

LOWVELD ACADEMY
SECONDARY SCHOOL HOEDSPRUIT



RELEVANT POLICIES AND DOCUMENTS TO STUDENTS
2025

- A. CODE OF CONDUCT
- B. MERIT SYSTEMTM EXPLAINED
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CODE OF CONDUCT

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1. Preamble

Subject to any applicable Provincial laws, and in accordance to the South African School's Act, any school, public or private must adopt a code of conduct for the learners. A code of conduct must be aimed at establishing a disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process. This policy shall uphold the rights of all individuals affected by it as enshrined in the Constitution of the Republic of South Africa.

2. Purpose

The purpose of this Policy is to define how the Lowveld Academy Secondary School community will establish a disciplined and determined school environment. It is a proactive tool that seeks to guide the ways in which bad and inconsistent behaviour shall be dealt with in this school. This code of conduct must not be considered as a simple list of rules for learners but a direction giving and behaviour changing guide.

3. The vision of the school

Enhancing learner's education in all spheres of life.

4. Mission

The mission of Lowveld Academy Secondary School is to:

- provide quality education to all the learners in our school;
- educate learners to be responsible and to guide them to be responsible citizens;
- supply quality education for all learners and to have a school full of happy learners who are eager to learn;
- encourage educators to keep up with the latest trends in education;
- establish a neat, functional and attractive school for the learners.

5. Principles and values: The rights of learners

- a. All learners and parents of Lowveld Academy Secondary School shall have the democratic rights to due process and participation in decision making on matters directly affecting them at the school. Learners shall have rights to the following agreed upon procedures with the SGB/BOD and Learner Representative Council (LRC) for expressing and resolving school and learning related grievances.
- b. No corporal punishment shall be applied in this school in whatever manner and method.
- c. No one may discriminate against a learner who must enjoy the equal opportunity, treatment, protection and benefits before the law.
- d. Learners have a right to a clean, safe, harassment-free and healthy environment which provides for constructive teaching and learning.
- e. Learners have the right to expect educators to maintain high standards of professionalism in practice, behaviour and ethics.
- f. Learners have the right to freedom of expression. This freedom has limits.
- g. All learners have the right to privacy and may not have their property seized without reasonable suspicion.
- h. Respect for the human dignity of learners shall be maintained. This includes religious, cultural and other convictions.
- i. Learners have a right to discipline based on respect and dignity and without inhuman treatment, degradation, and inconsideration.
- j. A pregnant learner may not be denied access to education. The handling of learner pregnancy in this school shall be dealt with in the Policy on pregnancy.
- k. No learners shall be locked in isolation and/or solitary detention.

- I. Learners shall have the right to education. This right includes the right to attend all classes in all approved subjects in the school, to be informed regularly about his/her school progress, to make use of all the school facilities and to have their potential developed to its possible fullest.

6. Responsibilities of learners

- a. All learners have the responsibility to attend school regularly. Absence from school must be reported to the school in due course.
- b. Learners are expected to show respect to educators, visitors, parents, fellow learners and other individuals found in the school.
- c. Learners must show their commitment to doing their school work either in the classrooms or at home (assignments, class work, homework, projects and group work).
- d. Each and every learner is responsible to catch-up with work done in their absence from class or school.
- e. It is the responsibility of every learner to ensure that they do not disrupt teaching and learning and other activities of the school.
- f. Learners are responsible for ensuring that they do not damage school property. They should take good care of school property.
- g. Any learner who intentionally damages any property of the school will be held responsible for paying for the repair or replacement of such.
- h. The learners are responsible for upholding the values of the school.
- i. Learners are expected to be tolerant to other people's religious and cultural beliefs in the school.
- j. The LRC shall represent the interests and welfare of learners and also promote good conduct among learners.

7. Responsibilities of educators

In ensuring that learners behave accordingly, educators are also expected to uphold certain responsibilities to ensure the promotion of a healthy school environment. Educators will uphold the following responsibilities in the school:

- a. Conduct them in a professionally acceptable manner.
- b. Educators shall be punctual and report for duty regularly.
- c. Be well prepared for teaching and carrying out any responsibility accorded to them.

8. Responsibilities of parents in advancing the code of conduct of learners

The parents and guardians have a role to play in advancing the acceptance and compliance of learners with this policy. Parents are henceforth expected to uphold the following responsibilities:

- a. It is the responsibility of the parent/guardian to provide for a constructive environment, resources and time for the child to learn.
- b. Support the school and encourage learners to observe the school rules and regulations and accept responsibility for their actions.
- c. Take part in the child's learning by providing the child with the necessary support, such as ensuring that school work is done and completed accordingly.
- d. Parents are expected to attend school meetings when invited.
- e. Parents have a responsibility to ensure that the children are protected and are in safe environments.
- f. Parents may take legal action against any person who is found to have infringed the right of the child.

9. The operationalisation of the school rules

- a. The school shall have clearly outlined and publicised school rules.
- b. Educators shall have the same rights as parents when it comes to the application of discipline to and controlling of a learner during the activities of the school.
- c. Learners shall be involved in the drawing of school rules.
- d. Ignoring of the school rules shall not be an acceptable excuse.

- e. This policy shall be widely publicised to all the school community.
- f. Any discipline that has to be carried out shall be done so expeditiously, fairly, justly, consistently, and it shall be a corrective not punitive measure.
- g. Parents shall be involved in the corrective measure taken against a learner.
- h. No discipline of a learner can be delegated to other learners.
- i. All disciplinary measures shall match the offence committed and shall be more severe as the behaviour becomes repetitive.
- j. All serious misconduct should be reported to the school principal.
- k. The school must keep a register of all reported misconduct which also reflects the outcomes of actions taken.

10. Dealing with misconduct

The disciplinary proceedings on dealing with misconduct shall, depending on the nature and level of the misconduct, be attended to in the following manner:

- Educator
- Head of Department
- Principal
- School Governing Body/ Board of Directors
- Provincial MEC

10.1 Level 1 – misconduct inside the classroom

This level of misconduct includes the following acts by a learner:

- a. Failing to be in class on time
- b. Bunking classes
- c. Failing to complete school work
- d. Failing to respond to reasonable instructions
- e. Being dishonest with minor consequences

10.2 Dealing with level 1 misconduct

- a. To be carried out by the educator in class.
- b. Verbal warning
- c. Additional work which is constructive
- d. Small menial tasks like cleaning the classroom
- e. Detention where the learner uses the time fruitfully for learning purposes

10.3 Level 2 – misconduct by breaking school rules

- a. Frequently repeating level 1 misconducts
- b. Smoking or found in the possession of tobacco
- c. Leaving school without permission
- d. Using abusive language
- e. Interrupting teaching and learning in the classroom
- f. Engaging in vandalism like graffiti
- g. Being dishonest with more serious consequences

10.4 Dealing with level 2 misconduct

- a. Any of the level 1 disciplinary actions
- b. Disciplinary talk with the learner
- c. Talks with the learner's parents
- d. Written warnings
- e. Signing an agreement with a learner who agrees and promises to improve

10.5 Level 3 – serious misconduct or serious violation of school codes

- a. Frequently repeated level 2 offences

- b. Inflicting minor injury on another person
- c. Gambling
- d. Being severely disruptive in class
- e. Forging documents or signatures with minor consequences
- f. Using racist, sexist, or other discriminatory behaviour
- g. Possessing or distributing pornographic material,
- h. Possessing dangerous weapons
- i. Theft
- j. Vandalism
- k. Cheating during examinations

10.6 Dealing with level 3 misconduct

- a. Any of the disciplinary action of the level 2 misconduct
- b. Written warning with the possibility of suspension from the school
- c. Referral to a counsellor or social worker
- d. Community service, with permission from the MEC

10.7 Level 4 – very serious misconduct or very serious violation of school codes

- a. Continuous repetition of level 3 misconduct
- b. Threatening other people with dangerous weapons
- c. Causing intentional injury to other persons
- d. Verbally threatening the safety of other persons
- e. Engaging in sexual abuse such as forceful grabbing
- f. Engaging in sexual activity
- g. Selling drugs
- h. Possessing or using alcohol and drugs
- i. Being under the influence of narcotics
- j. Disrupting the entire school
- k. Forging documents or signatures with serious consequences
- l. Endangering the lives of other persons or students

10.8 Dealing with level 4 misconduct

- a. Any of the actions to deal with level 3 misconduct
- b. Referral of the learner to an outside agency for counselling
- c. Application to the provincial education department for limited suspension from all school activities

10.9 Level 5 – criminal acts which breach the law

- a. Repetition of level 4 misconduct
- b. Assault
- c. Intentionally using dangerous weapons
- d. Sexual harassment
- e. Sexual abuse and rape
- f. Robbery
- g. Major theft
- h. Breaking and entering locked premises
- i. Murder

10.10 Dealing with level 5 misconduct

The disciplinary actions taken to deal with these kinds of misconduct are solely the responsibility of the principal and the SGB/BOD together with the provincial education department.

- a. Application to the provincial education department for expulsion or transfer of the learner from the school
- b. Allow for criminal and/or civil prosecution processes to take effect

11. Disciplinary action

- a. A disciplinary hearing takes place when a very serious misconduct has been committed.

- b. The principal shall refer the problem to the Head of Discipline for a decision on a hearing.
- c. The Head of Discipline (HOD) will make arrangements for a hearing.
- d. The SGB/BOD must ensure that a fair hearing shall take place and that it will not contravene the Bill of Rights, the Constitution, and any provincial education department regulations.
- e. The HOD shall properly investigate and consult with the relevant affected people to check whether the seriousness of the case warrants a hearing.
- f. Once the HOD decides to continue with a hearing, it must appoint a 3 members tribunal (committee) to hear the case.
- g. The tribunal members do not have to be members of the SGB/BOD.

12. Disciplinary hearing process

- a. The tribunal shall have a formal sitting to conduct the hearing.
- b. The SGB/BOD shall sanction the principal to communicate the charges brought against the learner in writing and shall inform the learner and his/her parents/guardian at least 5 days before the formal sitting for the hearing. The information shall include the date, time and venue where the hearing will take place.
- c. The parents must be fore-warned that the hearing may result in a suspension and expulsion of the learner from the school.
- d. The learner and his/her parents must be told that they have the right to bring evidence to the hearing.
- e. The learner charged with the misconduct and his/her parents may attend the hearing but cannot be forced to give evidence.
- f. Witnesses may be called to the hearing and may be questioned by all parties.
- g. All participants at the hearing must have access to all documents presented.
- h. Everything said at the hearing must be recorded.
- i. The tribunal shall draw its conclusions on the basis of the evidence presented before them.
- j. The tribunal shall make its recommendations to the SGB/BOD.
- k. The SGB/BOD does not have to accept the recommendations of the tribunal and may refer some of the matters back to the tribunal for further deliberations.

13. Populating/publishing the code of conduct

- a. The code of conduct shall be displayed openly in the school by posters in classrooms.
- b. Each and every learner at the school shall be given a copy of the code of conduct in the beginning of the year.
- c. The code shall be read to younger learners at primary school level.
- d. The code shall be in the official language of teaching and learning in the school.
- e. The school shall keep a record to prove that all learners know and understand the content of this policy.

14. Policy review

The policy shall be reviewed every 3 years.

15. Effective date of implementation

This Code of Conduct of learners of Lowveld Academy Secondary School becomes effective and functional as of the date on which the policy was adopted and signed into effect.

16. Conclusion

The code of conduct for learners is a guiding document that provides a directive and corrective platform towards the expected behaviour and conduct of learners at our school. The code is to be adhered to by all learners of this school at all times.

MERIT SYSTEM EXPLAINED

Lowveld Academy uses a merit system, whereby good- and bad behaviour are reported by means of a point system. Parents will receive a SMS message from a teacher to inform them of a merit or demerit. Our system only allow us to report these points under a general 'discipline' message. Violations are reported with a negative point (De-merits eg. -10) and recognitions are reported with a normal reading (Merits eg. 10).

What does this mean?

Merits for good behaviour: Students with the highest accumulated amount of positive recognition points, will be rewarded at some point during the year with a merit outing.

De-merits for violations: Teachers record violations, where after the office enters the details on our system which sends a SMS notification to the parent/s.

Accumulation of -50 de-merit points: Teacher informs the Head of Department, the HOD notifies the parents of a parent meeting & the outcome of the meeting is recorded (student disciplinary record).

Accumulation of -100 de-merit points: HOD refers the matter to the disciplinary committee and pending the disciplinary meeting outcome, the Principal may suspend the learner from school for 7 days. The disciplinary hearing must commence within 7 days after the suspension and if the learner is found guilty, another suspension of 7 days may be instituted. Parents will be held liable for damages caused.

MERIT: RECOGNITIONS		
NO.	MERIT	POINTS
1	Conscientious	10
2	Continuous hard work (Academic)	10
3	Good ambassador	10
4	Good improvement in subject	10
5	Handed in lost goods/money	10
6	Helpfulness	10
7	Honesty	10
8	Participation: Sport/Culture	10
9	Participation: Debate/Orators	10
10	Participation: Expo's	10
11	Participation: Olympiads	10
12	Politeness	10
13	School function attendance	10
14	Sense of duty	10

DE-MERITS: LEVELS OF VIOLATIONS AND SANCTIONS**LEVEL 1**

NO	VIOLATION	POINTS	SANCTION
1	Late for school / class without reason	-10	A: TEACHER RECORDS VIOLATION IN REGISTER B: TEACHER MAKES ENTRY ON PRINCIPAL PRIMARY C: PARENTS ARE INFORMED BY PRINCIPAL PRIMARY
2	Not reporting at office after being late for school	-10	
3	Absence or leaving class without permission	-10	
4	Appearance: clothes, nails ,hair, facial hair, jewellery	-10	
5	Disobedience in classroom	-10	D: ACCUMULATION OF -50 DE-MERIT POINTS
6	Forgot books or tablet	-10	- TEACHER INFORMS HEAD OF DEPARTMENT - HOD NOTIFIES PARENTS OF A PARENT MEETING - OUTCOME OF MEETING IS RECORDED
7	Eating, playing or sleeping in classroom	-10	
8	Homework, classwork or corrections not done	-10	
9	Copying of homework	-10	
10	Tests or notices not signed	-10	E: ACCUMULATION OF -100 DE-MERIT POINTS
11	Disrupting of lessons	-10	- HOD REFERS MATTER TO DISCIPLINARY COMMITTEE - PENDING THE DISCIPLINARY MEETING, THE PRINCIPAL MAY SUSPEND A LEARNER FROM SCHOOL FOR 7 DAYS AFTER LEARNER AND PARENTS WERE GIVEN AN OPPORTUNITY - THE DISCIPLINARY HEARING MUST COMMENCE WITHIN 7 DAYS AFTER THE SUSPENSION - IF FOUND GUILTY, ANOTHER SUSPENSION OF 7 DAYS MAY BE INSTITUTED - PARENTS WILL BE HELD LIABLE FOR DAMAGES CAUSED
12	Bad manners at school , in classroom or in public	-10	
13	Back chatting teachers / Leaders or general arrogant behaviour	-10	
14	Littering	-10	
15	Staying away from extra curricular activities	-10	
16	Swearing or using abusive language	-10	
17	Disrespect towards any person	-10	
18	Being in prohibited school or hostel areas	-10	
19	Use of cell phone in class	-10	

LEVEL 2

NO	VIOLATION	POINTS	SANCTION
1	Leave school premises without permission	-20	SAME AS ABOVE
2	Cheating / dishonesty during tests or exams	-20	
3	Damaging of school property	-20	
4	Dishonesty in general	-20	
5	Fighting	-20	

6	Smoking on school premises or anywhere else in school uniform	-20	
7	Letting school down in sports or cultural activities	-20	

LEVEL 3

NO	VIOLATION	POINTS	SANCTION
1	Sexual harassment	-30	SAME AS ABOVE
2	Racism	-30	
3	Theft	-30	
4	Intimidation or threatening of other learners	-30	
5	Bullying or constant mocking	-30	
6	Possession of pornography or inappropriate material / literature	-30	
7	Vandalism	-30	
8	Assault	-30	
9	Use or possession of drugs, alcohol or cigarettes	-30	
10	Possession of dangerous weapons	-30	
11	Causing disrespect or harm to the image of school	-30	
12	Any animal cruelty	-30	

LEVEL 4

NO	VIOLATION	POINTS	SANCTION
1	Violating the rights or safety of others	N / A	<p>THERE ARE NO DE-MERIT POINTS</p> <p>- DISCIPLINARY PROCEDURES ARE INSTITUTED IMMEDIATELY</p> <p>- HOD REFERS MATTER TO DISCIPLINARY COMMITTEE</p> <p>- PENDING THE DISCIPLINARY MEETING , THE PRINCIPAL MAY SUSPEND A LEARNER FROM SCHOOL FOR 7 DAYS AFTER LEARNER AND PARENTS WERE GIVEN AN OPPORTUNITY TO MOTIVATE WHY NOT TO SUSPEND</p> <p>- THE DISCIPLINARY HEARING MUST COMMENCE WITHIN 7 DAYS AFTER THE SUSPENSION</p> <p>- IF FOUND GUILTY, ANOTHER SUSPENSION OF 7 DAYS MAY BE INSTITUTED</p> <p>- PARENTS WILL BE HELD LIABLE FOR DAMAGES CAUSED TO PROPERTY OR THEFT OF GOODS</p>
2	Criminal behaviour of any kind	N / A	
3	Defacing or destroying of school property	N / A	
4	Disrespectful conduct and verbal abuse to any other person	N / A	
5	Indulging in harmful graffiti , racism or hate speech	N / A	
6	Sexual conduct, sexual harassment or sexual assault	N / A	
7	Possession or use of any narcotics, drugs or intoxicants	N / A	
8	Possession of dangerous weapons	N / A	
9	Repeated infringements of the School Rules or Code of Conduct	N / A	
10	Failure to comply with interventions	N / A	
11	LEVEL 4 VIOLATIONS ARE NOT LIMITED TO THE ABOVE AND MAY BE DECIDED ON AGREVATING MERITS	N / A	

UNIFORM & DRESS CODE

“...it is a beautiful thing to wear a uniform or garb which represents a group of people, because what it immediately symbolizes is oneness, togetherness.” – Nia Long, model

School uniform serves important social and educational purposes. The goal and adoption of a school uniform can promote:

- school safety and safekeeping of its students,
- improve discipline both socially and in the classroom,
- and enhance the learning environment by removing all prejudices.

In addition:

- A school uniform is also useful in assisting school officials in the early recognition of persons related to the school.
- The uniform set forth must allow learners to participate in school activities with comfort, safety and decorum.
- No child may be refused admission to a school because of an inability to obtain or wear the school uniform.
- The School Uniform & Dress Code should take into account religious and cultural diversity within the community served by the school. Measures should be included to accommodate learners whose religious beliefs are compromised by a uniform requirement.
- Freedom of Expression in the School Uniform & Dress Code should accommodate the wearing of, for example, an HIV and AIDS ribbon or badges of approved charity organizations, especially for specific events or days. Such items should not contribute to disruption by substantially interfering with discipline or with the rights of others.

To ensure that practices related to school uniform do not impede access to education in any manner and do not infringe any constitutional rights of persons, this document refers to, and makes extensive reference to, *The National Guidelines for School Uniforms*.

As a school we are proud of our accomplishments, and we would like the uniforms, and the use thereof, to reflect our pride. Students must please adhere to the Lowveld Academy Uniform & Dress Code as stipulated below:

General:

- Decorum, tidiness and good hygiene at all times is of utmost importance.
- It is expected of each student to attend school in the school uniform as prescribed by the school every day:
 - during school hours,
 - during formal school functions and
 - when travelling to- and from school.
- Mixing of casual wear, sport wear and formal wear is not allowed.
- No additional clothing items other than stated in this document may be worn with the school uniform or sportswear.
- No *accoutrements* or additions that do not compliment the school uniform such as accessories, beanies, badges, hats, coloured contacts or visible tattoos are allowed.
- Only students that have applied, submitted relevant supporting documents and received the necessary approval from the School Management Team, may deviate from the official guidelines for religious or cultural reasons as contemplated in the Code of Conduct, Part 1 Paragraph I.

- Behaviour must be impeccable when dressed in school uniform, especially when travelling to-and from school, or wearing of school uniform while not on the school grounds.
- No wearing of gang or political party insignia, or promotion of any party that may be affiliated with questionable intent or reputation.
- Students must take accountability for the upkeep and safekeeping of their own clothing items and that of others.

Hygiene

Self-respect and a good appearance starts with good hygiene. Students must be made accustomed to a healthy hygiene routine and practices that includes:

- Bathing/showering and brushing teeth daily.
- Hair being washed on a regular basis.
- A healthy skin routine appropriate to each individual skin type that makes use of a sunblock moisturiser
- Fingernails must be kept clean and short, no longer than the fingertips.
- Students must be taught by parents and guardians on the importance of hygiene practices such as daily use of deodorant, and the use of sanitary towels.
- Students must be given access to cleaning facilities and clean uniforms by the parents and guardians.

Lowveld Academy aims to support all students it identifies to be in need of support in regards to the points above.

Jewellery and Make-up:

- Medic-Alert bracelets or chains is allowed without contravention.
- Non-decorative wrist watches may be worn.
- Only female students may have piercings which are limited to wearing of one gold, silver or stoned stud or sleeper (small ring no larger than a R1 coin, one millimeter thick) in the lobe of each ear. No attachments are allowed, as well as no facial piercings such as nose rings or septum piercings.
- No necklaces, chains or lockets are allowed. Rings are limited to one seal or signet ring.
- No make-up may be worn except for clear lip gloss, along with clear nail polish.

Hairstyles:

- Hair must be clean and neat at all times.
- Hair must have a natural appearance, both natural hair and synthetic hair. Hair may be coloured within one shade deviation of an individuals own natural hair colour.
- Hair may not be worn or cut in an extravagant fashion that seeks to elicit a reaction, nor sport any insignia of questionable intent or does not compliment the school uniform,.
- Short hairstyles must be of a neat faded cut, hair may not sit on or hang below the neck or ears, or cover the eyes. Students that should chose to wear their hair long, must ensure their hair is tied back away from the eyes in a low ponytail.
- Any hair accessories including hair ties, bows and ribbons must be in the school colors, i.e. clear, yellow, light blue, white or black. Only clear beads may be word, and in such a fashion that is does not create and audible or visual distraction.
- Male students must be clean-shaven at all times. No moustaches, beards or *side-whiskers* are allowed.
- Singular exceptions to hairstyles will be made as per the Code of Conduct, Part 1 Paragraph I.

Summer Uniform

The summer uniform, worn between September and April, includes:

Boys:

- White LA-branded button-up school shirt
- Boys khaki school shorts
- Boys khaki school trousers at ankle length (NO 'stovepipe' or 'skinny' trousers allowed)
- LA-branded navy knee-high socks
- Black Oxford-style school shoes with tied black shoelaces OR
Black/dark brown, unbranded 'vellies' with accompanied coloured shoelaces
- Black or dark brown belt, dependent on choice of shoes
- LA-branded navy school tie worn at waist length and in an Oxford knot
- LA-branded light blue jersey
- LA-branded light blue pull-over
- LA-branded tracksuit jacket

Girls:

- White LA-branded button-up school shirt of appropriate bust size
- LA-design girls skirt of appropriate size and length. Length may not exceed 6cm above the knee. OR
Khaki school trousers (NO 'stovepipe' or 'skinny' trousers allowed)
- White ankle-high socks, no leggings
- Black lace-up, bar, or 'baby-doll' formal school shoes OR
Black/dark brown, unbranded 'vellies' with accompanied coloured shoelaces
- LA-branded navy school tie worn at waist length and in an Oxford knot
- LA-branded light blue jersey
- LA-branded light blue pull-over
- LA-branded tracksuit jacket

Winter Uniform

The winter uniform, worn between May and August, includes:

Boys:

- White LA-branded button-up school shirt
- Boys khaki school trousers at ankle length (NO 'stovepipe' or 'skinny' trousers allowed)
- LA-branded navy knee-high socks
- Black Oxford-style school shoes with tied black shoelaces OR
Black/dark brown, unbranded 'vellies' with accompanied coloured shoelaces
- Black or dark brown belt, dependent on choice of shoes
- LA-branded navy school tie worn at waist length and in an Oxford knot
- LA-branded light blue jersey
- LA-branded light blue pull-over
- LA-branded tracksuit jacket
- Navy Blazer jacket. Only pull-overs and jerseys may be worn underneath a blazer. No sports jackets will be worn underneath a blazer.
Blazers will always be accompanied by a formal LA-branded tie, as is proper etiquette.

Girls:

- White LA-branded button-up school shirt of appropriate bust size

- LA-design girls skirt of appropriate size and length. Length may not exceed 6cm above the knee. OR
Khaki school trousers (NO 'stovepipe' or 'skinny' trousers allowed)
- LA-branded white ankle-high socks OR navy leggings. NO white socks worn over/under leggings
- Black lace-up, bar, or 'baby-doll' formal school shoes OR
Black/dark brown, unbranded 'vellies' with accompanied coloured shoelaces
- LA-branded navy school tie worn at waist length and in an Oxford knot
- LA-branded light blue jersey
- LA-branded light blue pull-over
- LA-branded tracksuit jacket

Navy Blazer jacket. Only pull-overs and jerseys may be worn underneath a blazer. No sports jackets will be worn underneath a blazer. Blazers will always be accompanied by a formal LA-branded tie, as is proper etiquette.

Sportswear

Sportswear may only be worn on allocated day with PET periods, sport practices, or formal sport meets.

- LA-branded tracksuit pants
- LA-branded tracksuit jacket
- LA-branded sport vest
- LA-branded sport shirt
- Navy track shorts
- No revealing leggings or 'ski pants' unless covered by tracksuit vest or shorts
- Appropriate athletic footwear. NO flip-flops, *Vans*, *Converse*, sneakers, or shoes that does not provide athletic support.
- Provincial Colours for the relevant year may be worn on PET or sport days

Casual Wear

- Formal school uniform, sportswear and casual wear will not be mixed, including when not on the school grounds or travelling to- and from school.
- Students are prohibited to wear items that undermine the integrity of the school, notwithstanding their expressive nature, such as a T-shirt that bears a vulgar message or covers or replaces the type of shirt required by the function or event.
- During social events that allow for casual wear, students must wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing, or are not age- or function appropriate are not allowed. No undergarments may be visible or show through other clothing items.
- Casual wear of an individual must be respectful of the upbringing or religious parameters of another, and not seek to influence or elude to an unwanted dress code or behaviour.

In conclusion, Lowveld Academy wishes to be presented as respectable institution with a sense of standards and morals to act as model to our community and other schools. Lowveld Academy wishes to presents its students in this manner through a sense of tidiness, cleanliness and decorum.

*** Uniforms can be bought or ordered from IZIT SPORTS, Shop 6, Kamogelo Centre, Ferret Street, Hoedspruit. Contact: 073 225 3827**

POLICY ON ELECTRONIC DEVICES FOR LEARNERS

1. GENERAL

This policy was developed by the School Management Team of Lowveld Academy in accordance with the following legislation and related school policies:

- Lowveld Academy Disciplinary Code, and Code of Conduct
- Regulations for Safety Measures in Public Schools, GN 1040, GG22754 of October 2001
- National Policy on the Handling, Administration and Management of The National Senior Certificate, General Notice 30048 of 6 July 2006
- Protection of Personal Information Act, Act 4 of 2013 (POPIA)

The school acknowledges that cell phones and other electronic devices are useful instruments during emergencies and that these devices can be used as effective teaching aids by educators and learners during e-learning, and platforms such as WhatsApp that can prove to be a successful addition as a secondary learning platform. However, the use of cell phones and other electronic devices by learners during school hours causes disciplinary issues and unnecessary distractions. Therefore, the implementation of strict rules regarding the use of cell phones and other electronic devices are necessary. The use of a cell phone or other electronic devices by learner and educator alike, is a **privilege**, not a right.

In this document the phrase 'cell phone and/or electronic device' and 'device' refers to, but not limited to, the following:

Cell phone, Smartphone, tablet, 'Chrome Book', Laptop, smart watch, 'Fitbit', fitness tracker, earphones, wired earphones, wireless earphones ('airpods', 'earbuds'), over-the-ear headphones, portable game stations (e.g. PSP), electronic readers (kindle, etc.), etc.

2. THE FOLLOWING RULES MUST BE OBSERVED BY ALL STUDENTS

- 2.1. Cell phones and other electronic devices must be switched off during normal academic hours and class time. This includes invigilation periods. No cell phone and/or electronic device may be left on 'silent' or 'vibrate'.
- 2.2. Students may only use their cell phones before school and after school, and then only outside the classroom, or in class with the express permission and instruction of the educator **for educational purposes ONLY**. This includes making use of educational platforms or academic WhatsApp groups.
- 2.3. In the instances where a cell phone or electronic device is required in class for educational instruction or sharing of relevant information, it is the responsibility of the student to produce a fully-charged device for each academic day. No charging in the classroom will be permitted.
- 2.4. No texting, videos, WhatsApp messages (unless under academic instruction), voice notes, direct messages, emails or similar communication may be sent or read by learners during formal academic time, or between periods.
- 2.5. No student may use or carry another student's cell phone or device without that student's express permission.
- 2.6. No student will be allowed to have a cell phone or any other electronic device in their possession in a test or examination venue.
- 2.7. No cell phone and/or electronic device may be visible during formal class time, between periods or during break time.

3. SAFETY & SECURITY

- 3.1. A student who brings a cell phone and/or electronic device onto the school grounds, does so at their own risk.
- 3.2. The school, and its staff members, will take NO RESPONSIBILITY for the loss as a result of negligence by the student, theft or damage of a student's cell phone and/or electronic device.
- 3.3. The onus is on the victim of theft and/or damage to submit a complaint to SAPS in this regard.
- 3.4. In reference of the POPIA act:
 - 3.4.1. No photos, videos or voice recordings of any person (or part of a person) may be taken or distributed.
 - 3.4.2. No recording of any classroom activity may be made without the permission of the educator.
 - 3.4.3. The recording and distribution of any photo, video, voice recording of any situation, whether dramatised or otherwise, is forbidden; unless it is for educational purposes with the permission of the educator or person of authority involved.

4. DISCIPLINARY ACTION

- 4.1. Disciplinary action will be taken should any of the abovementioned be violated, or when a cell phone or electronic device is determined to be a distraction to the academic environment or student in use.
- 4.2. The cell phone or electronic device will be confiscated by the educator immediately.
- 4.3. Demerits will be issued to the owner of the cell phone and/or electronic device as part of record-keeping purposes of offenses.
The following steps will be taken in the presence of the student:
- 4.4. The educator will check that the SIM card and memory card remains in the device.
- 4.5. The cell phone will be placed in an envelope. The student's name, description of the device and the date written on the envelope.
- 4.6. The envelope is handed in at the office for safekeeping in the strong room.
- 4.7. The educator records the date, name and class of the student, description of the device, and sign a *register of confiscation*.
- 4.8. The secretary/staff member checks for previous offenses in terms of this policy in order to determine relevant course of action. The secretary/staff member records the return date of the device in the register.
- 4.9. The student may collect the device after the confiscation period has lapsed.
- 4.10. The student must sign the *register of confiscation* when a device is collected.**
- 4.11. The school and its staff members accept no responsibility for any loss of cell phones or electronic devices, and the owner of the cell phone or electronic device will be responsible for the safekeeping of the device while on the school grounds.
- 4.12. No claim with regards to any loss or damage of a cell phone or electronic device will be handled by the school management or educators.
- 4.13. In case of natural disaster, e.g. a fire, or in case of theft, the school will accept no responsibility for confiscated cell phones or electronic devices in the school's possession.
- 4.14. Offenses:**
 - 4.14.1. First Offense**

The cell phone and/or electronic device will be kept in the school's strongroom for 1 (one) academic day, where after the student may collect and sign for the device during school hours.

4.14.2. Second Offence

The cell phone and/or electronic device will be kept in the school's saferoom for 5 (five) academic days, where after the student can collect and sign for the device during school hours at a fine (admin fee) of R100.00 (One Hundred Rand).

4.14.3. Third and Further Offenses

The cell phone and/or electronic device will be kept in the school's strongroom for 10 (ten) academic days, where after the student can collect and sign for the device during school hours at a fine (admin fee) of R200.00 (Two Hundred Rand).

4.15. Record of Offenses:

The school will keep a record of offenses using the Merit System in term of the Disciplinary Code and such register will remain valid until the end of the academic year in which the offense was committed. No record of offense(s) will be carried over to the next academic year.

4.16. Refusal to hand in a cell phone and/or electronic device:

Should a student refuse to hand over their cell phone and/or electronic device when an offense has occurred, will be subject to disciplinary intervention and possible hearing by the Disciplinary Committee. The educator will report such refusal directly to the Disciplinary Head. They will take up such matter using the correct disciplinary procedure along with taking up the matter with the student's parents/guardians.

4.17. Collection of confiscated devices:

Cell phones and/or electronic devices must be collected by the student ONLY. The learner will sign the register of confiscation as proof of receipt of the item in good condition.

4.18. Refusal to pay admin costs:

Should the student and/or parent/guardian refuse to pay the relevant fine, the school will keep the confiscated device in the school's strongroom for a period of 6 (six) months, after which ONLY the parent/guardian may collect the device during school hours and sign the register of confiscation as proof of receipt of the item in good condition.

4.19. Stolen cell phones and pornographic material:

4.19.1. Should a stolen phone and/or electronic device be found in a student's possession, immediate disciplinary steps will be taken against such student, which may result in suspension or expulsion.

4.19.2. Should a student make themselves guilty of the distribution of offensive and/or pornographic material by means of a cell phone and/or electronic device, or a violation in terms of the POPIA, the device will be immediately confiscated and handed over to the SAPS. Such student will immediately face disciplinary action, which WILL include either suspension or expulsion.

The Lowveld Academy School Management Team acknowledges that parents and guardians wish to stay in contact with their student, but we ask that parents and guardians refrain from interfering during academic hours and make use of the official channels that are available to both parent/guardian and student, such as contacting the LA Office via telephone, email or WhatsApp.

The Lowveld Academy School Management Teams requests that all parents and guardians support the implementation of this policy since the policy was developed in the interest of our students, their education, personal safety and the safety of their possession

