



# Lowveld Academy

## SCHOOL RULES

### 1. PREAMBLE

Lowveld Academy is a school which is very proud of its students. It is therefore expected from every student to obey the school rules at all times and thereby uphold the school's good name. A school exists mainly of students and therefore it is expected that all fellow-students are considered.

### 2. BEHAVIOUR

- Good manners are expected from each and every student at all times.
- Personnel and visitors are to be greeted politely.
- Should a visitor or personnel member enter the class this person should be greeted.
- A student in uniform should at all times be an advertisement of good behaviour for Lowveld Academy.

#### 2.1 Behaviour in class

- 2.1.1 Classes must be kept clean and neat - no littering in classes or on the school grounds.
- 2.1.2 No writing or scratching on the desks - keep desks clean and tidy.
- 2.1.3 No property of the school may be damaged or removed.
- 2.1.4 No property of class mates may be damaged.
- 2.1.5 Visit toilets during break time and NOT during class. In times of emergency, a class pass may be requested to leave the class.
- 2.1.6 School case must be compact and should keep books neat and clean.
- 2.1.7 No bubble gum or chewing allowed.

- 2.1.8 A student must go to his/her allocated seat immediately, sit down, take out his/her books and be ready to start with tuition.
- 2.1.9 Always be well mannered, disciplined, co-operative, attentive and responsive.
- 2.1.10 Homework must always be done.
- 2.1.11 Wait for the teacher to dismiss the class.
- 2.1.12 English must be spoken at all times in class and on the school grounds.
- 2.1.13 No cell phones are allowed during school hours.
- 2.1.14 All classes must be attended.
- 2.1.15 A student must have a class pass when he/she leaves the class.

## **2.2 Changing classes**

- 2.2.1 Walk briskly.
- 2.2.2 Keep to the left and use the one way (clockwise).
- 2.2.3 Do not bundle and lag.

## **2.3 No trading on school premises**

## **2.4 ALCOHOL / DRUGS / SMOKING**

- 2.4.1 No alcohol / drugs / cigarettes may be brought into the school premises.
- 2.4.2 No student under the influence of alcohol / drugs may enter the school premises or be in the vicinity of the school premises or be dressed in a school uniform.

## **2. OBEDIENCE**

Absolute obedience is expected from each student towards:

- Teachers
- Assistants
- School leaders
- Employees of the school

## **3. INTIMIDATION**

Threatening behaviour and intimidation (verbal and nonverbal) is considered as very serious transgressions. Anyone involved in intimidation of any kind will be appropriately punished.

### **3.1 Bullying and fighting**

No bullying or fighting will be tolerated. Never do unto others, what you would not like done unto you bullying and fighting is considered a very serious transgression. Students MUST immediately leave an area where fighting is taking place. Report it to principal or his/her representative.

### **3.2 Weapons**

**No weapon or ammunition of any kind** is permitted on school property under any circumstances.

### **3.3 Sexism & racism**

Sexual / racist harassment and slurs will not be tolerated.

## **4. THEFT**

Theft or interference with others' property is a very serious offence and will be handled as such. No student may take or interfere with anything belonging to another person.

## **5. SCHOOL UNIFORM**

**TIDINESS AT ALL TIMES IS OF UTMOST IMPORTANCE.**

5.1 It is expected from each student to attend school in the school uniform as prescribed by the school every day, during school hours, afternoon study, formal school functions.

5.2 Mixing of casual wear and school uniforms are not allowed.

5.3 It is expected of students, when and wherever wearing the school uniform, to be correctly dressed as set out above.

5.4 Behaviour must be impeccable when dressed in school uniform, especially when you are not on the school grounds.

## **6. PUNCTUALITY**

- The school starts daily at 07:00
- The school comes out at 14:00

## **7. ILL STUDENTS**

- Should a student be feeling ill he or she will be sent to the sick bay with a permission letter from reception.
- The matron will not give medication or take the student to the doctor.
- If necessary, the parents will be informed when a student is ill.

## **8. JEWELLERY AND MAKEUP**

- Only girls may wear jewellery which is limited to the wearing of one stud or sleeper (small ring) in the lobe of each ear. No attachments are allowed.
- No nail polish may be worn and nails must be short and clean.
- No rings.
- No makeup.

## **9. HAIR STYLES**

- 9.1 Hair must be clean and neat at all times.
- 9.2 Hair should not be coloured.
- 9.3 Should hair be worn long, it must be clean at all times and tied up and pinned back, away from the eyes. Anything additionally worn in the hair must be in the school colours.
- 9.4 Hair must always be worn in a neat style. No small bundles or loops worn on top of head.
- 9.5 No gel or oil which gives the hair a dirty or oily appearance should be used.
- 9.6 No butterflies or clips are allowed in students' hair.
- 9.7 No moustaches, beards, side whiskers are allowed. Boys must be clean shaven.

## **10. DAMAGING OF PROPERTY (VANDALISM)**

- All property of the school must be treated with respect.
- Damage of property will be viewed in a very serious light.
- The student who damages the property will have to pay to replace or repair it.
- Damaged property must be reported to a teacher / assistant.

## **11. LITTERING**

We are proud of our school and the school grounds. It must at all times be kept clean and tidy. Therefore, it is forbidden to litter. No student is allowed to sit on dustbin lids. No dustbin may be moved around.

## **12. PLAY GROUND**

The area directly in front of the office and near the cars is forbidden, as well as the classrooms before school and during break. No student will be allowed to leave the school grounds. The riding of bicycles, in the afternoons and at break times, on the school grounds is forbidden.

## **13. PERMISSION FOR CHILDREN TO BE TAKEN BY PARENTS DURING SCHOOL TIME**

No student may leave the school grounds during school time as well as study time, unless permission was granted at the office. The name of the student as well as the reason must be listed.

#### **14. SEXUAL CONTACT**

- 14.1 No sexual contact between students is allowed on school property.
- 14.2 Sexual contact with a student below the age of 16 is a criminal offence and will be treated as such.

#### **15. GOOD TIMEKEEPING PRACTICES**

- 15.1 Always be on time!
- 15.2 When late in the morning, you must report to the Administration Window.

#### **16. ABSENT FROM SCHOOL**

- 16.1 Your parents must phone us to inform us;  
*or*  
you must bring a letter from your parents;  
*or*  
bring a doctor's certificate to Administration Window.
- 16.2 When you are marked absent, you will automatically receive 30 demerit marks which will be deleted only when you report (on the same day) as being late, or above proof is presented.

- 17. The possession and/or the distribution of **PORNOGRAPHY** in whatsoever form is not permissible on the school grounds, whether intended or unintended.

#### **18. CELLPHONES**

**No cell phones are allowed between 7:00 and 14:00.** Cell phones will be confiscated and a penalty fee is payable.

#### **19. DISCIPLINARY CODE**

Transgressions will be handled according to the school's disciplinary code.

#### **20. GANGS**

Gangs or gang activities are strictly forbidden. Lowveld Academy wants to keep the school a safe environment and thus we will have zero tolerance towards gangs, gang members and their activities.

#### **CONCLUSION:**

LA strives to create a safe environment for its students. Students must adhere to all Rules and Regulations of the school.