

# PRO ARTE ALPHEN PARK SCHOOL

## SCHOOL RULES

### A. PROCEDURES

- ✚ The School Governing Body will handle all serious transgressions of school rules by applying set disciplinary procedures.
- ✚ The Principal has the discretion to add, change and implement additional internal rules at any time.
- ✚ Disciplinary action will be taken against learners with more than four (4) detentions per annum.

### B. RESPONSIBLE BODY OR PERSON

- ✚ SGB = School Governing Body
- ✚ H = Principal/Deputy Principal/Disciplinary Head
- ✚ G = Grade Tutor/Register Teacher
- ✚ T = Educator

### C. MAXIMUM PENALTY

- ✚ 1 = Expulsion or suspension after disciplinary procedure
- ✚ 2 = Final written warning, letter and debit points
- ✚ 3 = Warning letter and debit points

### D. DEFINITION OF WORDS AND TERMINOLOGY USED IN THIS DOCUMENT

- ✚ School premises = all school property (eg. buildings, hostel, school grounds, vehicles etc).
- ✚ Detention = a penalty and a result of the accumulation of debit points for the transgression of the rules.
- ✚ Direct detention = a further disciplinary action and is given for the recurrence of specific transgressions.
- ✚ Expulsion = the action taken by the SGB in accordance with the law, after a just disciplinary hearing.
- ✚ Suspension = a temporary action taken by the SGB, as a corrective measure, for a short period of time as prescribed by the SA Schools Act.
- ✚ Safekeeping = the storage of items in accordance with prescribed regulations, for a period of time.
- ✚ Fine = a monetary amount payable as determined by the principal and SGB.

**PLEASE NOTE:**

1. Learners and parents are required to accept the school's code of conduct as well as the school rules and they will have to sign the applicable document.
2. The non-compliance with or breach of the school rules will result in the application of disciplinary procedures and in serious cases the learner will be requested to leave the school.
3. The school will not be liable for the loss of any valuable items brought onto the school premises by learners or parents.

<b>1</b>	<b>SERIOUS OFFENCES</b>	<b>ACTION</b>	<b>DEBIT POINTS</b>	<b>RESPONSIBLE PERSON</b>	<b>MAXIMUM PENALTY</b>
1.1.	No weapons of any kind are allowed on the school premises.	Immediate suspension from school premises. Disciplinary procedures to be initiated. Criminal charge will be laid at SAPS.		<b>SGB</b>	<b>1</b>
1.2.	The throwing, beating or shooting with any object with the intention to harm a person or damage property is not allowed.	Immediate suspension from school premises. Internal hearing conducted by disciplinary committee.	<b>6 Debits</b>	<b>SGB H</b>	<b>1 2</b>
1.3.	No learner withhold any information required by the school authorities for the maintenance of good order and discipline at the school.	Immediate suspension from school premises until the information is disclosed or for a period of time which shall be at the discretion of the principal.	<b>6 Debits</b>	<b>SGB H</b>	<b>1 2</b>
1.4.	Smoking on the school premises is prohibited. Smoking in school uniform is prohibited at all times (even after school hours and/or in public areas). Smoking in civilian dress at any school function is prohibited.	Parents will be informed and a fine of R200 will be levied. After 3 transgressions / fines the learner will be suspended. Such a learner will not be allowed to return to the school premises until the fine has been paid. If the learner is caught smoking outside the school premises, he/she will be given a fine of R300.	<b>6 Debits</b>	<b>SGB H</b>	<b>1 2</b>
1.5.	The use and/or possession of drugs or narcotics and/or alcohol on the school premises or at school functions (also for learners 18 years and older) are prohibited. Drug test will be conducted. If there is evidence of any substance	Expulsion or suspension depending on the circumstances and at the discretion of the SGB following an investigation. Disciplinary action will be taken		<b>SGB</b>	<b>1</b>

	abuse, the school will be obliged to do the drug test.  The selling or trafficking of drugs, narcotics or alcohol on or outside of the school premises in school uniform or civilian dress, is prohibited.	Permanent expulsion.			
1.6.	Any form of vandalism (including the drawing of graffiti) will be regarded as a serious transgression.	Immediate suspension from school property until the damage has been repaired by learner/parent/guardian. For multiple offences, expulsion.	<b>6 Debits</b>	<b>SGB H</b>	<b>1 2</b>
1.7.	Any form of gambling on the school premises is prohibited.	Money and gambling items will be forfeited.(final written warning will be given to the learner)	<b>6 Debits</b>	<b>SGB H</b>	<b>1 2</b>
1.8.	Theft of any kind is prohibited.	Immediate suspension from school premises until the learner/parent/ guardian has paid for the damages. Criminal charges to be laid with SAPS.	<b>6 Debits</b>	<b>SGB</b>	<b>1</b>
1.9.	Fighting, pushing, elbowing, bullying (emotional bullying) assault or battery on school premises or in school uniform (including outside of school premises) is prohibited.	Immediate temporary suspension from school premises. Criminal charges (SAPS).	<b>6 Debits</b>	<b>SGB H</b>	<b>1 2</b>
1.10.	Depriving another learner of the right to an education and dignity is prohibited.	Immediate suspension from school premises until the case has been resolved.	<b>6 Debits</b>	<b>SGB H</b>	<b>1 2</b>
1.11.	Sexual transgressions (physical and/or verbal), sexual acts and pornography on school or hostel premises or in school uniform is prohibited.	Parent/guardian will immediately be informed. Suspension from school premises. Internal and / or legal (SAPS) procedures to be followed.	<b>6 Debits</b>	<b>SGB H</b>	<b>1 2</b>
1.12	The use of social networks /social media to make derogatory comments, recordings, facebook, twitter, whatsApp, etc on school premises will not be tolerated.	Immediate suspension from school premises until the case has been resolved.Refer to the SAPS (Disciplinary action will be called) Internal and /legal procedures to be followed.	<b>6 Debits</b>	<b>SGB H</b>	<b>1 2</b>
<b>2</b>	<b>GANG VIOLENCE</b>	<b>ACTION</b>	<b>DEBIT POINTS</b>	<b>RESPONSIBLE PERSON</b>	<b>MAXIMUM PENALTY</b>
2.1.	Gang-related activities, intimidation, blackmail, or violence is prohibited.	Immediate suspension from school, internal and legal (SAPS) procedures will be followed.		<b>SGB</b>	<b>1</b>

<b>3</b>	<b>REGULARITY RULES</b>	<b>ACTION</b>	<b>DEBIT POINTS</b>	<b>RESPONSIBLE PERSON</b>	<b>MAXIMUM PENALTY</b>
3.1.	No learner will be allowed to leave the school premises during school hours without prior written authorisation of the principal or deputy principal. See 5.2	Parent/guardian will be informed immediately and the learner will receive direct detention.	<b>6 Debits</b>	<b>G</b>	<b>3</b>
3.2.	No learner will be allowed to drive or park any motor vehicle/motor cycle on the school or hostel premises without prior authorisation.	Vehicle keys will be handed to the principal for safe keeping and the Metro Police (Traffic Department) will be requested to collect and impound the vehicle.	<b>6 Debits</b>	<b>G H</b>	<b>3 2</b>
3.3.	NO cellular phones, radios, MP3 players, i-pods, iPads, tablets, walkmans or any similar equipment may be used. Cellular phones must be switched off during school hours.	The item will immediately be taken into safe-keeping by the educator, placed in an envelope with the learner's name and signature on the envelope and will be kept in the safe until the end of the term. Cellular phones will be handled in a similar manner, except that the SIM card will be removed from the instrument and handed back to the learner. Such items may only be claimed at the end of the term with proof of identification. Recurring transgressions will be handled at the discretion of the principal. Debits and direct detention will be given. If the learner's item is confiscated for the second time in a year that item will be kept until the end of that year. If the item is confiscated in the 2 <sup>nd</sup> last week of the term, that item will be given back at the end of the following term.	<b>6 Debits</b>	<b>T H SGB</b>	<b>2 1</b>
<b>4</b>	<b>GROUNDS</b>	<b>ACTION</b>	<b>DEBIT POINTS</b>	<b>RESPONSIBLE PERSON</b>	<b>MAXIMUM PENALTY</b>
4.1.	Parking areas are out of bounds to learners.	Staff/learner council members on duty will give immediate debits to learners found loitering in car parks.	<b>1 Debit</b>	<b>T G</b>	<b>3</b>
4.2.	Littering will not be tolerated. Dustbins must be used.	Learners caught will have to pick up all litter in the vicinity of where it was thrown and put it in a rubbish bin. Debits are given.	<b>1 Debit</b>	<b>T</b>	

4.3.	No hostel learner may visit the hostel during school hours except in the case of illness. Hostel learners who feel ill must report to the school administration office to obtain permission from the senior hostel teacher to return to the hostel.	Receive debits.	1 Debit	T	
4.4.	Learners may not be in a classroom at break, before or after school without a permission of a teacher	Loiterers in unauthorised areas will be admonished and receive debits.	1 Debit	T	
<b>5</b>	<b>TARDINESS AND LEAVING OF SCHOOL GROUNDS DURING SCHOOL HOURS</b>	<b>ACTION</b>	<b>DEBIT POINTS</b>	<b>RESPONSIBLE PERSON</b>	<b>MAXIMUM PENALTY</b>
5.1.	Learners who are late must report to the office before joining their next class.	Late comers will not be allowed in a class without a letter signed by the receptionist. Should a learner be late from a previous period, she/he must provide a signed letter from the teacher.	1 Debit	G T	3
5.2.	No learner will be allowed to leave the school premises without a permission letter from the office. Learners with the necessary permission must be collected by their parent/guardian in the foyer.		1 Debit	H	
5.3.	Doctors', dentists' and drivers' licence appointments should preferably be made after 14:10.				
5.4.	Only learners with signed diaries (or teacher's board) in their possession will be allowed on the corridors during class time.	Debits will be given, if no diary or teachers board with written permission can be presented by the learner.	1 Debit	G/T	
5.5.	Changing classes must be executed in an orderly fashion within 4 minutes of the ringing of the bell.	Late-comers and learners, who do not have permission to be out of the class, will receive debits.	1 Debit	T	
5.6.	Learners should visit the toilet preferably during break. In an emergency situation during class periods the toilet can only be visited if the teacher gives permission and his/her signature, the date and time is written in the learner's diary or teacher's board.		1 Debit		
<b>6</b>	<b>CLASS ROOMS</b>	<b>ACTION</b>	<b>DEBIT POINTS</b>	<b>RESPONSIBLE PERSON</b>	<b>MAXIMUM PENALTY</b>
6.1	Food and drink may not be consumed in classrooms or halls.	All food and drink (including water), will be taken from learner and be thrown away.	1 Debit	T	
6.2	Chewing a gum is forbidden.	Debits	1 Debit	T	

6.3	Classrooms must be kept neat and tidy at all times. Teachers will see to it that learners keep classes neat and tidy before leaving the class.	Learners who make a mess in classrooms must clean up under the supervision of the teacher and will receive debits.	1 Debit	T	
6.4	All books must be cared for. Only school bags which provide the necessary support may be used. No writing, scratching or slogans may appear on school bags.	Learners must replace books which they have ruined. The school reserves the right to take back books until a suitable school bag has been provided. School bags must be cleaned or replaced at own cost.	1 Debit	T G	3
<b>7</b>	<b>BUSES</b>	<b>ACTION</b>	<b>DEBIT POINTS</b>	<b>RESPONSIBLE PERSON</b>	<b>MAXIMUM PENALTY</b>
7.1.	Appropriate and orderly behaviour is expected of learners on buses. Bus prefects will exercise discretion with regard to offences and will report all offences to the bus driver and to the teacher responsible for buses. Bus prefects must act according to the prescribed Code of Conduct for bus prefects at all times.	The misbehaviour will be reported to the <b>Deputy Principal Mr Nkosi</b> , who will sign the debit form.	3 Debits	Teacher in charge of buses	
<b>8</b>	<b>ABSENTEEISM</b>	<b>ACTION</b>	<b>DEBIT POINTS</b>	<b>RESPONSIBLE PERSON</b>	<b>MAXIMUM PENALTY</b>
8.1.	Absenteeism from tests and exams require a medical certificate. A valid medical certificate issued on the day of absence must be presented to the <b>subject teacher</b> on the day that a learner returns after an illness.	No marks will be given for tests/exams and/or portfolio work done if a learner was absent without a medical certificate.		T	
8.1.1	Other forms of absenteeism demand a letter from a parent/guardian.		1 Debit	T	
8.2.	Learners who feel ill or are injured at school must report to the office. The secretaries or a teacher will call the parents/guardian. Learners are not allowed to phone parents/guardians directly in this instance. Parents/guardians may only be called directly by the learner with the permission of said staff member.		3 Debit	H	
<b>9</b>	<b>NEGLECT OF DUTY</b>	<b>ACTION</b>	<b>DEBIT POINTS</b>	<b>RESPONSIBLE PERSON</b>	<b>MAXIMUM PENALTY</b>
9.1.	Truancy.	The parent/guardian will be informed immediately.	1 – 6	G	3

		Direct detention.	<b>Debits (as per discretion of the principal)</b>		<b>2</b>
9.2.	Disregarding of instructions.	Debit will be issued, serious cases will result in 10 debits	<b>1 - 6 Debits</b>	<b>T G</b>	<b>10</b>
9.3.	Late-comers  Learners must be at school at 07:35. Entering premises after 7:35 will be considered as late.	The gate will be closed as soon as the bell has rung. Late-comers receive debits and parents/guardians are informed.  Detention on Friday for being late more than once a week. Detention starts at 13:45 until 14:45. Latecomers will not be allowed to sit detention, the learner will have to attend next detention A valid medical certificate is required when a learner cannot sit detention. Absent on a Friday without a valid medical certificate will be regarded as bunking Community service if detention is missed twice. Disciplinary hearing for 4 detentions missed. The learners will do the following : Sand desks; clean toilets; pick up papers etc. Testimonial will not be given to Matric learner's with outstanding detentions.	<b>1 Debit</b>	<b>T G</b>	
<b>10</b>	<b>MISBEHAVIOUR</b>	<b>IMMEDIATE CONTACT WITH PARENTS/GUARDIANS</b>	<b>DEBIT POINTS</b>	<b>RESPONSIBLE PERSON</b>	<b>MAXIMUM PENALTY</b>
10.1	Serious misbehaviour that denies other learners the opportunity to learn.	The learner will be removed from the class until the learner and parent/guardian has signed an undertaking that the same or a similar transgression will not take place in the future. The document will be handed to the deputy principal or principal after which it will be put in the learner's file for future reference.	<b>6 Debits</b>	<b>H SGB</b>	<b>2 1</b>
10.2	Disrupting an assembly.	The learner stands during assembly. Debits will be given.	<b>2 Debits</b>	<b>G</b>	
10.3	Unacceptable use of language.	The learner is referred to the counsellor. A debit is	<b>1 Debit</b>	<b>T</b>	<b>3</b>

		given.		G H	2
10.4	Aggressive behaviour towards teachers, workers and other learners.	The learner is referred to the principal. Debits are given.	1 – 6 Debits (as per the discretion of the principal)	H SGB	2 1
10.5	Dishonesty in exams/tests.	No marks are given. The incident is recorded on the learner's file. Disciplinary steps to be taken.	1 – 6 Debits (as per the discretion of the principal)	H SGB	2 1
10.6	Undermining authority.	The learner is referred to the counsellor. Debits are given. The incident is recorded on the learner's file.	3 Debits 6 Debits 3 Debits	G H T	3 2
10.7	No unacceptable physical contact is allowed.	Learner(s) will be referred to the counsellor and the head of the Life Orientation department.	2 Debits 6 Debits	G H	3 2
10.8	Only one (1) learner is allowed per toilet cubicle. No forced entry to a toilet cubicle will be allowed.		2 Debits 6 Debits	G H	3 2
<b>11</b>	<b>APPEARANCE</b>	<b>ACTION</b>	<b>DEBIT POINTS</b>	<b>RESPONSIBLE PERSON</b>	<b>MAXIMUM PENALTY</b>
<b>11.1.</b>	<b>BOYS</b>				
11.1.1	No make-up may be worn.	Debits will be given. Make-up will be removed by the learner at the administration office under supervision of one of the administrative staff.	1 Debit	T G	3
11.1.2	No jewellery may be worn – this includes nose-rings, tongue-rings and earrings.	Items will be handed in for safe-keeping until the end of the term. Debits will be given.	1 Debit	T G	3
11.1.3	Hair must be neat and befitting a schoolboy. No trendy, inappropriate styles like “bed head”, Spikes, Mohawks, Undercuts, Mullets or any inappropriate style, such as outrageous braids or bobbles may be worn. No excessive use of hair gel to hide long hair or create weird or unnatural styles will be allowed.	Learners will have to fix incorrect hair by the following day. Debits will be issued per day if hair is not fixed. Should a learner be found with wrong hair, learner will not be allowed to sit in class for the day until the hair is fixed. Where there is any dispute about appearance (hair or uniform) a committee consisting of the			



	<p>Hair may not be dyed, highlighted, low-lighted, bleached or streaked.</p> <p>Hair must be kept well away from the eyes. The fringe may not touch or extend past the eyebrows. No hair may touch the ears or collar.</p> <p>Plaits, cornrows or braids must be close to the head and may not touch the collar. Plaited hair may not be tied in a bun in the neck.</p> <p>Hair must be flat and neat at all times. No stand-up hairstyles will be permitted.</p> <p>No wigs are allowed.</p> <p>No party styles will be allowed.</p>	Principal, a Deputy Principal, one other educator and the President of the ELRC will make the final decision. A majority decision of the committee will be binding.			
11.1.4	Boys must be clean-shaven.	Debits. Report to the office to rectify the problem. Repeat-offenders' parents will be called. Suspension until the problem is solved.	<b>1 Debit</b>	<b>O G</b>	<b>3</b>
<b>11.2.</b>	<b>SCHOOL UNIFORM: BOYS</b>	If the school uniform regulations are not adhered to the parent/guardian will be contacted. The Learner will not be allowed access to school premises until the misdemeanour is rectified.		<b>T/O G H</b>	<b>3 2</b>
	<p>Clothes must be neat and clean and should be worn according to the season.</p> <p>School uniform rules must at all times be adhered to.</p> <p>Only grade 12's may wear white shirts and agreed upon pull-over (white).</p>				
	Untidy, torn or incorrect items of clothing are in admissible.	Untidy, torn or incorrect items of clothing will be exchanged from the school clothing bank at the parent/guardian's expense. Parent/guardian will be informed accordingly. Items taken into safe-keeping will be returned at the end of the day. Debits will be given.	<b>1 Debit</b>	<b>T G H O G H</b>	<b>3 2 3 2</b>
11.2.1	<b>TROUSERS:</b> Grey long – or short pants with 20mm black belt and 50x50mm buckle without decorations/logos. No round buckles are allowed.		<b>1 Debit</b>	<b>T/O G</b>	<b>3</b>
11.2.2	<b>SHIRT</b>				
	<b>SUMMER:</b>		<b>1 Debit</b>		

	Prescribed light blue short-sleeved open collar shirt. If a long-sleeved shirt is worn, the school tie must be worn as well. No T-shirt or vest may be visible under the school shirt.			T/O G	3
	<b>WINTER:</b> Prescribed light blue long-sleeved shirt and compulsory tie.		1 Debit	T/O G	3
11.2.3	<b>SOCKS:</b> Grey long socks with grey short pants or short grey socks with long pants.		1 Debit	T/O G	3
11.2.4	<b>SHOES:</b> Black, (lace up or small buckle) polishable shoes not higher than 1 cm, are permitted. No slip-on shoes are permitted. School shoes that are worn down at the back or unacceptable shoes, such as sneakers, tekkies are not allowed.		1 Debit	T/O G	3
11.2.5	<b>SCHOOL BLAZER:</b> Prescribed royal blue blazer.				
11.2.6	<b>JERSEY:</b> Prescribed long-sleeved jersey or pullover in the correct size.		1 Debit	G T/O	3
11.2.7	<b>SCARF:</b> Only prescribed school scarves may be worn. Tassels may not be cut off.		1 Debit	G T/O	3
11.2.8	<b>BEANIE (only in winter):</b> Only prescribed beanie may be worn with school badge and name clearly visible. Beanies may not be worn during class periods.		1 Debit	G T/O	3
<b>12</b>	<b>APPEARANCE</b>	<b>ACTION</b>	<b>DEBIT POINTS</b>	<b>RESPONSIBLE PERSON</b>	<b>MAXIMUM PENALTY</b>
<b>12.1.</b>	<b>GIRLS</b>				
12.1.1	No make-up may be worn.	Debits. Make-up will be removed by the learner at the administration office under supervision of one of the administrative staff.	1 Debit	T G	3
12.1.2	No lip gloss or lipstick of any colour is allowed. No red, pink or any colourful lipgloss or lipstick is allowed	Lip gloss must be removed immediately. Debits are given.	1 Debit	T	3
12.1.3	Nails must be neat and short and may not exceed finger tips by more than 2mm. No false nails or nail polish allowed.	Debits. Nails must be cut and nail polish removed at the office under supervision of one of the administrative staff.	1 Debit	T G	3

12.1.4	No jewellery may be worn except two thin identical, standard gold/silver sleeper earrings or studs (no bigger than 3mm and 8mm in diameter) – ONE per earlobe. No nose- or tongue rings may be worn. No other facial piercing is allowed No stones, gems or pearls are allowed.	Item(s) will be handed in for safe keeping until the end of the term.	<b>1 Debit</b>	<b>T G</b>	<b>3</b>
12.1.5	Clips must tone in with the hair colour. Ribbons/scrunchies must be royal blue or burgundy. Flower or bows are not allowed. Hair accessories may not be glossy or shiny.	Debits.	<b>1 Debit</b>	<b>T</b>	<b>3</b>
12.1.6	<p>Hair must be neat, befitting a school girl. If hair (in any style )touches the shoulders or lower part of the collar, it should be tied back, close to the scalp into a single ponytail of no more than 20 cm in circumference, or two ponytails of no more than 10 cm in circumference, a neat bun or plait.</p> <p>The fringe may not touch or extend past the eyebrows.</p> <p>Hair accessories should be limited to headbands, elastic or ribbon in plain royal blue, white or black. No ornamental hair accessories such as flowers, colourful or diamante clips or combs will be allowed.</p> <p>Hair may not be dyed, highlighted, low-lighted, bleached or streaked.</p> <p>No wigs are allowed.</p> <p>No party styles will be allowed.</p> <p><b>Special hair styles:</b> If a learner wishes to wear any of the hair styles below, she must adhere to the specific rules applying to each style.</p>	<p>Learners will have to fix incorrect hair by the following day. Debits will be issued daily, after three times, disciplinary action will be taken if hair is not fixed.</p> <p>Where there is any dispute about appearance (hair or uniform) a committee consisting of the Principal, a Deputy Principal, one other educator and the President of the ELRC will make the final decision. A majority decision of the committee will be binding.</p>	<b>1Debit</b>	<b>T</b>	<b>3</b>

	<p>Attachments must be in one colour (either colour 1, 2, 3 or 4). If long, all hair must be tied up neatly in a single ponytail of no more than 20 cm in circumference, or two ponytails of no more than 10 cm in circumference, a neat bun or plait. The length of hair may not touch the waist when tied up. Hair must be tied up if it touches the shoulders/lower part of the collar.</p> <p><b>Cornrows and braids/plaits</b>, not thicker than a pencil are allowed. The colour of the braid must match the hair at the point of attachment.</p> <p><b>Weaves</b> should be one colour only. Only straight hair pieces will be allowed. The fringe must not touch the eyebrows. No curly pieces or other fancy shapes will be allowed. The weaves must match the hair colour at the point of attachment.</p> <p><b>Dreadlocks</b> must be neat and braided at all times. Short dreadlocks will only be allowed if hair can be plaited. Hair must also be tied back into a single ponytail of no more than 20 cm in circumference, or two ponytails of no more than 10 cm in circumference. No coloured or tinted dreadlocks will be allowed.</p> <p><b>Afros /natural hair</b> must be neat and combed. If difficult to comb it should be plaited. Hair bands should be used to keep hair back. Only plain royal blue, white or black hair bands may be used. Hair may not stand up more than 6 cm from the scalp. If so, it should be plaited. Hair may not be shaved into trendy patterns.</p>				
12.2.	<p><b>SCHOOL UNIFORM: GIRLS</b></p> <p>Clothes must be neat and clean and should be worn according to the season.</p> <p>School uniform rules must be adhered to.</p>	<p>If the clothing regulations are not adhered to the parent/guardian will be contacted. The learner will not be allowed access to the school premises until the misdemeanour is rectified.</p>		<p>T/O G H</p>	<p>3 2</p>

	Only grade 12's may wear white shirts and agreed upon pull-over (white).				
	Untidy, torn or incorrect items of clothing are in admissible.	Untidy, torn or incorrect items of clothing will be exchanged from the school clothing bank at the parent/guardian's expense. The parent/guardian will be informed accordingly. Items taken into safe-keeping will be returned at the end of the day. Debits will be given.		T/O G	3
12.2.1	<b>SKIRT</b>				
	<b>SUMMER:</b> Prescribed 6-panel royal blue skirt (no shorter than 4 fingers above the knee when standing on knees). Skirts may <b>NOT</b> be worn as hip-skirts. Rectify immediately for the next school day.	Rectify immediately for the next school day.	1 Debit	T/O G	3
	<b>WINTER:</b> Summer skirt of prescribed royal blue or prescribed long trousers. A jersey and tie must be worn for winter. No trousers in summer.		1 Debit	T/O G	3
12.2.2	<b>SHIRT</b>				
	<b>SUMMER:</b> Prescribed light blue short-sleeved shirt without a tie. No visible T-shirt or vest is allowed under the school shirt. In the event where a learner has a shirt without a tie the button may not be buttoned. The button may only be buttoned if learner has a tie.		1 Debit	T/O G	3
	<b>WINTER:</b> Prescribed light blue long-sleeved shirt with compulsory tie. No visible T-shirt or vest is allowed under the school shirt.		1 Debit	T/O G	3
12.2.3	<b>SOCKS</b>				
	<b>SUMMER:</b> Royal blue, turned over approximately 4 cm.		1 Debit	T/O G	3
	<b>WINTER:</b> Prescribed royal blue pantyhose without holes.		1 Debit	T/O G	3

12.2.4	<b>SHOES:</b> Black (lace-up or with straps across the foot), polishable, acceptable school shoes. Unacceptable shoes such as sneakers, tekkies, etc are not allowed.		<b>1 Debit</b>	<b>T/O G 3</b>	<b>3</b>
12.2.5	<b>SCHOOL BLAZER:</b> Prescribed royal blue blazer.				<b>3</b>
12.2.6	<b>JERSEY:</b> Prescribed long- sleeved jersey or pullover of the correct size.		<b>1 Debit</b>	<b>T/O G</b>	<b>3</b>
12.2.7	<b>SCARF:</b> Only prescribed school scarf may be worn. Tassels may not be cut off. Scarfs may only be worn in winter.		<b>1 Debit</b>	<b>T/O G</b>	<b>3</b>
12.2.8	<b>BEANIE (only in winter):</b> Only prescribed beanie may be worn with school badge and name clearly visible. Beanies may not be worn during class periods. No hoods may be worn in class.		<b>1 Debit</b>	<b>G T/O</b>	<b>3</b>
12.2.9	Boys may not wear girls' uniforms and vice versa. Skinny trousers and baggy pants are not allowed.	Debits will be given daily until the problem is rectified	<b>1 Debit</b>	<b>T/O G</b>	<b>3</b>
<b>13</b>	<b>FRIDAY DRESS BOYS AND GIRLS</b>	<b>ACTION</b>	<b>DEBIT POINTS</b>	<b>RESPONSIBLE PERSON</b>	<b>MAXIMUM PENALTY</b>
13.1.	Golf shirt may not be altered. Only tracksuit pants with school shoes may be worn. Tracksuit maybe worn during winter of Fridays with a golf shirt.	Learners will not be allowed on school premises. Parents will be contacted and learners will be sent home to dress correctly.	<b>1 Debit</b>	<b>T G</b>	<b>3</b>
<b>13.2</b>	Friday dress will not be allowed during examinations.	Debits will be given.	<b>3 Debits</b>	<b>G</b>	<b>3</b>
<b>13.3</b>	Learners are not allowed to wear civillian dress during school hours (including examinations) unless it is an official school "civvie" day.	Learners will not be allowed on school premises. Parents will be contacted and learners will be sent home to dress in correct school uniform. Debits will be given.	<b>3 Debits 6 Debits</b>	<b>G H</b>	<b>3 2</b>
<b>14</b>	<b>LOCKERS</b>		<b>DEBIT POINTS</b>	<b>RESPONSIBLE PERSON</b>	<b>MAXIMUM PENALTY</b>
14.1.	Must be locked at all times, and may not be	Debits.	<b>1 Debit</b>	<b>G</b>	<b>3</b>

	used during and between class periods.			<b>T/O</b>	
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PAAP SCHOOL RULES FOR 2015