socks, folded over.</li> <li>• ONLY recognised netball court shoes are acceptable.</li> <li>• Only short <u>maroon</u> ski pants may be worn.</li> </ul>

<b>SWIM GIRLS</b>	<b>SWIM BOYS</b>
<ul style="list-style-type: none"> <li>• Approved one-piece swimsuit.</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably a Speedo swimsuit.</li> </ul>

<b>SOCCER</b>	<b>GOLF</b>
<ul style="list-style-type: none"> <li>• Official team-wear, as determined by coach, must be purchased, according to school colours.</li> </ul>	<ul style="list-style-type: none"> <li>• Khaki trousers</li> <li>• Shirts will be provided</li> <li>• Only recognised golf shoes are compulsory</li> </ul>

<b>TENNIS BOYS &amp; GIRLS</b>	<b>CYCLING BOYS &amp; GIRLS</b>
<ul style="list-style-type: none"> <li>• Maroon shorts</li> <li>• Triegie shirt (sleeveless or with sleeves)</li> <li>• Short white socks folded over</li> <li>• Only recognised tennis shoes.</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised / approved cycling wear</li> <li>• Sports shoes / cycling shoes</li> <li>• Helmet and gloves compulsory</li> <li>• Sunglasses optional</li> </ul>

<b>HOCKEY: GIRLS U/14 UP TO 2<sup>ND</sup> TEAM</b>	<b>HOCKEY: BOYS U/14 UP TO 2<sup>ND</sup> TEAM</b>
<ul style="list-style-type: none"> <li>• Maroon skirt with yellow panels.</li> <li>• Sleeveless Triegie shirt.</li> <li>• Maroon socks – ‘hockey’ lettering in yellow.</li> </ul>	<ul style="list-style-type: none"> <li>• Triegie golf shirt.</li> <li>• Maroon Triegie ‘Board Short’</li> <li>• Maroon socks – “hockey” lettering in yellow.</li> </ul>

<b>HOCKEY: GIRLS U/14 UP TO 2<sup>ND</sup> TEAM</b>	<b>HOCKEY: BOYS U/14 UP TO 2<sup>ND</sup> TEAM</b>
HOCKEY FIRST TEAM GIRLS	HOCKEY FIRST TEAM BOYS
<ul style="list-style-type: none"> <li>• White skirt with maroon and blue inset panels.</li> <li>• White skirt with blue and maroon insets.</li> <li>• Maroon and white striped socks.</li> </ul>	<ul style="list-style-type: none"> <li>• Maroon Triegie “Board Short”</li> <li>• White shirt with maroon and blue inset.</li> <li>• Maroon socks.</li> </ul>

## 7. SCHOOLWEAR FOR OTHER OCCASIONS

### 7.1. ATTIRE FOR TOURS, CONCERTS, ETC

- The nature of the function or tour will determine the attire.
- It will be announced timeously.

### 7.2. SPECTATORS AT SPORTS EVENTS

- Spectators wear normal school uniform or neat khaki long trousers (boys) or khaki knee-length pants with Triegie shirt.
- Only school shoes or acceptable sports shoes.

### 7.3. CULTURAL ACTIVITIES

- Normal school wear is required except where a specific activity necessitates other attire.

### 7.4. CASUAL DAYS

- No exhibitionist clothing, chest-revealing tops, logos, etc.
- Shorts should cover a minimum of half the upper leg.
- Miniskirts or dresses: a maximum of 4 fingers above the knee. Skirts should be long enough to allow climbing of stairs without concern for propriety.
- No spaghetti straps on tops – shoulders should be covered.
- No midriff should be exposed with any attire.
- Underwear may not protrude, neither may clothes be of see-through material.
- No body-hugging parts for boys and girls.
- Normal school rules regarding make-up, jewellery and appearance apply.

### 7.5. FULL (HONORARY) COLOURS

- Learners who have been awarded full colours may attach the coloured braid bordering the blazer.
- The merit badge and the braid may only be purchased with permission from the school.
- ONLY learners who qualify for honorary colours may wear it.
- NO OTHER LEARNERS may wear an HONORARY COLOURS blazer.

### 7.6. MATRICULANTS

- When matriculants decide on drastic hairstyle changes and colours for the matric farewell, it must be removed and corrected according to the school rules for the following school day.

### 7.7. SCHOOL BAGS

School bags used by learners must meet the following requirements:

- The bag must consist of a study material that properly supports school books or separate sections must be inserted in the bag.
- The bag must be of ample size to handle all the books required for a specific school day.
- No writing or scribbling on bags is allowed.
- Bags should always be under supervision in order to curb theft.
- Before school, bags are placed neatly next to the register class.
- At the beginning of each period, bags are placed next to the class that follows.

## 8. THE ROLE OF LEC MEMBERS AND LEARNER LEADERS

- LEC members and class leaders, together with the staff are responsible for general school discipline.
- It is expected of LEC members to accompany learners who contravene school rules immediately to the staff member on duty in order to follow line functions.
- All school rules are applicable to school leaders.
- If any LEC member or prefect commits any serious transgression such as:
- Alcohol abuse, drug abuse, theft, fraud, sexual misconduct and refusal of duties, THE PERSON IN QUESTION WILL BE SUMMARILY RELIEVED OF HIS/HER OFFICE.
- All learners are expected to comply with any reasonable command given by a LEC member, prefect or school leader, and should support and cooperate with them in the proper execution of their duties.

- LEC members, prefects and school leaders will not be acquitted from any school rules and action will be taken against them should they transgress.

## **9. PUNCTUALITY**

- If a learner arrives late, he needs to submit a written apology from his/her parents.
- Learners arriving late must first report to the office before going to the class in question.

## **10. CIRCULATION OF LEARNERS**

### **10.1. BEFORE SCHOOL**

- Learners must already be at their register classes by 6:50.
- Late arrivals will not be tolerated, STRICT action will be taken against transgressors.
- No unnecessary loitering or ambling around during register period.
- If learners need to move around during register period they must have the proper permission and their homework book.

### **10.2. CLASS ROTATION**

- Rotation should occur fast and efficiently.
- A second bell will ring 3 (three) minutes after the initial bell indicating that the new period has commenced.
- No late arrival will be tolerated.

### **10.3. VISITS TO THE CLOAKROOMS / OFFICE / HOSTEL**

- During lessons, learners are not allowed outside the classrooms and hallways.
- If necessary the day planner must be completed.
- During lesson times the cloakrooms may only be visited in an emergency.
- Persons visiting the office may not be accompanied by another learner.
- During school hours the hostel may only be visited in emergencies and only with written permission of the senior hostel head, with notice to the matron on duty.
- The cloakroom is no playground for neither boys nor girls.
- It is expected that the cloakrooms be kept neat and tidy at all times.
- Cloakrooms may only be used for the purpose for which it was intended.
- A cloakroom is a public venue and the appropriate respect for co-learners must be exhibited in the use thereof.

### **10.4. IN CASE OF SICKNESS / INJURY**

- When learners fall ill during school hours, the parents will be contacted by the school to collect them.
- In case of injury or when medication is required, the learner must report to the office.

### **10.5. ATTENDANCE OF SCHOOL FUNCTIONS**

- Each learner is morally obliged to attend school functions. This includes sports meetings.
- Dress codes to be determined by the type of function unless otherwise arranged.

### **10.6. BREAKS / QUAD / ASSEMBLY**

- No learner will hang around on corridors or stairs during break, before school or after school.
- No unnecessary noise will be tolerated before school or during break.
- Learners will not entertain visitors at the gate or the fence during break.
- For understandable reasons learners will avoid the fence during break and before school.
- Visitors and occasional guests should report or be reported to the office.
- During break learners should be calm and settled in the quad.
- In the event of any problem arising on the premises during break, one of the attending staff members or the LEC member on duty should be approached.
- When the bell rings, learners should move quickly and efficiently.
- Dispersal from the quad should occur in an orderly fashion.
- Learners are not allowed near the staff vehicles.
- Only grade 12's may use the designated gr.12 area.
- Friends that are not in grade 12 will not be allowed to use the area.

### **10.7. ASSEMBLY / USE OF THE HALL**

- No learner may use the hall, stage or the rooms behind the stage without supervision by a staff member.
- Nothing may be consumed in the hall (beverages or food).
- The grand piano may only be used with the permission of the responsible staff member.
- Behaviour in the hall must be impeccable.
- On certain days learners have to assemble in the quad after register period so that the hall may be entered in an orderly fashion.
- The LEC will assess discrepancies regarding school uniform and appearance.
- Problems must be reported immediately to the LEC guardians.
- All learners attend assembly in the hall with the exception of LEC members who are on terrain duty and learners with written exemption by the principal.

## **11. MESSAGES**

- No messages during class times.

## **12. ABSENCE FROM SCHOOL**

- Parents or guardians should notify the school of any absence before the school starts at 6:50.
- Only in exceptional cases may learners be absent from school with prior obtained written permission from the principal or his representative as laid out on page 246.
- Absenteeism from school without an acceptable excuse is regarded as truancy.
- If a learner is absent from school for ONE to THREE days, a written explanation by the parents must be submitted.
- Absences of more than three consecutive days will only be condoned with the submission of a medical certificate by a registered medical practitioner.
- **IF A LEARNER IS ABSENT FROM SCHOOL DURING THE DAY THE LEARNER MAY NOT PARTICIPATE IN ENTRAINED ACTIVITIES THAT AFTERNOON OR EVENING.**
- A LEARNER MUST HAVE AN ATTENDANCE FIGURE OF AT LEAST 95% IN ORDER TO QUALIFY TO WRITE THE FINAL EXAMINATION OF THAT SPECIFIC YEAR.

### **13. SICKNESS DURING SCHOOL HOURS**

- Learners obtain permission from the specific class teacher to visit the office so that the receptionist may telephone the parents/guardians.
- No learner may phone his/her parents/guardians.
- Only parents or guardians may pick up learners from the office after signing out at reception.

### **14. APPOINTMENTS DURING SCHOOL HOURS**

- Learners may obtain permission only in exceptional cases to attend appointments during school hours.
- Parents/guardians should notify the register teacher in writing so that the principal may give the necessary permission.
- Parents should arrange the time with the learner beforehand and then sign out at the office.
- No learner will be called to the office with the intercom as it disrupts teaching during class time.
- A learner must remain at school until 10:00 in order to be considered present.

### **15. ABSENCE FROM SCHOOL FOR SPECIAL EVENTS**

- Under no circumstances may a learner leave school before the end of the term / quarter.
- In special circumstances a written request must be addressed to the principal.
- Only the principal is authorised to grant permission in this case.

### **16. ACADEMIC POLICY AND RULES**

- Attendance of all classes is compulsory.
- Learners must be on time for classes.
- Learners may not leave classes early.
- Learners may not pay visits to office staff members during school hours.
- Learners must respect the space and property of other.
- Vandalism and damaging of classroom equipment is prohibited.
- A teacher's desk is private. His/her personal space must be respected at all times. Tampering with another's property is not allowed.
- Homework assignments must be executed.
- Arrogance, intentional interruption or any form of disrespect towards teachers will be regarded as a serious transgression of the school's code of conduct. SUCH TRANSGRESSIONS COULD RESULT IN A LEARNER BEING REMOVED FROM THE CLASS AND SEVERE PUNISHMENT AS STIPULATED BY THE CODE OF CONDUCT BEING ADMINISTERED.
- VANDALISM AND DESTRUCTIVENESS IS STRICTLY PROHIBITED.

#### **16.1. TESTS AND EXAMS**

- All learners are obliged to fully sit for tests and exams.
- Refraining from honouring this rule will only be condoned in exceptional cases when the parents/guardians of the specific learners submit a detailed and acceptable written explanation to the principal.
- Learners should refrain from committing any form of dishonesty during tests and examinations.
- At the end of each quarter, learners receive an official school report.
- If prior permission from the school was not obtained and if a learner misses a test for whatever reason, he/she will be awarded a zero for that test.
- If a learner officially represents the school on the sports or cultural field during a test cycle, or misses the test due to a sickness for which an appropriate medical certificate can be shown, an additional date for the test may be set with the subject teacher.
- No exams will be written before the official date of the test on the test timetable.
- A learner will only be permitted to write a test earlier, and only on the specified day of the test, in order to facilitate the attendance of official school activities, school tours or critical illness or death in the family.
- THE ABOVE CONCESSION DOES NOT APPLY TO LEAVING EARLIER TO GO ON HOLIDAY.

#### **16.2. MISSING A COMPLETE EXAM**

- The following will feature on the report and apply to learners who miss a subject during the exam:
- When a subject is missed without the permission of the school, e.g. for an expedited holiday, a ZERO will be recorded on the report.
- A learner who is absent and unable to produce a medical certificate will have a zero recorded on the report.
- A learner who is absent with no satisfactory written explanation by the parent/guardian will receive a ZERO.
- A learner who does not complete an exam paper or only completes a section of the specific subject, for example maths paper 1 but not paper 2, will be recorded as "incomplete" on the report.
- NO PAPER WILL BE WRITTEN BEFORE THE OFFICIAL DATE OF THE SPECIFIC SUBJECT, AS INDICATED ON THE EXAM TIMETABLE.
- A LEARNER WILL ONLY BE ALLOWED TO WRITE A PAPER EARLIER ON THE SPECIFIC DATE OF THE EXAMINATION IN ORDER TO FACILITATE ATTENDANCE OF OFFICIAL SCHOOL ACTIVITIES, TOURS OR UNFORESEEN ILLNESS OR DEATH IN THE FAMILY.

- IT DOES NOT APPLY TO LEAVING EARLY ON HOLIDAY.

### **17. CORRESPONDENCE FROM SCHOOL**

- Learners should assume the responsibility of handing over all correspondence to their parents.
- All receipts of notice should be promptly returned to the register teacher.
- Parents must make use of the school Communicator where information is shared.

### **18. MOTORCYCLES AND MOTOR VEHICLES**

- Motorcycles will only be permitted on the premises if a learner is in possession of a valid motorcycle driver's licence.
- Motorcycles must adhere to the speed limit of 15 km/h on the school premises.
- Motorcycles are only parked in the designated area during and after school hours.
- Permission to enter the school premises by motorbike may be refuted by the principal at his discretion.
- No four-wheelers (quad bikes) are allowed on the premises.
- Motorcycles not allowed to convey passengers on school premises.
- The privilege of entering the school premises by motorcycle will immediately be refuted in the case of a learner acting in a manner that endangers other learners.
- Learners will honour all traffic rules on and outside the school premises at all times.
- Motorcycles and bicycles are parked on the school premises at the owners own risk.
- Learners are not permitted to park a car on the school premises.
- A copy of a valid driver's licence is required of any learner who drives to school.
- Vehicles must be parked in the municipal parking area in front of the school.
- Vehicles should not be parked in the middle of the street in front of the school as it causes an obstruction for the official buses that depart on or return from school tours.
- No loud music may be played from a vehicle in front of the school.
- Vehicles are parked in front of the school at own risk.
- No learner is permitted to get into a vehicle with another learner without written permission of their parents/guardians.
- Learners that participate in cycling must wear a helmet at all times (during and after cycling practice).
- Bicycles are only allowed on tar and dirt roads around the school buildings. No learner may cycle through the quad, in hallways and/or stairs. If a learner must move through these areas, they must push their bicycles.

### **19. TELEPHONE / CELLPHONE / ELECTRONIC EQUIPMENT (MP3's, SPEAKERS, NOTEBOOKS, LAPTOPS ETC.)**

- Cell phones and electronic equipment are only allowed before school, during break and after school hours.
- No cellphones or electronic equipment may be played loudly like a radio.
- Learners may bring cell phones to school although it is not recommended.
- The school does not accept responsibility for electronic equipment that is stolen at school.
- Cellphones and electronic equipment must be switched off and not be visible during class times and study periods. No cellphones or electronic equipment may be used during lessons.
- All cellphones or electronic equipment will be confiscated promptly and kept in safekeeping for one month.
- Learners will need to obtain permission after the month from the principal to receive back cellphones or electronic equipment at a payment of R200 (two hundred rand).
- If a cellphones or electronic equipment is repeatedly confiscated it will only be returned by the principal on appointment with the parent after payment of a R500 (five hundred rand) penalty.
- Learners may under no circumstances take unflattering or unsuitable photographs of staff, themselves or other learners with their cellphones or electronic equipment.
- Transgressions of this nature will, in accordance with the code of conduct, be regarded as serious and dealt with accordingly.
- Learners should also take note that transgressions of this nature could lead to civil actions against them.
- Only devices handed out by teachers may be used during class times.

### **20. SOCIAL NETWORKS**

- Learners should exercise extreme caution in their actions on social media such as Facebook and Twitter.
- The school, staff and co-learners should at all times be respected in all conversations on these platforms.
- Remember: your conversations have a wide influence and whatever is written cannot be undone!
- Learners who in any way detract from the school as institution, or any person associated with the school, or make themselves guilty of any form of hate speech will be regarded as having committed a serious transgression.
- Learners should also take note that transgressions of this nature could lead to civil actions against them.

### **21. PHOTOCOPY MACHINE**

- Learners may request photocopies at the confirmed tariff but only after school or during break.
- It should be arranged timeously with the receptionist.
- No learner may operate the machine.

### **22. TUCKSHOP**

- The tuckshop may be visited during break.
- Learners wait orderly and in line for their turn.

- Behaviour towards tuck shop staff should be civil and respectful.
- Rudeness could lead to a learner being prohibited from buying at the tuckshop.
- Empty wrappers and rubbish should be deposited in the refuse bins.
- If learners defile the premises, debit marks may be allocated or the tuckshop could be closed for an indeterminate length of time.

### **23. HOSTEL**

- Hostel rules must be honoured at all times.
- These arrangements will be discussed with learners in the hostels.
- On the first admission to the school the parents/guardians will receive a full set of hostel rules.

### **24. STUDY PERIODS**

- Learners are OBLIGED to attend study periods.
- Absence from study is regarded as truancy and will be addressed accordingly.
- Learners are not “free” and at liberty to dawdle around on the premises, leave the school grounds or sit in the hall without supervision.

### **25. IDENTIFICATION CARDS**

- An Identification card will be issued to every learner and must be worn visibly on the left collar of their shirt/blazer at all times. This card serves as an entrance-pass to the school premises.  
NO EXCEPTIONS – NO CARD – NO ACCESS!
- If the ID-card is lost/damaged/stolen, a new card can be issued on application and payment of R50 (fifty rand).

### **26. HOMEWORK BOOK**

- Learner will be issued with a homework book. This book will be used as a communication method with parents.
- The book should be carried by each learner at all times, when they are on school premises. There should be a signature and reason for a learner not attending class.
- If the homework book is lost, a new book can be issued on application and payment of R100 (one hundred rand).

## **C. SPORT CODE OF CONDUCT**

To establish a uniform policy concerning desirable behaviour from Triegie-learners, parents, spectators and coaches which will be expected during all extra-mural activities.

### **C.1. Learners:**

1. Conduct should at all times bring honour to the school and community.
2. Always respect the school’s property and public transport.
3. Respect and accept the decisions of umpires, referees and officials.
4. Not swear or use foul or unsportsmanlike language.
5. Compete within the rules of the game.
6. Maintain good sportsmanship by respecting team members and the opposition.
7. Accept success with modesty and defeat with grace.
8. Wear the correct attire at sport meetings, competitions and matches.
9. Not use any forbidden substance to enhance performance.

### **C.2. Parents, Spectators and Coaches:**

1. At games regard themselves as representatives of the school.
2. Illegal use of alcohol is prohibited. Transgressors will be asked to leave the premises immediately.
3. Parents and spectators must at all times during competitions remain seated / standing in the designated area and not enter the field of play.
4. Refrain from misbehaving like yelling at players and officials, as well as making negative remarks towards opposing players, their coaches, parents or officials.
5. Positive support is inspiring. Refrain from destructive criticism.
6. Parents are requested not to interfere with the coach’s team choice. Suggestions offered with the correct attitude may be communicated with the coaching staff at an opportune time.

### **C.3. Disciplinary Procedures:**

- If a learner displays serious misbehaviour, e.g. receives a red card, curses or scolds at the referee or fights on the field or gets involved therein it will automatically be referred to the Governing Body’s disciplinary committee. If the learner is found guilty, he/she can be suspended for at least the next two meetings, competitions or matches.

## **D. DRUG TESTING**

Section 8 A of the South African Schools Act, 1996 (ACT no 84 of 1996) authorizes the Principal and/or his appointed delegate to conduct random searches and/or urine drug testing if reasonable suspicion has been established. The cost of the drug screening panel (if it shows a positive result) must be carried by the parent of such learner. If the result of the test conducted at the school is disputed, a blood test must be done by the parent at their own expense. Prescribed disciplinary procedure as stipulated in the school rules and code of conduct will be complied.

## PART 3

### DISCIPLINARY SYSTEM

#### 3. THE CREDIT POINT SYSTEM

##### 3.1.a The aim of the credit point system is to:

- Create greater involvement by learners in scholastic activities.
- It provides recognition to learners who make a positive contribution towards the school environment.
- Assemble 150 points in order to be rewarded to go home earlier on a specified day.

##### 3.1.b Categories

CODE	CREDITS	POINTS
K1	Homework completed (rest of the class didn't)	5
K2	Cleaning of classrooms / grounds / hall (Own initiative)	5
K3	Reporting vandalism / irregularities.(once investigation is completed)	10
K4	Appearance always meticulous (awarded per quarter)	10
K5	No debits for the whole quarter	10
K6	Passed all subjects during the quarter	10
K7	Helpfulness at school activities. (per activity) – part of the day	10
K8	Helpfulness at school activities. (per activity) – whole day	20
K9	100% school attendance	20
K10	Suspension complete	15
K11	Attended detention	15
K12	Complete disciplinary hearing	20
K13	Good behaviour (overall)	5

#### 3.2. THE DEBIT POINT SYSTEM.

The following system is applied:

##### DISCIPLINARY SYSTEM

1. Each situation is handled according to the merit it deserves.
2. Guidance to learners is available.
3. Detention takes place on a Monday afternoon – dates will appear on the quarterly programs. Transgressors must attend.
4. Interviews with parents/guardians will be held at the school when necessary.
5. Suspension is immediate, regardless of tests and extramural activities. On return all work must be up-to-date.
6. Parents/guardians and learners will be warned of the follow-up punishment if transgressions continue. Each transgression is recorded.
7. There is a disciplinary committee which will deal with these matters if necessary.
8. Each transgression is divided into category A, B, C or D.

##### CATEGORY A

##### Category A transgressions.

The particular staff member keeps a record of these transgressions on a class list. After 2 A-trans-gressions, the staff member completes the transgression on the computer against the learners' name. After 15 (fifteen) debits, detention will follow.

CODE	TRANSGRESSION	POINTS
A1	No homework done (X2)	5

CODE	TRANSGRESSION	POINTS
A2	Text books / learning material / scripts / equipment left at home (X2)	5
A3	Late for class	5
A4	Arrive late for school	5
A5	Unauthorised walking around in class / hall	5
A6	On school premises (class rooms / hall / bathroom, etc.) without permission/supervision	5
A7	No ID Card	5

## CATEGORY B

### Category B transgressions.

The staff member will record the transgressions on the computer against the learners' name and inform the disciplinary office.

CODE	TRANSGRESSION	POINTS
B1	Copied work (assignments / homework etc.)	5
B2	Visiting the hostel without permission	5
B3	Lying	5
B4	Dishonesty	5
B5	Foul Language	5
B6	Unacceptable kissing and cuddling	5
B7	Refusing to carry out an order	5
B8	Appearance not according to regulations.(hair / nails / jewelry)	5
B9	Appearance not according to regulations.(school uniform / shoes)	5
B10	Littering on the school grounds	5
B11	Scratching on desks	5
B12	Scribbling in books	5
B13	Dangerous games / practices	5
B14	General transgression of school rules and regulations	5
B15	Poor behavior at sport meetings	5
B16	Poor behaviour on the bus / school functions	5
B18	Disruptive behavior in class	5

## CATEGORY C

### Category C transgressions.

The involved member of staff will immediately accompany the learner who has transgressed to the principal / deputy principal / disciplinary official's office. Written statements will be made by all the parties involved after which the principal / deputy principal/disciplinary official will launch an investigation into the

matter. The principal will contact the parents and the procedures for a disciplinary hearing will be set into place. Disciplinary hearings may lead to 7(seven) days expulsion.

CODE	TRANSGRESSION	POINTS
C1	Using a false identity	10
C2	Harmful graffiti / abusive language / sexism / racism – also on social networks	10
C3	Illegal behaviour / vandalism / damage to school property	10
C4	Disrespect / unacceptable behaviour / defamation of character – all staff / learners – also on social networks	10
C5	Transgression of test and examination rules and regulations.	10
C6	Illegal knowledge / providing false information / false documentation for self gain.	10
C7	Absent from detention	10
C8	Detention letter not returned	10
C9	Threatening behavior toward members of the public and umpires.	10
C10	Smoking / in possession of cigarettes, e-cigarettes or any device	10
C11	Disrespect towards LEC and staff	10
C12	Disruptive behaviour during assembly	10
C13	Absent from school / class without permission	15

#### CATEGORY D

##### **Category D transgressions.**

The principal / deputy principal / disciplinary official will contact the parents/guardians immediately. It will conclude in immediate expulsion for up to 7 days up until a full disciplinary is held. It is the responsibility of the Governing Body to see to it that all procedures are in line with the South African School's Act and other relevant official Departmental documentation.

CODE	TRANSGRESSION	POINTS
D1	Behaviour that threatens the safety of learners / staff / infringes on their rights – also on social networks.	20
D2	In possession of / threatens with a dangerous weapon.	20
D3	In possession of / abusing / trading with / visibly under the influence of narcotics / illegal substances / alcoholic beverages and any other habit forming substance.	20
D4	Assault / altercation.	20
D5	Immoral behaviour / pornography – also on social networks.	20
D6	Theft / being in possession of stolen goods including tests and examinations.	20
D7	Criminal behaviour and other behaviour linked to sexual harassment.	20
D8	Victimisation / bullying / intimidation of learners / staff.	20

### **3.3. ENFORCEMENT OF PUNISHMENT**

#### **The aim of punishment measures (disciplinary system) is to:**

- Guide learners to responsible and independent decision making
- Enhance self-discipline
- To create a strong sense of duty amongst learners.

#### **3.3.1. The measures of punishment of Louis Trichardt High School.**

The disciplinary system is a combined category system and detention.

**NB! The school reserves the right to suspend a learner who habitually transgresses until the transgression has been rectified or an agreement has been reached between the parent/guardian and the school regarding the transgression.**

#### **3.3.2. Action / handling of transgressions**

**Implications of the debit points.**

Once a learner has earned 15 debit points he/she attends the first detention. It is known as 1st Red Card (RB01). A notice of detention is issued during the week of detention. The learner and parent/guardian must sign and complete the letter and submit it to the relevant teacher on the appointed day of detention.

When a C13 transgression – absent from school / class / bunking – takes place, immediate detention and / or disciplinary hearings will follow. It could lead to suspension / expulsion.

Once a learner has earned 30 debit points in any category, the principal can refer such a matter for disciplinary action (Internal disciplinary hearing). Written notice of such a hearing will be issued. The notice must be signed by the parents / guardian and submitted on the day of hearing. (The committee may require certain actions once the learner has been found guilty.)

When a learner reaches 45 debit points in category A or B, or 30 points in category C, or a category D transgression, such a learner could be suspended for a week (7 days). In these serious matters the principal will refer it to the disciplinary committee of the School Governing Body for a hearing. Notice of proposed hearing will be issued. Parents / guardian of the learner must sign the notice and it must be submitted on the day of the hearing. (If found guilty, the learner can face a range of various consequences - see paragraph 3.3.3.)

**3.3.3. Disciplinary Procedure**

- Serious offences will be referred for hearing by the School Principal in accordance with the School's Act to the disciplinary committee of the Governing Body.
- Written notice must be given 5 (five) working days prior to the hearing to both the learner and his/her parents/guardians.
- The written notice must contain information about the alleged offence as well as information on the date, time and place of the hearing, as well as confirmation that the learner may be accompanied by a parent/guardian and assisted by a legal representative.
- A hearing following the above mentioned written notice, may proceed notwithstanding even if the learner is not present at the hearing.
- If convicted, the learner may be sentenced to suspension for 7 (seven) school days, in the alternative for 14 (fourteen) schooldays while the matter is referred to the Department with a recommendation for expulsion.