



POLICY

ARBOR PRIMARY

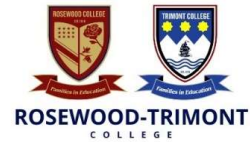
STUDENT'S CODE OF CONDUCT

SCHOOL RULES

- 1) All Students Shall
 - a) Be familiar with the rules of the school and follow all of them accordingly in order to maintain a safe and orderly environment;
 - b) Be respectful to the all teachers and staff, other members of the school community and their fellow students at all times and encourage their friends and family to do likewise;
 - c) Refrain from using profanity and inappropriate behaviour or language on campus:
 - i) Abusive or inappropriate conduct towards teachers, other staff and fellow students will not be tolerated
 - ii) Racism will not be tolerated
 - iii) Violence, physical & sexual will not be tolerated
 - iv) Over familiarity will not be tolerated
 - d) Respect for the property of the school and others, including but not limited to school supplies, food, devices, equipment and personal belongings:
 - i) No stealing, pilfering or unauthorized use;
 - ii) No vandalism or deliberate defacement;
 - iii) Lack of due care during authorized use;
 - e) Use of personal electronic devices (i.e. phones, tablets, cameras and the like) shall be prohibited on the campus at all times. Students are required to lodge any personal electronic devices with school administration upon arrival in school with the following exceptions:
 - i) A student can only have a phone or another electronic device at school if they have signed a Contract of Use, personally making themselves responsible for accepting these conditions.
 - ii) If a student is carrying a phone and has not signed the contract, they will not be allowed to bring their phone to the school for the rest of the school



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year. If it is a necessity, the student will have to leave it and pick it up at the front desk every day.

- iii) The devices need to be clearly named/labelled
- iv) Devices must remain switched off at all times on the school premises (unless specific permission has been granted by a member of staff).
- v) Emergency calls can be made by request through the school phone.
- vi) The phones must remain with administration until home time at the end of the day (unless specific permission has been granted by a member of staff).
- vii) School Administration will
 - (1) be responsible for the physical safety of the devices left in its care;
 - (2) not tamper with any devices; and
 - (3) not be responsible for the digital contents and security of the devices left in its care.
- viii) If a student is seen with a prohibited device during school hours without permission, it will be confiscated immediately. The device will only be returned when the parent comes to collect it.
- ix) The use of any electronic recording devices requires the permission of both a teacher, and the subjects to be recorded in keeping with Rule #2 above.
- x) Should a student break the rules { *see i through ix) above*, three (3) times, they will not be allowed to bring their device to school for six (6) school weeks.

f) Congregation outside of School Hours

- i) Both before and after time-tabled hours, Students are to remain in the School Playground or at the designated drop-off / collection points.
- ii) Before School starts, students may enter their classrooms to drop off their bags, and return to the approved play areas.
- iii) After school ends, students should remove their belongings from their classroom, and wait for collection at the designated Pick up Area.
- iv) Students participating in Extra-Curricular activities should wait for the teacher/coach to arrive before re-entering the building to participate in the scheduled activity.
- v) There should be no congregation of students at any time inside the school building without the supervision of a teacher or member of the School Administration.

g) Follow the school protocol for lodging complaints.

- i) Students are strongly encouraged to communicate their concerns to their teachers or front office so that they may be appropriately and conveniently resolved;



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- ii) Resolutions should be sought with teachers first before being escalated to the Principal;

 - h) Attend school regularly and punctually;

 - i) Follow the school's dress code and be ready to participate and learn;

 - j) Complete their homework assignments on time and revise their work continually;



DRESS CODE

Pursuant to School Rule 1 i), the following details the dress code:

1) REGULAR SCHOOL UNIFORM

a) GIRLS:

- i) Khaki skirts worn below the knee
- ii) White Socks worn above ankles
- iii) All Black sneakers (no high-tops; No Slippers/sandals/Crocs, etc)
- iv) Navy Blue Polo tucked into skirts

b) BOYS

- i) Khaki Pants
- ii) Black Belt
- iii) White Socks worn above ankles
- iv) All Black sneakers (no high-tops; No Slippers/sandals/Crocs, etc)
- v) Navy Blue Polo shirt tucked into pants

c) Sweaters/Cardigans.

- i) Students may wear the official School Cardigan that may be made available via the school's uniform suppliers.
- ii) If the cardigan/sweater is unavailable at the store, students may wear solid Black or Navy Sweaters without any print or embroidery.
- iii) Wearing of any other Sweater/Hoodie/Cardigan is strictly prohibited.

d) Exceptions due to Injury or Medical condition;

- i) Where a student is unable to comply with the uniform standards temporarily, due to an injury, the parent may in writing request a waiver for up to 2 school days.
- ii) Longer periods may be considered if supported by a medical certificate.

2) PHYSICAL EDUCATION UNIFORM

a) GIRLS

- i) House Coloured T-Shirts
- ii) Black Rossi Shorts
- iii) All Black sneakers with White Socks above the ankle

b) BOYS

- i) House Coloured T-Shirts
- ii) Black Rossi Shorts
- iii) All Black sneakers with White Socks above the ankle

3) EXTRA-CURRICULAR SPORTS

- a) Students may vary the foregoing based on the written Guideline of the Coach for each specific sport.



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- 4) Students are required to come to school wearing the complete School Uniform every day except on days when they have PE where they may arrive wearing their PE tops and black shorts

- 5) If for some reason the student is unable to have the complete uniform on any day, they must have their parents send a written explanation or the student will have to return home.

6) JEWELLERY

- a) Boys are not permitted to have piercings of any sort.
- b) The wearing of jewellery to school is not advisable.
- c) Parents may request in writing for their child to be permitted to wear jewellery of a religious or familial significance within the following limitations:
- d) Girls may be permitted to wear a single pair of unadorned studs
- e) Girls and boys may wear a single metal chain with a single pendant of a religious icon.

7) HAIR, HAIR ACCESSORIES & NAILS

- a) GIRLS
 - i) Hair shall be secured away from face, in a ponytail or plait if long enough
 - ii) Simple, small navy blue or white) accessories may be used once it does not detract attention from face
 - iii) clear and clean short nails. Nail Polish is not permitted.
 - b) BOYS
 - i) A short neatly combed haircut forms part of the uniform. Hair lengths are to be kept above eyebrows, the ears and the shirt collars.
 - ii) clear and clean short nails. Nail Polish is not permitted.
- 8) Tattoos are not permitted. No permanent or temporary tattoos should be present on the skin.