

Aurum Seventh-day Adventist Academy

Code of Conduct for Learners

A. AIMS OF OUR RULES AND CODE OF CONDUCT

To foster good relationships, we shall therefore:

- Speak politely and with respect to all members of the school community
- Take responsibility, ourselves, to always demonstrate and encourage positive behaviour
- Thank, praise, compliment or apologise when appropriate
- Treat others, as we would like to be treated ourselves

We consider as inappropriate behaviour:

- Rudeness
- Name calling
- Racism
- Offensive language and gestures
- Hurting others
- Using a loud or aggressive tone of voice
- Excluding or isolating others
- Being unforgiving
- Greediness/not willing to share
- Victimizing or intimidating others
- Fighting

To encourage Effective Learning, we shall therefore:

- Arrive on time, well prepared for our lessons
- Respect others who are learning and working with us
- Listen and speak at appropriate times
- Develop positive attitude to our work

We consider as inappropriate behaviour:

- Talking when silence is requested
- Interrupting or disturbing others when they are working or talking
- Ignoring requests
- Ignoring agreed rules

To have an Attractive, Safe and Healthy School, We shall therefore:

- Treat animals, plants and artefacts or any equipment with respect and care
- Move around the school in an orderly fashion
- Respect and care for the school building, its contents and the surrounding environment
- Report accidental breakages/damages promptly

We Consider Inappropriate Behaviour:

- Running within the building
- Misusing the toilets and cloakrooms
- Damaging or moving either school or other's property
- Littering
- Hiding of another person's school books or possessions

Conduct upon entering the class

- Line up outside the classroom as instructed by the teacher
- Lead in as per teacher's instruction
- Take down chairs where applicable
- Put suitcases down and greet the educator

Conduct upon leaving the classroom

- Stand up
- Push in your chair
- Tidy your work area
- Lead off as per teacher's instruction

Conduct at the end of the day

- Pack away. Tidy the classroom
- Stand behind your desk
- Place chairs on tables
- Greet the educator and leave as per instructions

Conduct in the hall

- Walk in lines - Don't run
- Keep Left
- Single file
- Move quietly to the next class, without talking or playing
- Greet all teachers and adults along the way

We would expect everyone to implement these aims in any situation where we are part of the school community, that is:

- Within school
- On school trips, whether educational or social
- Whenever we are representing the school

B. TYPES OF OFFENCES

Ordinary offences: The following are examples of ordinary offences:

- Homework not done or incomplete
- Assignments not handed in
- Absence from school/classes without permission
- Disruptive behaviour
- Copying of work of other learners
- "Borrowing" of someone else's possessions without his/her permission
- Coming late for classes or other school appointments
- Wearing wrong school uniform or inappropriate dress for the occasion
- Damaging of school property

Serious offences: The following are examples of serious offences:

- Malicious damage of school property (Vandalism)
- Theft with aggravating circumstances, including theft of examination papers
- The possession or sale of stolen items including examination papers
- Possession of dangerous weapons on school premises, a dangerous weapon being defined as a weapon, which has the potential to inflict grievous bodily harm
- The possession of obscene material
- The possession or sale or use of liquor, drugs or other illegal substances on school premises, or at a school function/excursion not on school premises

NOTE: Serious offences will usually result in a disciplinary interview to which parents will be called to attend

Detention is a serious form of punishment and will be considered after other forms of punishment did not bring about a change of behaviour. There are different types of detention:

- Break detention scheduled during break times
- Afternoon detention scheduled for an hour and a half after school when other learners have already gone home. Parents will be informed 2 days before the time and must make their own arrangements for transport back home
- Sports detention scheduled during the regular play period on a Wednesday and Friday

C. SOME PRACTICAL MATTERS

The School Diary

- Diary must be at school every day
- Diary must be in a plastic cover
- All homework must be recorded
- Diary must be signed by parents on a daily basis
- All money sent to school must be recorded in diary

Bibles

- Every learner is required to have a New King James Version (NKJV) Bible, which should be at school every day and present during Chapel on Wednesday mornings

School Work

- Books must be covered in plastic with a front-cover inserted
- Homework must be done daily
- Incomplete classwork must be completed at home
- Books must be packed according to timetable
- Stationery must be at school every day
- Tests must be signed
- Work in books must be of a high standard with dates, headings and underlines as instructed by teacher

General Class Rules

- Speak respectfully to teachers and peers
- Do not disrupt lessons with bad behaviour
- Do not leave your desk without permission
- Do not have discussions with other learners without permission
- Respect school property
- No writing on desks or walls
- Be honest during tests and exams
- No bullying, fighting or hurting others
- Pick up litter around your desk before leaving the class

Uniform:

- Clean and neat regulation uniform/sports kit
- Keep tracksuit tops zipped up
- No boxer shorts visible

Jewellery:

- Modest watches and medic alert bracelets only

- No body piercing or tattoos
- No earrings or necklaces

Hair

- No outlandish hairstyles
- Hair to be kept clean and neat even during school holidays
- No peroxiding, tinting, streaking or gel
- Boys - Hair to be kept short and off the collar. (Facial hair to be shaved off)
- Girls - Hair at shoulders length to be tied up. Long fringes must be clipped away from the face. Hair accessories must be yellow, black or white

Lunches and snacks:

Because a vegetarian meal digests much faster and produces more energy and alertness, and a better state of health, generally, learners are not allowed to bring any meat, chicken, fish products to school in their packed lunches. We encourage brown bread with soya meats, pulses like lentils and beans, peanut butter, marmite, fruit, nuts and vegetables to be the chosen food items and treats. Parents are encouraged to Google, or to speak to one of the teachers for healthy alternatives and suggestions. No snacks like crisps (chips), sweets and chocolates are allowed to be eaten at school. No fizzy drinks are allowed.

Cellular Phones

Cellular phones are strictly not allowed. If a cell phone needs to be permitted at school, this should be done by prior arrangement by a parent. Any cell phones confiscated will be kept for 3 months before being given back to the learner.

PLEASE SIGN AND RETURN

I hereby declare that I have read and understood the above-mentioned policy and that my child will abide by the rules.

Learner's Name: _____

Grade: _____

Learner's Signature: _____

Date: _____

Parent's Name: _____

Parent/s Signature: _____

Date: _____