

ARISE ACADEMIC CENTRE

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SCHOOL RULES AND CODE OF CONDUCT

1. Attendance and Punctuality

- Learners must attend school regularly and arrive on time.
- Absences must be reported by the parent/guardian before 08:00 on the same day.
- A written note or medical certificate must be provided for absences longer than two days and on days of scheduled formal assessments.
- Repeated absenteeism without valid reason may result in disciplinary action.
- Learners must be dropped off and collected on time. The school and staff can not be accept responsibility for learners dropped off or collected outside of normal school hours.
- Supervision is only available from 06:45, until half an hour after pick up times. Please make the needed arrangements in this regard.
- Please not hooting at the gate. The gate will be opened during drop off and pick up times. Should you need to enter the premises on any other time, please contact the office to open up the gate.
- School hours are as follow:
 - Foundation Phase (Grade 1 – 3):
07:30 – 13:00 Mondays – Fridays
 - Intermediate and Senior Phase (Grade 4 – 7)
07:30 – 13:30 Mondays – Thursdays
07:30 – 13:00 Fridays

2. Dress Code and Appearance

- Learners must, at all times, be tidy and neatly dressed. The image projected to other must be of pride, showing respect to themselves and to others.
- The school does not currently prescribe a formal uniform; learners may wear ordinary clothes. However, clothing must be neat, clean, and appropriate for a learning environment. Clothes must be of such length that stomachs and other parts are appropriately covered.
- No short skirts/shorts.
- No clothing that reveals underwear or is transparent.
- Hair must be neat and well kept. Girls may wear their hair loose, provided it is out of their eyes and does not hinder focus or participation in class.
- No long artificial nails or excessively decorated nails are permitted.
- Personal appearance should reflect respect for the school environment.
- Ear piercings and ear rings are only to be worn by girls. Any jewellery worn to school must still be neat and must not interfere with the learner's academic work.

3. Behaviour and Discipline

- Learners must show respect to all staff, peers, and visitors at all times.
- Bullying, discrimination, or harassment of any kind will not be tolerated.
- Offensive language, fighting, or disruptive behaviour is strictly prohibited.
- Learners must follow instructions given by teachers and school staff promptly.
- Learners must strive to bring out the best qualities in themselves and in others.

"Where potential arises!"

4. Respect for Property

- Learners are expected to respect school property, as well as the property of staff and fellow learners.
- Any damage caused intentionally or through negligence will be charged to the parent/guardian.
- Desks, textbooks, and resources must be kept in good condition.
- No unauthorized use of the School's equipment will be allowed.
- Premises must be kept tidy at all times. No littering or damaging of property will be tolerated.
- Learners may not play, walk or jump in the flowerbeds or damage anything in the gardens of the school.
- Learners are restricted to the classrooms, rest rooms and garden. Access to other areas are strictly prohibited.
- Hygiene and cleanliness are extremely important. Each learner must leave the rest room clean and tidy after it has been used.

5. Homework and Academic Commitment

- Homework and assignments must be completed on time.
- Parents/guardians are expected to support the learner's academic progress by monitoring homework and encouraging consistent study habits.
- Learners must not engage in plagiarism, cheating, or dishonesty in assessments.
- Learners are expected to complete and submit all work and assignments on time.

6. Technology and Online Conduct

- Learners are not allowed to have cell phones with them at the school.
- The School does not encourage WhatsApp groups or other social media groups among learners, as these often lead to online bullying.
- Parents remain fully responsible for monitoring and managing their child's phone use and online behaviour. The School cannot be held liable for any form of online bullying or inappropriate communication that takes place outside of school. The School will only intervene if such behaviour overflows into the school environment.

7. Health and Safety

- Learners must conduct themselves in a way that ensures their own safety and the safety of others.
- The following items are strictly prohibited on school premises, during school outings, or at any school-related activity:
 - Cigarettes, e-cigarettes, and vapes.
 - Alcohol in any form.
 - Drugs, narcotics, or any illegal substances.
 - Knives, weapons, toy weapons, or any dangerous objects.
 - Fireworks, lighters, or matches.
 - Pornographic or offensive material.
 - Other objects/substances that poses a risk to the health and safety of learners and staff.
- Possession of prohibited items will result in immediate disciplinary action, which may include suspension or expulsion, and may be reported to law enforcement if necessary.
- Learners must remain on the school premises during school hours unless written permission for early departure is provided by a parent/guardian.

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8. Parent/Guardian Commitments

- Parents/guardians agree to:
- Support the school in maintaining discipline and enforcing the Code of Conduct.
- Attend parent meetings and stay informed about the learner's progress.
- Communicate openly with the school regarding concerns, challenges, or special needs.
- Ensure school fees are paid according to the agreed schedule.
- Take responsibility for their child's conduct outside of school, especially regarding technology and social media use.

9. Disciplinary Procedures

- Minor offences will be addressed through verbal warnings and counselling.
- Repeated or serious offences may result in written warnings, detention, suspension, or in severe cases, expulsion.
- Parents will be informed of disciplinary actions and may be required to attend a disciplinary meeting.

10. General Rules

- Food and drinks are only allowed in designated areas.
- No littering – all learners must keep the school grounds clean.
- Learners must participate respectfully in school activities, assemblies, and events.



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