



LAWSON BROWN HIGH SCHOOL

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Principal : D.P. CAIRNCROSS

2014: HONOURING NELSON MANDELA

ABRIDGED CODE OF CONDUCT

The following are extracts from the full Code of Conduct which will be issued to learners on their first school day in 2015.

PREAMBLE

1. This School recognizes, and this code of conduct enshrines, the principles, philosophy and ethos contained in the preamble to the South African Schools Act 84 of 1996.
2. This School, and this Code of Conduct, also recognizes the need to promote a culture of reconciliation, teaching, learning and mutual respect and the establishment of a culture of tolerance and peace.

3. **VISION STATEMENT OF THE SCHOOL**

We strive to be an effective school, providing education in a happy, but controlled environment where pupils are guided towards an awareness and realisation of their human potential in academic, sporting, cultural and religious fields. We are dedicated to a healthy work ethic, optimum participation, commitment, accountability and empowering pupils with the intellectual, creative, psychological and social skills required for an informed, fulfilled, confident, useful and caring adult life and worthy citizenship.

4. **MISSION STATEMENT OF THE SCHOOL**

We base our goal on established moral and educational principles and attempt to encourage

- co-operation;
- attentiveness in class and sensible study habits;
- acceptable standards of work done regularly;
- effective use of time;
- reliability, dependability and trustworthiness;
- involvement in activities to develop group solidarity, camaraderie;

- pride in and loyalty towards the school;
- determination and endurance at play;
- individuality, initiative and inquisitiveness;
- good manners, politeness, friendliness and helpfulness;
- neatness;
- sober habits;
- a sense of responsibility and self-discipline;
- leadership;
- a sense of self-worth.

SECTION 2

VISION OF THE CODE OF CONDUCT

- To focus on improving discipline in the school.
- Making the children model pupils to serve as ambassadors of the school.
- Creating an atmosphere of harmony, tolerance and respect for each other.

MISSION OF THE CODE OF CONDUCT

- 2.1. The main aim of this Code of Conduct is to instill positive discipline, facilitate constructive learning and enhance harmony amongst learners from different cultures, social and religious backgrounds.
- 2.2. This Code of Conduct is subject to the constitution of the Republic of South Africa (Act 108 of 1996), the South African Schools Act 1996 and the provincial Legislation.
- 2.3. The application thereof is to promote the spirit, purport and object of an open and democratic society based on equality, freedom and human dignity.
- 2.4. It envisages a culture of reconciliation, teaching, learning, mutual respect and the establishment of a culture of tolerance and peace at school.
- 2.5. It recognizes the legal authority and control of the Minister of Education or any statutory body appointed by the said honourable minister to *oversee* the orderly operation of the said Educational Institution.
- 2.6. Furthermore it endeavours to protect, promote and fulfill the rights identified in the Bill of Rights (Chapter 2) of all learners.

SECTION 4

DISCIPLINE

- 4.1. Discipline will be maintained in the school and classroom to ensure that the education of learners proceeds without disruptive behaviour and offences. The ultimate goal is to teach the learners to have self-discipline and self-respect.
- 4.2. The disciplinary process will be expeditious, fair, just, corrective, consistent and educative.
- 4.3. The Principalship, the educator, the parent, trained medical personnel, the community (any other involved stakeholders: i.e. HOD, MEC, Minister etc) shall be informed and involved (at appropriate levels) in the correction of the learners.
- 4.4. Every educator will be responsible for discipline at all times at the school and at school related activities.
- 4.5. Minor offences will be dealt with by the Prefects, Security Prefects, the Educator, the Base Educator, school appointed Disciplinary Head.
- 4.6. Serious misconduct will be dealt with by the Principalship, The SGB and the Disciplinary Committee (which will be comprised of Two Member of the SGB, a member of the Principalship, a member of the SGB who is not an educator)
- 4.7. Corrective measures may become more severe with subsequent repeated transgressions.
- 4.8. This may be followed by suspension and ultimate expulsion.
- 4.9. NO PERSON may administer corporal punishment at a school to a learner.
(Section 10 – South African Schools Act)
- 4.10. Whenever punishment is applied, the following should be kept in mind:
 - Must be fair
 - Must be reasonable
 - Must be appropriate
 - Must be relatively immediate
 - Must be generally in line with precedent (Consistent with judgment of previous cases)

SECTION 5

LIST OF OFFENCES	REPRIMANDS	ADMINISTERED BY
5.1 Late coming		
5.1.1 Beginning of day	ONE hour DT on day being late. Free teachers to assist GH to collect pupils.	Prefects, Base Educator, Subject Educator, Person Responsible for Discipline, Principalship, Disciplinary Committee administered by SGB
5.1.2 Late 3X	Principal's DT	
5.1.3 Late for class	Learners kneel on the floor for the period	
5.1.4 Late (X3) for class	Latecomers DT – same day Phone parent to make them aware of the late coming problem (supporting documents)	
5.2 Not pitching for Principal's DT	Gross Insubordination, DC with SGB (submit documentation)	
5.3 Talking:		
5.3.1 In Lines	Teacher must reprimand the learner. More than (X3) learner must be reported to the Grade Head	
5.3.2 Out of turn	Reprimanded by teacher, punished by teacher, if continue, report to Grade Head	
5.4 Disregarding a request from an Educator or Prefect	Refer the matter to the Grade Head	
5.5 Misbehaving at sport events or –meetings.	Isolate the learner at the event and no further participation will be allowed	
5.6 Drinking or Drugs	Phone parents to fetch the learner immediately, after this the appropriate School Policies will be adhered to.	
5.7 Smoking	Isolate the learner and no further participation will be allowed	

5.8 Incorrect uniform	Confiscate and fine the learners	
5.9 Being absent without parents consent or a valid doctors' certificate for more than ONE day.	Grade Head to phone parents.	
5.10 Use of abusive or discourteous language:		
5.10.1 Swearing	Grade Head to phone parents	
5.10.2 Swearing a teacher	Grade Head to suspend learner for three days, prepare documentation for DC by SGB	
5.11 Graffiti and vandalism	Community service to clean, if anything broken it must be fixed or replaced at learner's expense and community service must be done.	
5.12 Littering.	Gr 12's are in charge of keeping the school litter free, the necessary authority will be given to them to reprimand pupils.	
5.13 Walking around without permission.	Reprimanded by teacher, punished by teacher, if continue, report to Grade Head	
5.14 Bunking Class	Report to Grade Head	
5.15 Doing activities not related to the subject	Subject teacher to punish, also confiscate material and hand to relevant teacher.	
5.16 No books in class	Teacher to punish, > 3x to GH	
5.17 Dishonesty.	Address at assembly points.	
5.18 Suspicion of illegal substance(s).	Body Search, adhere to drug policy	Parent, Person Responsible for Discipline, Principalship with INDEPENDENT WITNESS PRESENT (PREFECT, PREFECT AND ORDINARY LEARNER)

5.19 In possession of illegal substances.	Adhere to drug policy	Base Educator, Subject Educator, Person Responsible for Discipline, Principalship, Disciplinary Committee administered by SGB
5.20 In possession of a dangerous weapon	Informing parents to come and fetch learner immediately, suspend for three days, DC by SGB, article to be confiscated, if a gun is involved the police will be called.	
5.21 Pepper spray for self defense.	To be handed in at office.	
5.22 Scissors may not be carried in pockets, only in bags.	If in pockets = seen as a dangerous weapon.	
5.23 Theft.	Phone parents, suspend pupil pending an investigation. Stolen item must be replaced by a new article, culprit can keep stolen article. If found it will be given to owner until new article has been bought. Grade Head and subject teacher will investigate in class only then class will be dismissed.	
5.24 Violent actions e.g. fighting on the schools' premises or at any other function held by the school	Phone parents and give them an opportunity to lay a charge, suspend learner pending an investigation. Disciplinary hearing. Counsel pupil for anger management, community service for three days, wearing school uniform and a bib.	
5.24.1 Learner not performing in subject.	Inform parents at parent meetings, all parents of failures even subjects to attend, if not GH to contact them, parents must collect reports of failures. Teacher reprimand (X3) then refer to Grade Head.	Educator concerned
5.25 In possession of a Cell Phone on the school property during or after school hours.	Confiscate, indicate name and grade, hand in at office, R50 fine to be paid at end of term only to get phone back.	Prefects, Base Educator, Subject Educator, Person Responsible for Discipline, Principalship

5.26 Repeated uniform infringements. Subject teachers (period1) to check during grade assembly.	R5 fine per offence, if continue GH to phone parents	
5.27 Learner being traumatized.	Learner must report to Mrs du Preez who will refer pupil to counselors if needed.	Person Responsible for Discipline, Principalship, Disciplinary Committee administered by SGB
5.28 Assisting learner with substance use and/or abusive behaviour.	Refer to TADA and counselors	
5.29 Bullying	Bullying, suspend (3 days), call parents, refer to counselors	
5.30 In possession of porn magazines or audiovisual material.	Confiscate (to be handed to the office), contact parents. Arrange for counselling.	Principalship, Disciplinary Committee administered by SGB
5.31 In possession of or access to training material during the exam.	Examination – removal of script Issue the learner with other paper and indicate the time of the incident. Allow the learner the remainder of the time. Learner given a zero for that particular exam. Irregularity Committee will deal with the issue.	Invigilator in the Presence of Person Responsible for Discipline, Principalship INDEPENDENT WITNESS PRESENT (SECURITY PREFECT, PREFECT AND ORDINARY LEARNER)
5.32 Selling of drugs on the school premises.	Inform the police. Contact parents, THREE days suspension, refer to SGB for disciplinary hearing, (within two weeks)Final outcome given by SGB (separate from police involvement)	Disciplinary Committee administered by SGB
5.33 Positive investigation(s) of a learner being abused at home	Refer to counselor, get consent to complete a report, inform Life Line	Principalship, Disciplinary Committee administered by SGB
5.34 Repetitive offenders Defying the DC.	DC by SGB Another DC, recommend to parents a transfer to another school (might assist in finding another school). If expulsion is recommended: follow procedures of the SA School's act.	Parents

5.35 Absence for a prolonged period of time without any notification from parents or a doctors' certificate, after trying to get hold of parents.	Remove from books, must register again if want to come back.	HOD and MEC
5.36 Involve in Sexual activities at school, or rumours thereof.	Investigate, contact parents, arrange counseling, inform DOE	
5.37 Sexual Harassment	Grade Head to contact Parents.	

SECTION 17

SCHOOL RULES

GENERAL INTRODUCTION

- Lawson Brown High School pupils must be aware of the fact that, whilst at school as well as in private and public places, they are responsible for the good name and image of the school.
- Pupils must be neat, smart, polite, pleasant and considerate in the street, on public transport and in any other public place.
- Pupils need to know that they are in the public eye and under public scrutiny at all times. Sloppy dress, loud and raucous behaviour and bad manners are unacceptable.
- All pupils shall be required to obey the rules of this School as well as all laws, regulations, ordinances and instructions of any legal body at National, Provincial or Local level.
- The breaking of any of these laws will be considered the same as the breaking of any school rule and may result in punishment. The School reserves the right to apply its own punishment in addition to any punishment of a court.

EXTRA-MURAL PARTICIPATION

Any pupil who joins or registers for an extra-mural activity will be expected to remain fully committed to that activity for the period of its operation, i.e. a season or a year.

SHOWING RESPECT and COURTESY

- Pupils are expected to display respect for those in authority and those senior in age. A code of common decency is to be upheld. This applies both when at school and outside school, such as when on public transport, at extra-mural activities and on tours. Any action that is discourteous, dishonest, disruptive, destructive or that can have a bad effect on the image and reputation of Lawson Brown High School will be regarded as an offence.

- Cyclists, motor cyclists and drivers of cars must not only observe normal traffic rules but also be extra courteous and considerate.
- Pedestrians must acknowledge the courtesy given to them by drivers who stop in order to allow them to cross the road. Pedestrians must also obey traffic lights and traffic rules.
- Teachers and School Councilors must be obeyed as authority figures in the school at all times. Any willful disobedience or insubordination towards a Teacher or a Councilor will be considered a serious offence.

ATTENDANCE

DAILY REGISTRATION

School commences at 8:00 am every day. After the grade assemblies pupils shall proceed directly to class for period 1 or as directed by teachers.

LATENESS

- LATECOMERS must report to Mrs du Preez before going to class.
- No pupil will be allowed into class without a latecomers note.
- Pupils arriving late will remain after school for **ONE HOUR ON THE DAY** that they arrive late for school. The office will ensure that parents are informed of the latecoming and detention on the day.

ABSENCE

- After a period of **ABSENCE**, for whatever reason, an absentee note, written and signed by a parent of guardian, must be handed to the Mrs du Preez **ON THE DAY THAT THE PUPIL RETURNS TO SCHOOL.**
- After a period of **ABSENCE** as a result of illness, a **DOCTOR'S CERTIFICATE** must be produced:
 - (a) If the period of absence is 3 days or longer.
 - (b) For any period of absence during examinations, i.e. one day's absence.
 - (c) At the request of the school authorities.
- If a pupil is **ABSENT from school**, he/she will be expected to make up all the work missed.
- If a pupils is **ABSENT for an examination or test**, he/she will receive an incomplete report for the affected subjects.
- Should a pupil be **ABSENT** and not be able to attend a **SPORTS PRACTICE** or **MATCH**, for whatever reason, he/she must inform the teacher concerned, so that alternative arrangements for the practice or match can be made.

- If a pupil is found to be **away from school without permission** i.e. **BUNKING**, he or she will make up at least double the time lost in **DETENTION** or performing some **COMMUNITY SERVICE** after school hours.

ILLNESS AT SCHOOL

No pupil who is **ILL AT SCHOOL** will be permitted to go home unless called for by his/her parent/s or guardian/s, or nominated other person, except in the case of an emergency.

No pupil is allowed to enter the sick room without a permission slip issued by Mrs du Preez. Pupils are not allowed to visit their friends in the sick bay at any given time.

SCHOOL UNIFORM

There is a clothing bank at the school which stocks most items of sportswear and school uniform as well as all the badges. (Contact person: Ms Z. Zenani)
T. Birch & Co., 97 2nd Ave, Newton Park or Croft Magill & Watson, Govan Mbeki Ave, are our uniform stockists.

Only the prescribed uniform is permitted.

BOYS

SUMMER

Black blazer and pocket badge on Assembly days
Long grey trousers
White open-neck short-sleeved shirt with pocket badge
Grey socks

WINTER

Plain white long-sleeved shirt
Long grey trousers
Tie
Black V-Neck jersey with school badge or sleeveless pullover with badge
Plain Black school shoes (lace-up)
No suede or slip-on shoes
No shoes with buckles
Only plain buckles on belts
Grey socks
Black blazer **MUST** be worn **DAILY**

LIFE ORIENTATION

White Golf Shirt
Black Shorts
Phys Ed Socks

GIRLS

SUMMER

Black blazer and pocket badge on Assembly days
Black panelled skirt - 4 fingers above the knee
White open-neck short-sleeved shirt with pocket badge
Short white ankle socks

WINTER

Plain white long-sleeved shirt
Black panelled skirt
Tie
Black V-neck jersey with school badge or sleeveless pullover with badge
Plain Black school shoes (lace-up or bar)
Black pantihose (Gr 8 - 12) or Knee-length school socks
Long grey pants (obtainable from school)
Black blazer **MUST** be worn **DAILY**

LIFE ORIENTATION

White Golf Shirt
Black Shorts
Phys Ed Socks

THE WEARING OF THE SCHOOL BLAZER TO AND FROM SCHOOL ON A DAILY BASIS IS COMPULSORY.

OTHER ITEMS

- **TRACKSUITS**

All pupils participating in sport must have the official school tracksuit. Tracksuits are NOT to be worn during academic school hours.

- **SCARVES**

Only regulation scarves are permitted with the school uniform.

- **BADGES**

The only permitted lapel badges are those concerned with the School and its activities.

- **BOOK BAGS**

Only book bags that protect books are permitted. Nothing offensive may be written on bags or book bags.

- **PERSONAL BELONGINGS**

Pupils are responsible for all their belongings. The school is not responsible or liable for any loss or damage to pupils' property. Valuables may be handed in for safe keeping. Items such as radios, walkman, etc. are not to be brought to school.

- **CELL PHONES**

No cell phones are allowed on the school property. If found in possession of learners, Cell phones will be confiscated and handed back at the end of the term. A fine of R50 will have to be paid to the OFFICE before the cell phone will be returned.

- **SPORTS UNIFORMS FOR PRACTICES AND MATCHES**

The uniform requirements for each sport are laid down by the sport concerned.

GENERAL APPEARANCE

HAIR

Styles for both boys and girls will be such that they do not attract undue attention and are confined to the following:

BOYS HAIR

- Hair must be tidy and worn REASONABLY short.
- Hair MAY NOT hang over the collar, eyes or ears and it may not be undercut or have
- a step cut in it.

- Side-burns must not extend beyond the middle of the ears.
- The use of colourants, peroxide or streaking is not allowed.
- The use of gel and the use of gel to create weird styles are not permitted.

SHAVING

Boys are to be clean-shaven. The school does provide shaving equipment at a cost for unshaven boys to shave at school.

GIRLS HAIR

- Long hair is to be tied back, plaited or clipped up (with unobtrusive clips) and may not hang over the eyes. Only black ribbons, clips or “scrunchies” are allowed.
- Hair must be tidy and worn REASONABLY short – the minimum close cropped cut allowed is a No.3.
- Dreadlocks are not permitted.
- The use of colourants, peroxide or streaking is not allowed.
- No braiding, extensions or wigs are allowed.

SOME GENERAL MATTERS

VISITORS TO THE SCHOOL

- No visitors may be admitted to the school or allowed on the school grounds without the permission of the Principal or a Deputy Principal.
- Communication with visitors over the school boundary is prohibited.

OUT OF BOUNDS

PERMISSION TO LEAVE THE SCHOOL PREMISES

- All pupils shall stay within the bounds of the school during the school day.
- If a pupil needs to leave school early for any good reason, the parents must request permission in writing.
- Permission to leave the school premises may only be given by the Principal, Deputy and Grade Heads.

CORRIDOR DISCIPLINE

- Classes must proceed swiftly, quietly and in single file, keeping left in the corridors.
- There shall be no running, games or excessive noise inside the school building.

HITCH-HIKING

Pupils in school or sports uniform may not hitch-hike.

NOTICES

NOTICE BOARDS

- School-related notices must be signed by the Teacher-in-charge of the activity.
- Non-school related notices may not be placed on pupils' notice boards without the permission of the Principal or a Deputy Principal.

INTERCOM

These notices must be written out on the appropriate form and handed to the Secretary for announcement either at the beginning of first or second break or at the end of the day.

ASSEMBLY

- Notices which need to be read must be written on the appropriate form and handed to the Principal or other Senior Teacher who is taking the Assembly.
- Requests to make announcements at Assembly must be handed in to the Principal's Secretary, the Principal or other Senior Teacher prior to the Assembly

LITTER

Pupils may not litter the premises of the school – this includes classrooms and desks.

DIARIES

- Each pupil must have a homework diary.
- Homework diaries must be brought to school every day. These are to be kept neatly and homework carefully noted each day.
- Teachers may require parents to sign homework diaries.

LEARNER I.D. CARDS

The school supplies an Identity Card to each learner at a nominal fee to cover cost of printing. The daily carrying of this card is **COMPULSORY**.

HYMN BOOKS

Each pupil is to have a hymn book at Assembly.

BUBBLE-GUM

Bubble-gum and chewing-gum are forbidden at school.

TIPPEX

Tippex is not allowed at school.

ASSEMBLY BEHAVIOUR

Assemblies are formal occasions and there should be no talking during these proceedings.

GENERAL

Any matters not specifically dealt with in these School Rules will be dealt with as they arise by the appropriate School authorities and on the understanding that, whatever action is decided upon, it will be dependent upon the accepted ethos of the School and the laws of the land.

SUBJECTS OFFERED

**SUBJECT CHOICE GRADE 8 & 9
ALL LEARNING AREAS ARE COMPULSORY.**

1.	LLCI	(ENGLISH HOME LANGUAGE)
2.	LLCII	(AFRIKAANS FIRST ADDITIONAL LANGUAGE <u>OR</u> XHOSA HOME LANGUAGE) (<u>UNDERLINE YOUR CHOICE</u>)
3.	MLMMS	(MATHEMATICS)
4.	NS	(PHYSICAL SCIENCE & BIOLOGY)
5.	HSS	(HISTORY & GEOGRAPHY)
6.	EMS	(BUSINESS STUDIES AND ACCOUNTING)
7.	TECH	(TECHNOLOGY)
8.	A&C	(ARTS AND CULTURE)
9.	LO	(LIFE SKILLS)
10.	CAT	(COMPUTER APPLICATIONS TECHNOLOGY)

NB: XHOSA MOTHER TONGUE SPEAKERS WHO MAY HAVE TAKEN AFRIKAANS AS A THIRD LANGUAGE IN THE PRIMARY PHASE MAY NOT TAKE AFRIKAANS FIRST ADDITIONAL LANGUAGE.

**SUBJECT CHOICE GRADE 10, 11, 12
One subject must be chosen from each column**

[**C O M P U L S O R Y**] [**C H O I C E S U B J E C T S**
Group 1 Group 2 Group 3

English	Afrikaans 1st Additional	Maths	Life Orientation	Life Sciences	Physics	Life Sciences
√	IsiXhosa Home Language	Maths Literacy	√	History	Business Studies	Geography
	Present Language	Based on current performance		CAT	CAT	Accounting
					Visual Arts: Th + Paint/Draw	Hospitality Studies
						Music

All learners will take English HL and Life Orientation.