



PRO-ED ACADEMY SCHOOL RULES

Pro-Ed Academy school rules are the result of discussions between staff, students and Board. In the process of preparing these rules, many other schools' rules were looked at and taken into account. These rules are binding for all pupils of Pro-Ed Academy, as well as their parents or guardians. The school rules form the basis of the school's disciplinary system and depending on the need and circumstances, will be amended and adapted.

1. School times:

Start: 07h15 Monday - Friday (07h00 Staff)

Adjourn: Primary Grade 1-3 at 12 h00 Grade 4-7 at 13:00 Mon -Thu.
High School at 13h30
Grades 4-12 adjourn on Fridays at 13h00

Faithful attendance should be important to every Pro-Ed student. Parents must ensure that students are dropped off at school on time. (See point 18 and 19.)

A pro-Ed Student should maintain respect for order in the school, and therefore silence should be kept during the daily morning assembly, Bible reading, and when announcements are made.

2. School grounds:

The Grades in the playground are divided as follows: Grade 1 to 3
Grade 4 to Grade 7 and 8 to 12. The children may not be in the classrooms, the bicycle shed, cars or near the motorcycles.

No students may play across the road before school. No children may be on the verandahs or in the classrooms during break or before school, without permission.

No playing in the bathroom / changing rooms allowed. Bathrooms must be left tidy always.

No dangerous games, shoving, fighting and bullying allowed.

No learner may leave the school grounds during school hours without permission from the school principal.

No balls are to be kicked on the school grounds. Only across the road.

3. Uniform:

The prescribed school uniform must be worn. Remember that the students are ambassadors of the school and need to promote and hold high the excellent name of the school. During sporting events only Pro-Ed Academy's sportswear should be worn. The Pro-Ed sport shirt with blue jeans and sweatshirt can be worn if pre- arranged and confirmed.

If a student is wearing his/her school uniform, all school rules must be adhered to as a Pro-Ed pupil can be identified by the uniform they proudly wear.

What does the uniform look like?

Primary (Grades 1 to 7)

Pro-Ed tracksuit, Pro-Ed golf shirt, Pro-Ed shorts, black takkies, black or white socks. (Gr 1-4 may come to school barefoot). Black jersey.

Vests may not protrude from underneath the golf shirt, as this looks untidy.

Gr 5-7 (Optional - school uniforms as set out above)

White shirt, Pro Ed tracksuit top or black jersey. Grey boys short pants or grey long pants with a black belt. Girls: black tights, black shoes (without buckle) and grey socks.

High School (Grades 8-12)

Boys: White shirt with Pro-Ed tie, black blazer with Pro-Ed badge, black shoes without buckle, grey socks.

Girls: Black tights, Black jersey under jacket, boys grey trousers with black belt or girls grey skirt.

Sportswear:

Pro-Ed sport shirt, Pro-Ed shorts , Pro-Ed tracksuit. Only Pro-Ed cap or sport hat may be worn.

Additional: Black, yellow and maroon Pro-ed scarf may be worn in winter.

4. Appearance:

4.1 Girls

No make-up or permanent makeup is allowed.

Jewellery and Watches: No watches that are decorated with beads like bracelets. Only silver or gold earrings.

Buttons with a diameter of up to 4mm. Rings with nothing dangling. The interior diameter not exceeding 1cm and not wider than 2mm.

Only one ear-piercing per ear in the bottom hole.

No bracelets, tongue rings, nose rings or bracelets are allowed. No bands or rings with any inscriptions.

Nails should be neat and clean. Colourless nail polish may be worn in high school. When a girl holds her hands up vertically, her nails may not be seen from the palm side.

Hair must be tied when it touches the bottom curve of the collar. Hair should be combed before being fastened.

All clips or hair accessories must be black or the color of the hair. No decorated hair clips. Hair may not be colored. Only Grade 11 and 12 girls may colour their hair a shade lighter or darker.

Casual wear:

No underwear should show. No "spaghetti" strap tops for girls. Waist may not be visible at all. Shorts and skirts should be normal school length.

No tattoos or graffiti on bodies allowed.

4.2 Boys:

Boys hair must meet the following requirements:

When the hair is combed down, both sides should not hang over the ears; two fingers above eyebrows and behind. Appropriate length, may not touch the collar.

No "foreign" or unconventional hairstyles allowed. E.g "step" or "mohawk" Hair should be neatly combed. No gel may be used.

No growth on the chin allowed. Boys must be clean-shaven at all times including the hair on the upper lip.

Sideburns may not be lower than the middle of the ear and must be cut short.

No jewelry such as rings, earrings, tongue rings, nose rings, bracelets (elastic or leather) or chains are allowed. They will be confiscated.

No tattoos or graffiti on bodies.

5. Conduct:

It is expected that students be well - mannered and show common courtesy towards one another, to staff, to visitors and to the public. Arrogance and back - chatting will not be tolerated. The rules also apply on the sports field and in public.

No hands in pockets please! Especially when you are being addressed by a teacher or parent .

No dirty or abusive language may be used.

No holding hands or kissing on school grounds or in school uniform.

A pro-Ed student never finds himself guilty of lies or deceit.

No satanic or occult - type activities are not allowed in Pro-Ed.

Any pupil convicted of a criminal offense will be asked to leave the school.

6. Electronic devices:

The use of electronic appliances such as I-Pods and MP3s and other digital devices, infringes on the learning atmosphere in the classroom. Such equipment may only be used outside the school.

7. Mobile Use:

The school recognizes that mobile phones are an important form of communication. It is unfortunate that the abuse thereof leads to social, ethical and safety problems.

Students may not possess a cell phone during school hours for the following reasons:

- Cell phones can be stolen.
- Cell phones can be used to cheat during tests or examinations.
- Cell phones have many features that distract attention from the academic environment.
- Cell phones allow pupils into indecent websites.
- Cell phones have personal information on, that can be shared with unwanted persons.

Pro-Ed Academy and staff can not be held responsible for the loss of a cell phone at school.

A cell ☎ that is confiscated in a classroom or in the playground will be taken away and kept in an envelope ✉. They will be placed in the safe for the remainder of the term.

8. Movement:

Learners move quickly into the quad when the bell rings. Announcements begin immediately after that.

Bags should be placed at the register class on Mondays before moving to the quad.

Changing classes: Students move quickly and quietly during class changes. Keep left, and suitcases away from the wall.

Skateboards: No skateboards are allowed on the site, even on weekends.

9. Chewing gum:

Chewing gum is prohibited.

10. Smoking:

Learners who  smoke will be severely punished if they are caught. Students at Pro-ed may not be in possession of matches, lighters, cigarettes or other smoking material. No smoking in school uniform!

11. Textbooks:

Each student must have his / her own textbooks prescribed by the staff . Textbooks should be covered with plastic . Writing Books must be covered with paper and plastic as requested by the teacher. A pro-Ed pupil wants to be proud of his books. If textbooks are lost or stolen, the student will be required to pay for the textbook.

12. Suitcases/Schoolbags

Canvas bags are not allowed . Nothing except the student's name may be written on the  bag. It may be painted or glued on.

13. Cars and motorcycles:

Only students with licenses may drive to school by car or motorcycle.

Learners parking only in demarcated area, with the consent of the headmaster.

Motorcycles have demarcated area for reserved parking, also after school hours. Under no circumstances may anybody move the motorcycles parked on the pavement .

Courtesy, care and application of traffic rules is essential.

14. Theft:

Each learner must do everything in his power to be helpful to eradicate this . Unfortunately the school can not be held liable for any losses. All clothes must be clearly marked.

It is forbidden to take something from someone without his permission.

15. Vandalism:

No scratching or writing on tables, walls or other places. Littering is not allowed. We ask students to help us to combat vandalism because the infrastructure is maintained by the parents who pay the school fees.

16. lockable cupboards:

Lockers are available at the Riverside site. Students can obtain a box at a minimal fee per annum, payable at the Finance Office. Students must provide their own lock. Items are stored at your own risk.

17. Drugs and alcohol 🍷 :

Any student who is guilty of the use, misuse, possession of drugs or alcohol on school grounds or during any official trip or tour or camping event, will face a disciplinary committee at the school . They will be summoned and punished according to the school's disciplinary code.

18. Absence:

If a student is absent due to illness, the parent should notify the school by phone or by e-mail. After two days of absence, or absence during a test or examination, a doctor's certificate is submitted. If a student is away part of a day or for a few periods, they must inform the office at least a day in advance in writing. Appointments with doctors, dentists and drivers license tests should preferably not be made in the morning. No student may during the school day participate in activities that are not part of the school's operations.

Period absence: It is held during each register period to check the period of absence. The parent will be notified to confirm the absence period.

19. Sickness during school hours:

No children may call from the public telephone or cell phone if he / she becomes ill during school hours. If a student becomes ill during the day, he / she is to take a green letter to the secretary and the secretary will notify the parents. Permission must be obtained from the grade head of department. Students must be collected by parents at the office.

20. Appointments during school hours:

Learners may get permission for exceptional circumstances to meet appointments during school hours. A letter from the parent / guardian must be given during registration period to the head grade to grant permission. A student should have a letter of consent by subject teachers drawn and hand it to reception. Parents must submit a letter timeously and arrange to fetch the student at the check out point. A student must be at the school by 10h00 to be marked present.

21. Wearing illegal gems:

If a student is guilty of wearing jewelry that is prohibited, it is confiscated. A form must be filled out by the learner. (This is according to the law.) The item will be put in an envelope and kept in the safe and the learner will wait until the end of the quarter to collect it at the general office.

22. Harassment / pornography / hate speech / victimization:

Learners involved in obscene material (in any form) or behavior that offends, will be severely punished. Pupils will refrain from victimizing or harassing anyone. No hate speech against fellow scholars allowed.

23. School leavers:

If a student leaves the school, the parents must notify the school as soon as possible in writing.

24. General:

The school is an orderly community and disciplined in it's manner - this is conducive to performance. The best discipline is self-discipline and therefore we strive for our own benefit and the benefit of others always . The cooperation of every student, parent and teacher is required. Refusal or failure to inform him / her subject to the provisions of this code of conduct or the school's disciplinary process could lead to expulsion from the school.