



Kgaswe International School

Plot 605, Extension 4, Palapye, Botswana Private Bag 75

(T) (+267) 492-2180 (F) 4922181 e-mail: highschool@kgaswe.ac.bw

(T) (+267) 492-0441 (F) 4922181 e-mail: primaryschool@kgaswe.ac.bw

Academic Centre of Excellence

Principal's Regulations

It is the Principal's responsibility to ensure learning takes place in a safe and secure environment, that everyone has the opportunity to learn and that the learning is of a high standard to secure success in examinations. Enforcing discipline ensures that these goals are met and students are not disturbed as they work towards achieving the grades they require for their future careers. An academically successful school is therefore a disciplined school. Students who habitually disrupt learning or prevent teachers from performing their roles will be disciplined. It is the Principal's duty to oversee discipline in the school, ensure it is consistently applied and implement measures to ensure bad behaviour does not repeat. Therefore at Kgaswe International School the Principal's regulations can be defined through the school's Ethos, Code of Conduct, Discipline Policy and other related policies outlined below.

School Ethos

The Kgaswe School motto "Know Thyself" forms the basis of the school ethos. Parents and pupils are requested to support us in achieving this goal.

We at Kgaswe believe in:

- A commitment to the schools ethos of excellence and quality
- Honesty, integrity and polite conduct
- Tolerance and empathy
- Trust and respect
- Encouraging leadership and team spirit
- Providing pupils with the skills to be international citizens
- Education as a partnership between the school and home
- Parents supporting the school in all educational and discipline measures

These collective actions guide the thoughts and actions of the staff and pupils at Kgaswe International School.

Code of Conduct

In order to achieve our motto each pupil is expected to understand and follow the school rules and these guidelines:

Academic

- Pupils must commit themselves to do their school work during classes, complete homework and assignments and catch up work missed due to absences

Attendance

- Pupils have an obligation to attend school regularly. The school should be notified in writing of an absence
- Pupils are expected to arrive at school on time and be collected at the arranged times
- Pupils selected for school teams are obliged to arrive on time and fulfil team obligations

Appearance

- Pupils are expected to be neatly and correctly dressed at all times as per the school dress rules

Equipment

- Each pupil is expected to have a suitable case or reinforced bag that will protect books
- A replacement fee of a certain amount is to be paid for lost or damaged library and text books
- School property damaged by a pupil will need to be repaired or replaced at their own expense

General

The Very Best in Pre-Primary, Primary and Secondary Education



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- Pupils at Kgaswe International School are to conduct themselves at all times in a manner befitting their school
- Pupils are to help protect and keep the school premises and grounds neat at all times
- Class changes are to be conducted in an orderly way. Pupils are to walk quickly and quietly to the next class
- Food and cold drinks must be stored in hygienic and leak proof containers
- Chewing gum is not allowed at any school function
- Bullying, fighting, teasing and the use of foul language are forbidden

Discipline Policy

Everyone has a right to work in a friendly, safe and encouraging school.

Students are expected to be accountable for their own behaviour, whilst teachers undertake to lead, guide, and support students in managing their behaviour. To develop individual responsibility, we expect our students to be:

Caring, Understanding, Open-minded, Reflective, Principled, Well-balanced, Enquiring, Knowledgeable, Polite, Honest, Tolerant, Understanding, Respectful and Cooperative.

Students' main responsibility is to learn and encourage others to learn.

It is difficult to list all the specific rules needed to keep a complex institution running smoothly, so the list of rules can never be complete. Rules are necessary to create an environment which promotes study and academic achievement. The following rules are therefore designed to ensure an academic environment which promotes discipline.

Students are expected to abide by the following rules:

1. Complete homework tasks on time and to the best of their ability
2. Carry out any instructions they have been given diligently
3. Do not interrupt classes or prevent others from learning
4. Show respect to others at all times
5. Do not be rude or use foul language to teachers, staff and other students
6. Stick to the uniform code at all times
7. Do not bring cell phones to school
8. Be punctual
9. Do not damage school property
10. Avoid rumour and gossip
11. Stick to a "hands off" policy
12. Avoid discrimination
13. Avoid all drugs, including tobacco and alcohol
14. Avoid any other misbehaviour which may be deemed inappropriate by the Principal

All issues relating to behaviour must be dealt with by the Principal. The Principal will keep a record of student behaviour and will refer to these when consulting with parents. Teachers must ensure that their classroom is a learning environment. Any disruption or misbehaviour must be dealt with swiftly. All students removed from class must be sent to the Principal's office. The following options are available:

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Option	Action	Responsible
1	Study detention at break and lunch times. Students must take their books to the designated room to study during break and lunch times. This is supervised and monitored by Prefects. The duration of study detention is determined by the teacher or principal and a written note provided in the study detention file, kept in the administration office.	Teachers, Principal
2	Daily Performance Report Card. Students can be put on report on the recommendation of a teacher if their behaviour falls below the standard expected. Their performance and behaviour is recorded daily and filed. In such cases parents are informed and provided with a copy of the daily report. The principal is responsible for issuing and receiving daily performance records and reporting to parents.	Principal, Parents
3	Suspension. The principal is authorised to suspend without notice a student who performs a dangerous act or who is responsible for regular and/or serious breaches of the rights of others, verbal or physical assault, intimidation, vandalism, defiance, disruption, cheating etc. A written notice is prepared for the file and parents are informed. A meeting with parents, the principal and a designated teacher is convened to discuss the nature of the suspension and how the suspension can be ended. A permanent record of the suspension is held on file.	Principal, Parents
4	Expulsion. Depending upon the nature of the circumstances, the Director has the authority to expel a student. This may occur for an extremely serious act which endangers the students and staff at the school, alcohol or drugs issues or continued physical assault, vandalism, defiance, disruption, cheating etc. Expulsion is a serious issue and must be dealt with in collaboration with the parents and the school. A student is expelled once all information regarding the incident has been gathered and collated. A student may not remain in the school whilst under investigation and therefore will be suspended. The expulsion decision is made by the principal and staff. A written notice is prepared for the file and parents are informed. A meeting with parents, the principal and a designated teacher is convened to discuss the nature of the expulsion. A permanent record of the expulsion is held on file.	Principal, Parents and Staff

Dangerous Activities and Articles

The Principal has the authority to suspend immediately, without warning, any student in possession of a dangerous article(s) and who poses a clear and present danger to anyone. Articles such as weapons, drugs, cigarettes, alcohol or any other dangerous substances or article will be confiscated and the sanction immediately applied. Anyone who is involved in violent activities will be suspended immediately.

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Dress Code

The objective of the dress code is to ensure students are dressed smartly and neatly in line with the excellence aspirations of the school.

The following Dress code must be adhered to at all times.

- Makeup and nail varnish may not be worn.
- Only one pair of stud earrings are worn.
- Black leather tie/buckle shoes (not takkies) are worn.
- Shirts should be worn tucked into the waistband of the skirt or trousers.
- Skirts should be below the knee
- Ties are worn under the collar, tied at the neck with the top shirt button closed.
- Jewellery: Wrist watches, one pair of stud earrings (see above), religious symbols worn inside blouse or shirt are permitted. Medical alert bracelets may be worn.
- Hair must be tidy and tied back if longer than shoulder length for Science labs and/or any activity where safety may be an issue.

Uniform

Compulsory items:

Black leather school shoes
Grey or white socks
Grey trousers or shorts or grey skirt
White shirt
Blazer
Tie

Optional items: in school colours

Pullover
Jacket
School cap or hat

PE kit items:

Training or PE shoes
White socks
Blue shorts
Blue golf Shirt with School logo
Blue swimming costume
Blue swimming cap
School cap or hat

Optional items

School tracksuit

LITTER

All members of the Kgase community are encouraged to be conscious of litter and put it in the dust bins provided. We take pride in our school environment.

ELECTRONIC DEVICES AT SCHOOL

- All cell phones should be handed in to the office during registration in the mornings
- Cell phones cannot be taken into examination rooms
- Other electronic devices are also to be handed in every morning
- Cell phones are collected at the end of the day by the class Student Council representative.

PARENTS SIGNATURE:

DATE:

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