

CODE OF CONDUCT

1. School Hours

School will start at 08h00 each morning. The day will begin with a 15 minute register period where announcements are made and time spent in prayer. The academic day will begin at 08h15.

2. Dress Code

Learners will wear an appropriate summer and winter school uniform as prescribed by the principal, relevant to change of season.

3. Discipline

Learners are expected to “do unto others as they would have other do unto them” Learners are encouraged to display a Christ-like attitude by being respectful and tolerant towards others. No corporal punishment may be administered, however, firm control will be kept in the classrooms and learners are expected to abide by the Code of Conduct at all times.

Learners will receive merits or transgressions as per the Code of Conduct. SWEEP Academy believes that learners will feel secure where sound discipline is a priority. The application of discipline must be in a consistent and loving manner with basic responsibilities, misdemeanors and repercussions set out clearly. Using these procedures will help to create a consistent environment wherein parents and educators agree on disciplinary procedures and support each other in the use thereof.

Transgressions

1. Each student will receive 10 points.
2. A certain number of points have been awarded to each transgression.
3. When a learner gets a transgression, the number of points awarded to the particular transgression will be deducted from the total of number of points each time.
4. When a learner has lost all 10 points, they will be required to do detention on a Friday afternoon for 1 hour. Parents will be notified of the detention date in advance. (The necessary transport arrangements must be made).
5. If a learner loses a transgression sheet they will immediately lose 10 points and get detention.
6. If a learner has three times detention in a term, they will have one week's suspension and a disciplinary meeting with their parents.

	Transgressions	Points
1	Being late for line-up	1
2	Diaries left at home	1
3	Books/stationary left at home	1
4	Talking at line-up	1
5	Wearing incorrect uniform	2
6	Untidy appearance	2
7	Wearing jewelry that is not permitted	2
8	Wearing make-up or nail polish	2
9	hair –Boys too long	2
10	Hair – Girls not clipped back	2
11	Homework not done	2
12	Misbehavior on school bus	2
13	Disregarding disciplinary measures	2
14	Cheeking/disrespecting people in authority	2
15	Using cell phone during the school day	2
16	Disrespect of peers (bullying)	2
17	Bringing chewing gum or chewing it during the school day	2
18	Littering	2
19	Disobedient in class/disruptive behavior	3
20	Inappropriate physical contact	3
21	Bunking	5
22	Using foul language	5
23	Discriminating against other learners	5
24	Showing disrespect or being cheeky to a teacher	5
25	Lying to a teacher	5
26	Damaging school property	5
27	Bringing any form of weapon to school	5
28	Stealing	5
29	Forging a parents signature on a test or diary	5

Merits

A merit will be awarded for each of the following:

1. Excellent work in books.
2. Project of a high standard.
3. 80% - 100% for tests (or top 3 in class).
4. Computers – Good assessment in term end.
5. All memory verses said at end of term.
6. Neat work.
7. Diligence.
8. Improvement.
9. Helpfulness.
10. Courtesy.
11. Christian Character.

5 merits	1 tuck-shop voucher
6 merits	1 civvies

As a learner of Sweep Academy, the following will be expected of you:-

1. A parent / guardian must sign all tests and homework diaries.
2. Label all personal items clearly.
3. No backchat or disruptive verbal comments will be tolerated. Do not discriminate against other people.
4. Remember: Do unto others, as you would have them do to you. Always be respectful and obedient to all members of staff and parents.
5. No name-calling or bullying will be tolerated.
6. Class rules must be adhered to.
7. No eating will be allowed in the classrooms and no bubblegum is allowed at school at all.
8. Be loyal to the school at all times. Do positive things to promote the school.
9. Wear the proper school uniform every day. Non-regulating clothing will not be permitted. Always represent the school in full uniform.
10. No make-up or nail polish may be worn.
11. Jewellery: girls may wear an earring per ear, in the earlobe. Only studs/sleepers are permitted. One signet ring and a sensible watch may be worn, but no charms, chains or beads allowed. Boys may not wear any form of earring/stud what so ever.
12. Hair: girls hair must be sensible styled and out of face and eyes. Shoulder length hair must be tied up with school colour matching hair accessories. No colouring of hair is permitted. No outrageous styles/shaved heads will be allowed.
Boys' hair must be kept short and may not hang over the collar. No outrageous style or coloured hair will be allowed.
13. When in uniform or whilst attending any function/ outing at any school or public place, always act responsible and always display good manners.
14. If you make use of public or school transport, do so in an orderly or controlled manner, with due respect to other people or property.
15. Do homework and schoolwork diligently. Hand work in on time.
16. Produce a standard of work that reflects the high ethos of the school.
17. Be orderly, brisk and quiet when moving along the corridors and staircases, between classes and after line-ups.
18. Line up quickly and quietly before school. Do not loiter between classes.
19. Be punctual. Do not be late for school.
20. If you are absent from school, your parents must phone the school in the morning of your absenteeism and inform the Principal in writing.
21. Do not leave the school grounds during school hours without written permission of the Principal.