



VRYHEID LANDBOU HIGH SCHOOL
WHERE TALL TREES ARE GROWING TO GREATNESS
CODE OF CONDUCT

1. GLOSSARY OF TERMS

In this code of conduct, unless the context provides otherwise, the following terms have the following application:

- 1.1 **“the Constitution”** – The Constitution of the Republic of South Africa, Act no. 108 of 1996.
- 1.2 **“the Act”** – The South African Schools Act, Act 84 of 1996.
- 1.3 **“the Headmaster (Senior Deputy, Deputy, Head of Department) and member of staff”** - positions held by designated persons forming part of the teaching establishment at Vryheid LANDBOU High School.
- 1.4 **“the Governing Body”** – the Governing Body of Vryheid Agricultural High School.
- 1.5 **“the Secretary”** – the Secretary of Education and Culture of KwaZulu-Natal.
- 1.6 **“the Minister”** – the Minister of Education and Culture of KwaZulu-Natal.

2. THE LAW

2.1 FOUNDATION

This code of conduct has been drawn up within the applicable provisions of Chapter 2 (Bill of Rights) of the Constitution of the Republic of South Africa, Act no. 108 of 1996 and the provisions of the South African Schools Act no. 84 of 1996 and after legal opinion are considered not to be in conflict with the provisions thereof.

It is aimed at ensuring a disciplined and purposeful school process. It recognises the right of every learner to basic education but also confirms the responsibility of learners to fulfill every condition of this Code of Conduct (Section 8(4) of the South African Schools Act no. 84 of 1996).

This code of conduct contains elements of a due process of law to protect the interest of the learner and any party affected by disciplinary actions.

2.1.1 VISION

To be a model, self-sustainable, AGRICUTURAL school of excellence providing quality education, outstanding service and a holistic approach to all our learners, parents and the community.

2.1.2. MISSION

It is the mission of Landbou to provide a total education for every person so that each one will have the opportunity to develop into greatness in all areas of his/her life. “At Landbou we grow tall trees to greatness!”

2.2 MOTTO OF THE SCHOOL

Our school's motto is, "... never to be satisfied with anything less than moral greatness of which, through God's grace, everyone is capable of." (Pope John Paul II)

Being part of this school is an honour and a privilege and every learner should view being part of this school as such and therefore they will abide by and support the school rules. They should realise that it is essential to have such rules, to ensure order in the school.

2.3 PARENTAL INVOLVEMENT

According to the provisions of the Schools Act it is an infringement of the law for any person, who is also a parent, to prohibit or in any way deliberately prevent a learner from complying with a school rule.

Before parents enroll a learner in this school, they shall therefore make a careful study of this code of conduct. By signing the Registration form, parents declare that they and the learners accept the school rules in totality. The child is only officially accepted as a learner when the Principal and HOD responsible approve the application.

2.3.1 RESPONSIBILITIES OF PARENTS

Parents/Guardians will make sure that:

- their children go to school every day and are punctual,
- they are actively involved in the academic progress of their child,
- the rights of their children to learn, are upheld,
- their children comply with the rules and code of conduct of the school,
- their children are healthy, clean and neat,
- they tell school authorities about any problem concerning their children,
- that they teach their children not to use abusive language or behave in an abusive way,
- they discuss reports, homework and assignments with their children,
- they supply their children with the basic resources needed for school and homework,
- their children become involved in the school's activities,
- they pay school fees (determined by the majority of parents attending a parents' meeting in line with legislation on "Exemptions of Parents from payment of School Fees Regulations"),
- they provide the school with their children's original birth certificates, previous reports and residency permits (if learners are not South African citizens) when the school requests this information, and
- they actively participate in the school life as provision is made for the democratic governance of schools through school governing bodies.

2.4 RIGHTS AND RESPONSIBILITIES OF LEARNERS

	Every learner has a right...	It is every learner's responsibility...
1.	to be educated in a controlled and structured academic environment.	to create the opportunity for others to work without hindrance and to pay full attention.

2.	to be respected by other members of the school community, regardless of personal, religious or cultural differences	to respect the individuality, convictions and beliefs of others.
3.	to freedom of speech and to voice my opinion in a mature, tactful and appropriate manner.	to listen and respect the opinions of others.
4.	to be treated with fairness.	to treat others in a fair and just manner.
5.	to make use of available school facilities and property during school hours.	to respect and to maintain these facilities and the property.
6.	to the security of their person and property.	to uphold honest behaviour and safety of the school.
7.	to the support of the school in their participation in cultural, sporting or academic activities.	to participate in and support cultural, sporting and academic activities.
8.	to, where possible and when appropriate, be involved in and informed about decisions taken in the school.	to respect the decisions made by the school and react to them in a mature and sensitive manner.
9.	to work in a clean and litter free environment.	to maintain a clean and litter free environment.
10.	to ask for help, support and advice.	to ask for help, support and advice at an appropriate time and manner.

3. RULES OF VRYHEID LANDBOU HIGH SCHOOL

Vryheid Landbou High School has a proud tradition built by dedicated parents, staff and pupils over many years. When learners abide by the rules, education takes place in a disciplined environment. A structured and disciplined environment will equip learners to become responsible and eventually play their role in society as responsible and morally equipped adults.

3.1 THE SCHOOL UNIFORM

The official uniform and the rules pertaining to the general appearance of learners at Vryheid Landbou High School have been approved by the Governing Body in consultation with the staff and the learners.

The purpose of the school uniform and regulations to the general appearance of learners encompasses the overall **neatness** and **uniformity** of the learners and their being **identifiable** with the school, therefore no learner may wear any jewelry, badge, sign, symbol, slogan or any addition whatsoever with the school uniform or visibly on his person to express individuality, cultural background, religious belief or political affiliation.

Only official badges awarded by the school to learners may be worn as part of and only with the official school uniform. It is the duty and responsibility of the parent or guardian or staff on duty to ensure that the learner, when leaving for school, is dressed in accordance with these rules. If these rules are transgressed, the object(s) will be confiscated.

The school shall not allow anybody to bring the good name of the school in disrepute, therefore the rules regarding personal behaviour apply to the learner IN and OUTside the school. The good name of the school is upheld at the school but is also carried into the community. Learners share this responsibility because they can be identified with the school by their school uniform. Their conduct must therefore be civilized, orderly, friendly, courteous, considerate and honest.

3.2 DRESS AND GENERAL APPEARANCE

Uniformity and neatness reflects pride of self and of the school.

- Learners shall wear the prescribed uniform with pride.
- Provincial blazers may only be worn on Fridays.
- The school uniform shall be worn during formal school functions and when the school is formally represented by the students of the school.
- Learners may not combine their uniform with other clothes.

3.2.1 LANDBOU UNIFORM 2020

The old Sterling Landbou uniform phased out by the end of 2017. All learners to Landbou must purchase the new uniform as specified. Please note that only items with the school's logo already embroidered on will be accepted. We therefore request parents to only buy from the suppliers listed below as they have the items already embroidered.

IT IS COMPULSORY TO HAVE A GREEN LANDBOU BLAZER WITH THE CORRECT LANDBOU BADGE!!!

BOYS:

FORMAL WEAR:

(Assembly and formal functions,
Monday and Wednesday and Friday)
Khaki short-sleeve work shirt
Khaki work trousers
Khaki socks
Brown school shoes
Bottle-green blazer
Brown belt
Landbou tie (may only be worn with shirts)

EVERYDAY WEAR:

Khaki short-sleeve work shirt
Green golf t-shirt can be worn on Tuesdays only.
Red golf t-shirt can be worn on Thursdays only.
Khaki cargo work shorts or
Khaki work trousers
OPTIONAL: Khaki cap
Khaki socks
Brown school shoes

WINTER:

Bottle green Drimac
Bottle-green jersey/pullover with badge

GIRLS:

FORMAL WEAR:

(Assembly and formal functions)
Monday and Wednesday and Friday)
Khaki short-sleeve work shirt
Khaki work pants / skirt
Khaki socks
Brown school shoes
Bottle-green blazer
Brown belt
Landbou tie (may only be worn with shirts)

EVERYDAY WEAR:

Khaki short-sleeve work shirt
Green golf t-shirt can be worn on Tuesdays only.
Red golf t-shirt can be worn on Thursdays only.
Khaki cargo work shorts or
Khaki workpants
OPTIONAL: Khaki cap
Khaki socks
Brown school shoes

WINTER:

Bottle green Drimac
Bottle-green jersey/pullover with badge

PRACTICALS:

1x Two-piece Jonsson overall set
(Olive and Khaki with Landbou badge)
Black gumboots
OPTIONAL: Landbou sun hat

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1x Two-piece Jonsson overall set
(Olive and Khaki with Landbou badge)
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SPORT:

Black PT shorts
1x red and 1x green Landbou golf t-shirt

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* Length of garments:
Boys' and Girl's work shorts: Just above the knee

PLEASE NOTE!

THE WHOLE NEW UNIFORM IS MANUFACTURED BY JONSSON WORKWEAR, EXCEPT FOR THE BLAZER AND JERSEY.

No alterations may be done to the STYLE of the clothes.

SCHOOL BADGE

The LANDBOU school badge MUST be on all items. All new uniform items will have the badge already embroidered on.

3.2.2 GENERAL:

3.2.2.1 GIRLS:

ONLY THEIR OWN HAIR may be worn in neat styles. NO DREADLOCKS OR ANY UNSUITABLE HAIRSTYLES. Hair styles must be suitable for school learners.

No make-up, nail polish or jewelry may be worn.

Small GOLD or SILVER studs may be worn in both ears.

Grade 12 girls are allowed to wear EXTENSIONS in their hair. No other style may be worn.

Girls may wear black and green hair garments.

No lip gloss is allowed.

Nails must be short and clean.

3.2.2.2 BOYS:

FACES MUST BE CLEAN SHAVEN!

Hair must be short and neat.

NO STRANGE STYLES UNSUITABLE FOR LEARNERS MAY BE WORN.

No jewelry may be worn.

Nails must be short and clean.

***NO ALTERATIONS MAY BE DONE TO THE STYLE OF THE OFFICIAL UNIFORM OF LANDBOU. NO STOVE PIPES ARE ALLOWED!!!**

3.2.3 "CIVVIES"

GIRLS

- Learners should be dressed NEATLY.
- Learners are not allowed to wear SHORT shorts.
- Learners are **NOT** allowed to wear LOOSE hair. Hair should be clean and neat and out of their faces.
- Learners are not allowed to wear jewelry AND make-up is allowed.
- Learners are also permitted to wear proper sandals or shoes.
- Clothes must not be too tight fitting or too revealing. Clothes suitable for a school environment must be worn.
- Tops must have shoulder straps.

BOYS

- Learners are allowed to wear neat and clean T-shirts (with sleeves) and shorts/trousers.
- Learners will not be permitted to wear worn out, torn or ripped clothing and they should be presentable and neat at all times.
- Learners are NOT allowed to wear jewelry.
- Learners are permitted to wear proper sandals or shoes.

The Principal and staff have the right to ask any learner to change into suitable clothes for practical sessions as well as 'civvies' days, should they feel that the learner does not comply with the dress code as set out in the school rules.

3.2.4 TECHNOLOGICAL DEVICES

- **The school does not promote the use of any technological devices on the premises although the school realizes that the way forward is e-learning.**
- Any device, that is cell phones, I-pads, laptops, I-pods etc., must be switched off (not on silent BUT off) and handed in during scheduled school activities. These include academic classes, discussions, extra-mural activities, assembly, sports practices and meetings, practical sessions and study-time at the hostel. No music from devices will therefore be heard at these places and during these activities!!
- Learners will only be allowed to have laptops and I-pads / tablet with permission. Laptops and I-pads will be confiscated if used outside permissible hours.
- No cell phone is allowed in test and examination rooms or in classes.
- PLEASE NOTE THAT NO LEARNER IS ALLOWED TO WEAR EARPHONES WITH ANY PART OF THE SCHOOL UNIFORM. Earphones will immediately be confiscated if seen!
- Any pornographic material on ANY device or the exchange or production of pornographic material will be seen as a very serious transgression and will be dealt with accordingly.

POLICY AND PROCEDURES

- Technological devices must be declared to the office.
- Technological devices must be handed in to the school in the mornings and will be kept safe in the strong room of the school. It will be handed back in the afternoons.

Contravention of any of the above guidelines will result in these devices being confiscated until the end of the term or longer, considering the seriousness of the transgression. A fine of R250 will be paid. Parents will be notified of every such incident.

LIABILITY CLAUSE:

The school will not be held responsible for lost, stolen or damaged technological devices. The school will also not be responsible for the abuse of these devices by any individual, or for other people's actions or the quality and content of the messaging on any device.

4. SCHOOL TRADITIONS

There are certain traditions and privileges given to certain learners e.g. the matriculates. These privileges are granted by the school and can be changed by the school if a learner / learners should not respect them as they form part of the school rules.

- 4.1 ONLY Grade 12 learners are allowed to make use of the stairs in the reception of the school. They may use the front door of the school.
- 4.2 ONLY Grade 12 learners are allowed to gather on the grass in front of the laboratories and English class.

5. GENERAL RULES

- 5.1 Learners should at all times greet everyone politely at the school, especially when the school receives visitors.
- 5.2 Learners should at all times be of service to the bigger community and offer their help when and wherever it is needed.
- 5.3 Learners should move orderly in the passages during changing of periods and the noise should be kept down.
- 5.4 Schoolbags should be made of a sturdy and durable material to protect books. Learners must leave their schoolbags in a neat row next to the wall. Their schoolbags should not block the way. Schoolbags are not to be kicked or thrown around. No learner is allowed to tamper with another learner's bag.
- 5.5 Learners should NEVER LITTER at the school and must use bins provided. Should they see any rubbish lying around, it is their **duty** to pick it up, to keep the school neat and clean. Should they pick up something of value e.g. school wear, cell phones, schoolbooks etc. it should be handed in at the office.
- 5.6 NO learner is permitted to be on school grounds or in school buildings after normal school hours, unless they have permission from the principal or staff.
- 5.7 NO learner is permitted to go to the hostel during school hours. A learner must get permission to go to the hostel during school hours.
- 5.8 NO DAYSCHOLAR IS ALLOWED IN THE HOSTEL WITHOUT PERMISSION OF THE SCHOOL/HOSTEL.
- 5.9 Should learners require medical assistance or appointments, these are to be made BEFORE the first period of school at the reception of the school. Should there be a medical emergency; learners will be permitted to go, with the permission of the educators, to the school office during school time.

- 5.10 Learners are expected to be busy in a constructive manner in classes during class periods, whether the teacher is present or not. Learners will not be allowed to wander around or leave the class during periods.
- 5.11 NO learner or staff member or parent is allowed to run a private business on school property.
- 5.12 NO LEARNER IS ALLOWED TO ENTER PRIVATE RESIDENCE.
- 5.13 Textbooks must be taken well care of. If a textbook or not handed in on time, the costs will go against the learners account.

6. DISCIPLINARY POLICY

* Please find attached to this document the school's system for installing discipline

DOCUMENT B: Disciplinary Policy

DOCUMENT C: Merit and De-Merit System

DOCUMENT D: Serious Transgressions

6.1 IMPORTANT INFORMATION

6.1.1 The following is strictly prohibited according to the law of the country:

- **Smoking and drinking or being in the possession of cigarettes and alcohol**
- **Drugs and substance use or in possession thereof**
- **Possession of any kind of weapon**
- **Pornographic material,**

therefore no learner is allowed to be in the possession of, consume, trade or sell the above. Should a learner be under the influence of alcohol, drugs or illegal substances, they will face immediate suspension.

6.1.2 Learners will not be allowed to engage in kissing, or any improper physical contact or ANY sexual relations on the school's premises and/ or when they are wearing their school uniform or representing the school.

6.1.3 Intimidation of, fighting with or bullying of learners or staff are not allowed and should immediately be reported to the disciplinary head or the hostel manager.

6.1.4 No person is allowed to make any kind of mark or writing (graffiti) on school and hostel property.

6.1.5 No learner is allowed to leave the school or hostel without the permission of the principal or the Hostel Manager.

6.1.6 A learner's behaviour and appearance shall comply with general civilised norms and it should always honour the good name of the school. ***This does also apply to places being visited and activities being done after school hours and away from the school premises.***

This implies the following:

- Respect of others and their property.

- Mutual respect amongst learners.
- Promptness.
- Polite behaviour.
- Execution of reasonable instructions.

The following behaviour is not allowed:

- Truancy.
- Swearing and blasphemy.
- Behaviour which is detrimental or embarrassing to other learners, parents or the school.
- Intentional damage of departmental, school or private property.
- Theft.
- Any form of intimidation or assault.
- Learners visiting the dormitories or toilets of the opposite gender.

7. SCHOOL GROUNDS

- 7.1 The school and buildings must be kept tidy and clean. NO littering is allowed.
- 7.2 No plants may be damaged and no plants may be picked.
- 7.3 All visitors are to report to the reception office first.
- 7.4 Learners are not allowed in classrooms without the supervision of a staff member.
- 7.5 Toilets must be left clean and neat at all times and a bin provided in the toilet must be used for any sanitary and other material.
- 7.6 No learner is allowed to stand around or sit around on the lawn in front of the school.

8. ABSENCE AND LEAVING OF SCHOOL PREMISES

- 8.1 When a learner has been absent from school, a letter signed by his/her legal guardian, giving reasons for the absence, shall be handed in to the register teacher on the pupil's return to school. This letter must be submitted with the register to the office or directly to the office.
- 8.2 A medical certificate has to be handed in if absent from an examination or control test. The learner will then receive an "A" for absent mark.
- 8.3 It is the learner's responsibility to catch up any work, homework and tests if he/she has been absent.
- 8.4 Learners may only leave the school premises with written permission from either the principal or the hostel manager and their parents and guardians.

9. EXTRAMURAL ACTIVITIES

- 9.1 Learners have to take part in ONE sport and ONE cultural activity. Learners are encouraged to participate in activities with a good spirit.
- 9.2 The decisions of the referee and/or umpire and/or sub judicator will be accepted and not questioned during matches or any other event.
- 9.3 Good discipline and order shall be maintained on busses, during school outings and sport and cultural and academic functions outside and at school.

SUMMARY

The school strives to create an environment where respect, integrity, care and responsibility are the basic values. Because it is an educational institution the development and grooming of our people is at the heart of the institution. We strive to nurture strong young leaders to greatness that will be and make a significant impact in their world.

DECEMBER 2019