

EAGLE CHRISTIAN COLLEGE

EMIS 600105253



2.2.1.5.1 Code of Conduct and Disciplinary System

PREPARED - 2022	H C P Dednam	FINAL CHECKED	C C Dednam
	NAME	SIGNATURE	DATE
APPROVED	SMT		

DISTRIBUTION LIST

- 1. All teachers** **2. Available at Office for all parents and learners – on request**
 (3. Shortened version - All learners and Parents)

REVISION HISTORY

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1. Regarding a culture of learning

Preamble – The disciplinary policy seeks to apply our vision: **Teaching Towards Abundant Life** using Biblical principles. We also strive to develop our learners to take personal responsibility for their own learning and life, and to be accountable for their own actions. Learners are prepared to live their lives to the fullest to contribute abundantly towards the lives of others.

Courtesy is the keyword at **EAGLE CHRISTIAN COLLEGE**.

(Mat 22:39b 'You must love your neighbour as yourself.')

2. The Code of conduct of Eagle Christian College informs learners of the way in which they should conduct themselves at school and socialise them to become responsible citizens, In order to achieve this objective we acknowledge that the following is important:
- Self-discipline and obedience
 - Responsible behaviour
 - Mutual respect and self-respect
 - Basic rights of educators to teach
 - Basic rights of the learner to learn
 - Respect for learner's, fellow learners', teachers', the school and other people's property
 - All learners are expected to arrive at school in accordance with school rules for the start of the school day, and to be punctual at all times during the day
 - Learners will greet and offer assistance to staff, visitors and fellow learners and will keep the premises clean
 - Learners will at all times apply themselves academically and take pride in their work, doing class and homework
 - Learners are expected to commit themselves to their schoolwork by attending all lessons, completing homework, handing work in and returning books on time
 - Academic participation is of utmost importance
 - Activities or tasks will be given to the learners which must be done in class and at home, as applicable (see Homework Policy – 2.2.1.7)
 - Informal assessment tasks are designed so that the learners will acquire certain skills or knowledge. If the learners do not participate actively it will be regarded as a serious matter
 - Learners will commit themselves to their chosen sport and activities, and participate when needed at and after school
 - Learners will display appropriate behaviour towards boys and girls at school and when in school uniform
 - **IT IS THE STUDENT'S OWN RESPONSIBILITY TO CATCH UP ON ANY WORK MISSED BECAUSE OF ABSENTEEISM AND MUST BE TO THE TEACHERS SATISFACTION**
 - It is the responsibility of learners to help keep the school buildings, its premises, facilities and educational material clean and in good condition. For this reason:
 - all learners are obliged to protect school property and to report any loss or damage to a staff member or prefects
 - learners are required to assist with school maintenance, including the cleaning of classrooms and grounds

3. Discipline will be taken against a learner if he/she:

- fails to attend school or any class, without good reason
- fails to do homework, class work, tests or to perform any required academic task
- disrupts school or class discipline, or causes others to do so
- destroys or steals books or learning materials
- steals any item from the school or any individual
- destroys school property
- does graffiti, vandalism and littering
- removes school property from the premises without the prior permission of the SMT
- absconds(bunk) school or classes without written permission from the school executive or representative
- receives visitors from outside the school, during school time
- makes his or her cellphone seen or used on the school premises; unless specified otherwise by a teacher in class under direct supervision
- brings electric or electronic devices e.g. cellphones, earphones, music boxes (accept a non-programmable calculators) on the school premises without approval from school
- eats or drinks at undesignated areas (inside the school building),
NB - ice-cream or open cool drink cans carried in the corridors or the classrooms
- buys food over the fence or orders in food
- **chews gum at any time**
- plays rowdy games – throws stones, water, food fights,
- fights, assaults, general or sexual harasses any individual
- practises dishonest behaviour of any kind
- leads and participate in demonstrations to challenge authority figures at school
- does unauthorised behaviour and cheating during test and examinations
- involves in unauthorised touching of fire extinguishers and fire hoses, malicious damage to property, vandalism e.g. rocking or leaning back on chairs, writing on tables, chairs, walls etc
- does not keep ablution facilities neat, takes food into the ablution facilities.
Sanitary wear inappropriately disposed (Use the bins provided)
- is aggressive, demeaning, insulting or discriminatory behaviour of any kind
- is bullying, intimidating or victimising teachers or other learners
- partakes in immoral behaviour - profanity, hate speech or slander (verbally or in writing, even via SMS, social media, e-mail etc.)
- acts disrespectfully or disruptively
- initiates another learner
- is in possession, consumes or distributes contraband elements - cigarettes, drugs, alcohol - on or off school property, in or out of school uniform, or being in the presence of a person doing that and makes no attempt to leave
- brings weapons or any other dangerous instruments to school
- gambles or is in the presence of a group of learners gambling
- is in possession, distribution or reception of pornographic or erotic material through any means, e.g. cell phone, internet, hard copies

- falsely identifies himself or herself in any way; knowingly and wilfully supplies false information; falsifies documentation at school or purposefully withholds relevant information
- uses the school facilities or any other property of the school outside of the normal school programme without prior written permission from the Principal

To ensure that the above is not committed, private property of learners can be searched and illegal items will be confiscated at any time when applicable.

4. Maintaining Discipline

Unacceptable behaviour described in Point 3, and any other behaviour inconsistent with the ethos of the School, will result in corrective action in order to maintain discipline. The measures will be in accordance with the nature and extent of the misconduct, and shall take into account any relevant circumstances surrounding the matter.

In accordance with fair practises, any one or more of the following sanctions may be imposed according to point **10. Disciplinary System.**

5. Areas which are out of bounds for learners

- Staffroom
- Photocopying room
- Sickroom (except a learner is properly **signed in** at the office)
- School classes, hall and passages during break.

6. Punctuality in attendance

- Daily attendance at school is compulsory.
- At 07:30 the bell will ring indicating the start of the school day. All learners move immediately to their respective register classes. If a learner is late and does **not** report to the management or the reception secretary, the learner will be marked absent. Advanced knowledge of late arrival at school must be conveyed in writing by the parent to the principal. Disciplinary action will be taken against late-comers.
- Punctuality for all school classes and activities, is to be observed at all times. Changing of classrooms should take less than 5 minutes.
- When a learner is absent on a day, his/her parents must notify the school by phone. When he/she returns to school, he/she must have an absentee note and if she missed an exam or portfolio item, she must have a doctor's certificate.
- Learners are responsible to catch up on all work that was not done due to absence from a class.

7. General appearance

- Uniform is by definition "the distinctive dress worn by members of the same body."
- **EAGLE CHRISTIAN COLLEGE's** School uniform is to be worn proudly, **never varying in time or place**
- **After school all the uniform rules must be adhered to**
- Full school uniform must be worn to all extra-curricular activities and events unless specified otherwise

- No learner may change into civvie-clothes before leaving the property
- When learners are allowed to wear civvies (on or off the property), it will be modest/decent clothing, no part of any other school's uniform or their own may be worn (unless specified otherwise)
- When learners go on outings arranged by the school, or when attending evening/weekend functions at the school, school uniform is to be worn, unless specified otherwise.

7.1 Boys

- No exuberant hairstyles! Hair must be **short and neat** at all times
- **NO WAY-OUT HAIRSTYLES - No plaiting, dreadlocks or spikes**
- The school maintains the right to decide whether the learner's hair is acceptable or not
- No artificial colouring or dying is allowed
- No jewellery, earrings or any armbands are allowed
- **All boys should be clean shaven at all times.**

7.2 Girls

- Hair should be neat, presentable and appropriate for school. **NO WAY-OUT HAIRSTYLES.**
- Hair should not touch collars and must be tied back with bobbles or ribbons (Navy, Royal or White).
- Fringes touching eyebrows must be clipped or combed back.
- Braids (pencil thickness or less) and plaits will be allowed if neat and **plain. No dreadlocks or spikes.**
- No puffed-up or upright hair styles will be allowed.
- Weaves and wigs are not allowed.
- No artificial colouring or dying is allowed. The school maintains the right to decide whether the learner's hair is acceptable or not.
- No jewellery allowed except studs (less than **5mm**) or small sleepers in ears (one per ear, **silver or gold** only). The school management maintains the right to decide whether the jewellery is acceptable or not. No armbands are allowed.
- Nails must be short and clean. No nail polish, tips, gel and artificial nails are allowed.
- **NO MAKE-UP** or henna decorations are allowed.

7.3 Uniform (*Official uniform items are bought from **the official suppliers**)

- Students must wear the full and correct uniform at all times.
- Uniform and shoes must always be clean and neat. Shirts must be tucked in.
- Girls who wear skirts must make sure that they are of the right length (on the knee).
- **Never mix formal and informal uniform items.**

7.3.1 Formal uniform

- Grey flannel trousers, boys and girls. **NO** skinny trousers or stylish alterations.
- Grey flannel skirts are allowed (girls) – knee length.1`
- Grey, navy-blue or white socks (no secret or ankle socks are allowed).
- Black stockings (girls).

- Sky-blue school shirts (long or short sleeves) for Grade 8-11 and Grade 12's White school shirts (long or short sleeves).
- Black school shoes.
- *Official school Navy jersey and/or
- *Official pullover with yellow stripes and Gr.12 *Official **matric** white pullover
- *Official Royal-blue weather jacket
- *Official tie
- **Plain** royal-blue or navy-blue caps and Gr. 12's white caps. **NO LOGO**
- **Plain** royal-blue or navy-blue beany (only in winter) and Gr. 12's white beany. **NO LOGO**
- **Plain** royal-blue or navy-blue scarf and Gr. 12's white scarf. **NO LOGO**

7.3.2 Informal Uniform

- *Official royal-blue golf shirt and *Official Gr.12 golf shirt.
- ***Official navy-blue school track pants with yellow V-stripe.**
- Tekkies(sport shoes): the majority part of the tekkie must be: **Plain black, navy-blue or white.**
- The school management maintains the right to decide whether the tekkies are acceptable or not.

7.4 School bags

- School bags should offer **proper support** to the books. Concertina bags (A bag with stiff, hardened outsides and stiff, hardened divisions that support the text books).
- Regular school bags in navy blue, black, military green or maroon.
- **No** graffiti or decorations of any kind are permitted on school bags.

8. Excursions

- No learner will be permitted to go on an outing unless he/she is perfectly dressed
- Extracurricular involvement is not compulsory, but learners should be encouraged to participate fully in at least one winter and one summer sport
- The code of conduct is applicable during any official school excursion
- Participants involved in any kind of incident on or off the field that might reflect on bad sportsmanship or tarnish the good name of the school must be reported to the staff member in charge of the activity and the Principal.

9. Learner office bearers - Prefects

9.1. A learner elected to office:

- is loyal in all circumstances
- supports the policy of the school wholeheartedly
- is proud of being a member of **Eagle Christian College**
- does all in his/her power to lead by example, and encourages to persuade all the learners to be equally loyal, being supportive and proud of the school
- assists the Principal and staff in maintaining the tone and discipline of the school
- displays marked qualities of leadership, responsibility and initiative

- gives his/her priority and service to the school
- has the courage of his/her convictions and is able to withstand peer pressure.

9.2 Duties of the Prefects: He/She

- is loyal at all times and an example to others in dress, bearing and personal neatness
- pays attention to all matters of discipline in the school, e.g. punctuality, appearance
- fulfils his/her particular portfolio with reliability and initiative
- conducts uniform inspection regularly
- brings to the attention of the Principal or Prefect Guardian any matter which contributes to the wellbeing of the school community
- is consistent when handing out punishment
- shows respect to fellow learners
- each executive Prefect is appointed to specific duties.

10. Disciplinary system

Disciplinary system

Every teacher is responsible for discipline and has full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the misconduct.

All learners will abide by the disciplinary system that has been developed to assist and guide learner behaviour in the school.

Reporting and recording

Teachers and prefects can give warnings, verbal or written that will be recorded and will be reported to Disciplinary Committee that will contact the parents or guardians by **Phone, SMS or WhatsApp**. It can also lead to various forms of discipline according to the offence.

Default slips

Teachers and Prefects can issue default slips for non-compliance with school rules. Staff/Prefects must write their names legibly on the slip. The paper slip **must** be dated.

Red-file

All continuous Grade 1 -, Grade 2 -, 3 - and 4 Offences will be recorded in the Red File

Learner Commitment (Annexure A)

Every learner and parent will sign a Learner Commitment (Annexure A) in the beginning of the year and this will be kept in the Commitment file at the office.

Policy Regulations

10.1 Grading of offences

- **Grade 1 Offences:** Verbal warning, a written warning, can grade up to a Grade 2 offence.
- **Grade 2 Offences:** Written warning final warning, followed by a disciplinary hearing and can grade up to a Grade 3 offence.
- **Grade 3 Offences:** A disciplinary hearing and can grade up to a Grade 4 offence.
- **Grade 4 Offences:** Suspension from School. A disciplinary hearing. Offence can be reported to the South African Police Services (SAPS).

10.1.1 Grade 1 Offences

- All grade 1 offences will be dealt with by educators who must keep a written record and or send it to the Disciplinary Committee for recording of the offence and disciplinary measures to be taken.
- When a grade 1 offence occurs after the repeated times, the educator will scan the learner and issue him/her a written warning.
- Should the particular grade 1 offence recur after the warning issued, the educator will refer the learner to the Discipline administrator with a record of the offences in the Red File.
- The Discipline administrator will enter the offence on the system, and communicate the problem to the parents / guardian notifying them of the learner's repeated offences.
- Should the particular grade 1 Offence reoccur it will be treated as a grade 2 Offence.

10.1.2 Grade 2 Offences

- Recording in the Red File.
- All grade 2 offences will be referred immediately to the Discipline Officer. A Final warning will be issued and disciplinary action applied.
- When a second grade 2 offence occurs after the final warning has been issued the matter will be referred to the Discipline Hearing Committee for a disciplinary hearing.
- The parent / guardian will be advised in writing within a period of THREE (3) days before the designated date, that an internal disciplinary hearing will be convened.
- Should the particular grade 2 offence reoccur suspension for 3 school days will be issued.
- Should the particular grade 2 Offence reoccur it will be treated as a grade 3 Offence.

10.1.3 Grade 3 Offences

- Recording in the Red File.
- All grade 3 offences will be reported immediately to the Disciplinary Officer who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing.
- The parent / guardian will be advised in writing within a period of THREE (3) days before the designated date, that a hearing will be convened.
- Should the particular grade 3 Offence reoccur suspension for 5 school days will be issued.
- Should the particular grade 3 Offence recur it will be treated as a grade 4 Offence.

10.1.4 Grade 4 Offences

- Recording in the Red File.
- All grade 4 Offences will be reported immediately to the Discipline Officer who can file a report with SAPS if applicable and convene a disciplinary hearing.
- The parent / guardian will be advised in writing within a period of THREE (3) days before the designated date, that a disciplinary hearing will be convened.

10.1.5 List of offences per grade of offence

Refer to Annexure B

10.2 DISCIPLINE INTERVENTIONS

10.2.1 Interventions and corrective measures before suspension and expulsion

- A verbal warning / reprimand to express disapproval
- Written warning
- Final written warning
- Written punishment
- Community service to improve the physical environment within and around the school property
- Supervised schoolwork
- Detention
 - **Break time detention:** These are to be given to learners who have failed to meet their commitments. They are issued by subject teachers for failure to meet subject related commitments. It lies within the subject teacher's discretion to schedule this detention.
 - **After school detention:** Detention letters will be issued in advance. After school detention will be not longer than two hours
- Referral for counselling
- Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item
- Confiscation of prohibited items
- Temporary suspension of any school related privileges
- Exclusion from school activities and functions
- Temporary suspension from class / school, pending disciplinary hearing
- Disciplinary Hearing

10.2.2 List of possible disciplinary sanctions to be applied for Grade 1 – Grade 4 offences respectively.

Refer to Annexure C

10.2.3 Daily Report/Intensive care form

- A learner may be placed on a daily report, either requested by an educator or parent.
- The Discipline Officer, Deputy Principals or Principal will be the only persons that can put a person on daily report.
- The Grade Tutors must just control, sign and report any problems on daily report to the Discipline Committee.
- The register teacher will check the daily report in the register class.
- Discipline Officer will do a follow up.
- All subject related problems must be referred to the School Management Team.

10.3 Smoking

According to legislation, no smoking is permitted in a public place.

If a learner is caught standing along with smokers, he/she will too be guilty of association with smokers

10.4.1 Late comers to school

- 1st Late comers to school will receive a default slip.
- 2nd Call parents
- 3rd Call parents to fetch the learner

10.4.2 Uniform

- 1st Uniform violation will receive a default slip
- 2nd Call parents
- 3rd Call parents to fetch the learner
- Wrong items will be confiscated.

10.4.2 School Bags

- 1st wrong bag - textbooks will be confiscated
- When school bag breaks, use a strong cardboard box to keep textbooks in.

10.4.3 Cellphones, earphones and electronic equipment

- 1st seen or used without permission, it will be confiscated for 7 days.

10.5 SUSPENSION OF A LEARNER BY THE PRINCIPAL OR DEPUTY PRINCIPAL AS A PRECAUTIONARY MEASURE

The Board authorises the Principal or Deputy Principal to institute suspension, as a precautionary measure, with regard to a learner who is charged with serious misconduct as contemplated in section 8 of the Schools Act.

- Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should not be considered.
- The disciplinary proceeding must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the SMT.
- The suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

10.6. DISCIPLINARY HEARING**10.6.1 Composition of Hearing Commission**

Parents will be involved in any action that leads to suspension or expulsion, where necessary, because of the seriousness of the misconduct. A Disciplinary Hearing Committee shall be constituted by the Principal and can comprise SMT and co-opted persons.

10.6.2 The following official forms will be used for misconduct and disciplinary hearings

- Notice of disciplinary Hearing (Annexure E)
- Review form (lodging an appeal) (Annexure F)
- Record of offences (Annexure G)
- Written Warning (Annexure H)
- Daily Report Form (Annexure I)

10.6.3 Written notice of disciplinary hearing

- Notice will be given before the hearing, which could provide for a temporary suspension from classes. Formal tests and / or exams will still be written by the suspended learner.
- When a notice is issued to a learner the learner must acknowledge receipt of notice by signing it. This is not an admission of guilt.
- If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
- The written finding of the hearing will be issued to the offender. The offender will acknowledge contents by signing the document.
- A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist.
- All hearings may be attended by an educator witness, and any other learner(s) he/she may need for his/her defence.
- The Principal/ Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed. A secretary must keep the file with minutes.

10.6.4 Disciplinary measures that a Disciplinary hearing Committee may impose

- Suspension from school for a minimum of TWO (2) days to a maximum of FIVE (5) days, to be effective immediately.
- Recommendation with respect to counselling / attendance of a life skill program.
- Progress monitoring process initiated for a minimum of ONE (1) week, followed up by a progress report.
- A written conduct and behaviour warning issued, a signed copy of acknowledgement will be kept on record.
- Community Service.

10.6.5 Procedure during hearings

10.6.5.1 The Chairperson of the Committee must lead the proceedings and:

- Introduce those present and state their function.
- Ensure that the witnesses are present only while giving evidence.

10.6.5.2 The learner will be informed of his/her rights:

- The right to a formal hearing
- The right to be present at the hearing
- The right to be given time to prepare for the hearing
- The right to be given advance notice of the charges
- The right to be represented at the hearing by an internal representative
- The right to be accompanied at the hearing by parent(s) / guardian if the learner is a minor
- The right to ask questions on any evidence, or on statements of witnesses
- The right to call witnesses to testify on his/her behalf
- The right to an interpreter, to be requested 24 hours prior to the hearing
- The right to an appeal within five (5) days against any penalty imposed by the Disciplinary Hearing Committee
- If a learner does not attend, the hearing will be conducted in his/her absence

10.6.5.3 The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing.

10. 6.5.4 The procedure of enquiry is that the complainant and his/her witnesses will be heard first. The learner and panel may ask questions to them. The learner and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.

10.6.5.5 When all evidence has been heard, the Chairperson must close the enquiry, dismiss the complainant, the learner, their representatives, the parent(s) / guardians and all the witnesses.

10.6.5.6 The Disciplinary Hearing Committee must discuss and weigh the evidence and come to a decision.

10.6.5.7 The Chairperson must reconvene all interested parties.

10.6.5.8 The Chairperson is to communicate the decision to all the interested parties.

10.6.5.9 The Chairperson must explain the decision of the Committee and the reasons for the penalty (if any) that has been imposed.

10.6.5.10 The learner must be advised to his right to appeal (Annexure F).

10.6.5.11 The complainant and learner must sign the disciplinary form and a copy must be handed to the learner. (If the learner refuses, a witness must sign in the presence of the learner)

The main aim of disciplinary action is to lead to a corrective behaviour of the learner and enhance the future of the learner as well as to keep the School's good learning environment.

Annexure A

EAGLE CHRISTIAN COLLEGE



LEARNER COMMITMENT

I, _____, a learner at Eagle Christian College, understand the rules and their implications and hereby commit to:

- Abide by the Code of Conduct and Disciplinary System
- Behave in a courteous manner and respect other learners, all members of staff and visitors to the school
- Treat everyone with respect regardless of differences in culture, religion, ability, race, age, gender or social class
- Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time
- Cooperate with my teachers and other school staff
- Assist in making the school a safe place for all
- Seek help if needed
- Let the school know if I feel my rights have been infringed, or if I experience any other difficulty.

I, _____, a learner at Eagle Christian College and _____, (name of parent(s) /guardian) have read and understand the following:

The code of conduct shall be enforced by the disciplinary committee following due process. It must be borne in mind that the parent has the primary responsibility for the education of his/her child and assumes responsibility for the child's behaviour at all times. Learners who transgress the code of conduct will be treated with due process and it must be acknowledged that the educator has the right to refuse to teach the learner who does not adhere to the code of conduct until such time as the learner modifies his/her behaviour and complies with the rules set out in the school code of conduct.

LEARNER

PARENT / GUARDIAN

DATE

DATE

ANNEXURE B

LIST OF OFFENCES PER GRADE OF OFFENCE

GRADE 1: OFFENCE	GRADE 2: OFFENCE	GRADE 3: OFFENCE	GRADE 4: OFFENCE
<ul style="list-style-type: none"> <input type="checkbox"/> Littering <input type="checkbox"/> Unruly behaviour <input type="checkbox"/> Eating, drinking during contact time <input type="checkbox"/> Misconduct during assembly <input type="checkbox"/> Misconduct or poor sportsmanship during extra-mural activity <input type="checkbox"/> No diary <input type="checkbox"/> No ID <input type="checkbox"/> Failing to attend extramural activity without excusing him/herself <input type="checkbox"/> Failure to attend compulsory activity without written excuse letter prior to event <input type="checkbox"/> Misconduct during detention <input type="checkbox"/> Uniform infringements <input type="checkbox"/> Disruptive behaviour in class <input type="checkbox"/> No homework done <input type="checkbox"/> Books left at home <input type="checkbox"/> Equipment left at home <input type="checkbox"/> Project not handed in on time <input type="checkbox"/> Copying another learners class work or homework <input type="checkbox"/> Defacing school property <input type="checkbox"/> Late for class <input type="checkbox"/> Late for school <input type="checkbox"/> Use of offensive material to cover books <input type="checkbox"/> Seen or Using of a cellphone 	<ul style="list-style-type: none"> <input type="checkbox"/> Vandalism <input type="checkbox"/> Interfering with another person's property / possessions without the owner's consent <input type="checkbox"/> Damaging another person's property /possessions <input type="checkbox"/> Racism remarks or insults <input type="checkbox"/> Forgery: altering of official documents such as medial certificates, parents letters <input type="checkbox"/> Intimidation by verbal or physical threat to harm the person or his/her property(bullying) <input type="checkbox"/> Swearing, lying or using obscene gestures <input type="checkbox"/> Verbal / non – verbal abuse <input type="checkbox"/> Disrespect or insolence <input type="checkbox"/> Insubordination – ignoring or failing to carry out a specific instruction (include failure to do work ,punishment <input type="checkbox"/> Fighting, assault or attempted assault <input type="checkbox"/> Public disturbance and public indecency <input type="checkbox"/> Failure to attend detention <input type="checkbox"/> Unacceptable hair styles including colouring and bleaching <input type="checkbox"/> Use of cell phone during test or exam <input type="checkbox"/> Cheating, attempting to cheat or having forbidden material during test or exam <input type="checkbox"/> Bunking class <input type="checkbox"/> Possession or use of fire crackers <input type="checkbox"/> Failure to attend extramural activity fixture or function as a participant or official <input type="checkbox"/> Any action which bring the school's name in disrepute <input type="checkbox"/> Possession of offensive material (excluding pornographic material) <input type="checkbox"/> Unreasonable repetition of a Grade 1 offence 	<ul style="list-style-type: none"> <input type="checkbox"/> Possession of weapons that can cause physical injury (knives etc.) <input type="checkbox"/> Entering the school premises while under the influence of alcohol / drugs <input type="checkbox"/> Possession, copying or distribution, use or displaying pornographic material <input type="checkbox"/> Assault with the intent to do grievous bodily harm <input type="checkbox"/> Bunking school or leaving school grounds without permission <input type="checkbox"/> Serious misconduct (in or outside school whilst under the control of school authorities which is or could be seriously detrimental to the school discipline <input type="checkbox"/> Violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing an educator from teaching <input type="checkbox"/> Violating the rights of the Educator to carry out his/her tasks <input type="checkbox"/> Reckless or negligent driving in school uniform, on or off school premises <input type="checkbox"/> Taking part in any illegal actions on school premises <input type="checkbox"/> Repetition of a grade 2 offence 	<ul style="list-style-type: none"> <input type="checkbox"/> Use of weapons that cause physical injury (knives etc.) <input type="checkbox"/> Possession and or use of a firearm, firearm magazine, ammunition <input type="checkbox"/> Possession, using and/or dealing in drugs, alcohol, or any other intoxicating substance <input type="checkbox"/> Theft, robbery, breaking and entering <input type="checkbox"/> Malicious damage/injury to the school staff members, fellow learners or any other person or body <input type="checkbox"/> Rape, attempted rape, or sexual assault <input type="checkbox"/> Physical assault that result in bodily harm <input type="checkbox"/> Sedition or inciting any illegal action on school premises <input type="checkbox"/> Any other offence punishable under common law

ANNEXURE C**LIST OF POSSIBLE DISCIPLINARY MEASURES TO BE APPLIED FOR GRADE 1-4 OFFENCES**

Each case must be evaluated on its own merits and must be provided with a sanction justifiable for that specific case. The recommended sanctions are guidelines

GRADE 1: OFFENCE	RECOMMENDED CORRECTIVE MEASURES
1. Academic: Books/Material left at home, homework not done/copied 2. Extra-mural activity: Non attendance 3. Personal conduct in classroom/on school premises: <input type="checkbox"/> Inappropriate display of affection between learners <input type="checkbox"/> Late for class <input type="checkbox"/> Uncooperative behaviour <input type="checkbox"/> Discourteous behaviour <input type="checkbox"/> Insolence <input type="checkbox"/> Temper tantrum <input type="checkbox"/> Foul language <input type="checkbox"/> Defacing desks/walls/books/cases with graffiti <input type="checkbox"/> Eating/drinking in class <input type="checkbox"/> Littering <input type="checkbox"/> Cell phone ringing / use of cell phone <input type="checkbox"/> Dress code: untidiness / school dress code not followed, jewellery, not shaved, makeup, hair not cut (boys), coloured/bleached hair	Corrective actions/measures are carried out by the individual teacher/councillors and may include the following: <input type="checkbox"/> Verbal reprimand <input type="checkbox"/> Scanning infringement <input type="checkbox"/> Written punishment <input type="checkbox"/> Detention at break <input type="checkbox"/> Subtracting marks (homework/portfolio) <input type="checkbox"/> Temporary confiscation of jewellery, phones etc. (end of term will get item back) <input type="checkbox"/> Removing graffiti at break or after school

GRADE 2: OFFENCE	RECOMMENDED CORRECTIVE MEASURES
1. Plagiarism of any work or cheating, attempted cheating in class test/exam/assignment	Naught or partial marks for test and warning
2. Damage to property/possession of other learner's / educator's property	Repair, replacement, warning and detention
3. Defiance/disregard of an authority figure's instructions	Suspension from class, warning and detention
4. Non - attendance of detention	Demerits making up missed detention and warning
5. Disregarding test/exam procedures	Warning and detention
6. Disruptive/uncooperative in class	Demerits and report to SBST for action
7. Disruptive behaviour frustrating educator and learners in class	Warning and detention
8. Repeated dress code infringements (including hair and personal grooming)	Warning and detention
9. Fighting	Temporary suspension 3 – 5 days
10. Fire-crackers	Temporary suspension 3 – 5 days
11. Forgery, e.g. parent/guardian signature	Warning and detention
12. Gambling on or off school property 1 st Offence: 2 nd Offence:	(Both cases all money confiscated) detention Disciplinary hearing
13. Graffiti	Removal, Warning letter and detention
14. Late for school	(grade 1 offence repeated) . Grade 12: First time late

	Phone call to parents and detention
15. Lying	Warning and detention
16. Offensive Material	Warning and detention
17. Smoking	Refer to paragraph 5.7
18. Sticking sharp object into learner	Warning and detention
19. Substance abuse	
20. Threatening assault/intimidation of fellow learner	Phone call to parents, temporary suspension
21. Bunking class	Detention
22. Vandalism	Phone call to parents, repairs/payment of damages, warning and detention
23. Verbal abuse of fellow learner	Phone call to parents, warning and detention

GRADE 3: OFFENCE	RECOMMENDED CORRECTIVE MEASURES
1. Alcohol – possession / under influence at school (or school outing)	Disciplinary hearing, warning, community service and/or detention
2. Assault on fellow learner (causing bodily harm)	Suspension from class/school. Disciplinary hearing, warning, community service and/or detention
3. Bullying/intimidation/cyber bullying	Warning, community service and or detention
4. Cheating/attempted cheating in exam/test/portfolio work	Naught or partial marks and warning
5. Cheating/attempted cheating in final grade 12 examination	Implementation of official provincial procedures
6. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, naught for test/examination, warning, community service, detention/official provincial procedure for grade 12
7. Ongoing disruptive behavior in classroom Suspension from class/school.	Disciplinary hearing, warning, community service and or detention
8. Disruptive behavior on school property or on school sponsored fixture/outing/tour	Suspension from class/school. Disciplinary hearing, warning, community service and or detention
9. Drugs – consumption not associated with school	Interview with parents, professional intervention
10. Engaging in inciting the disruption or proper functioning of school	Suspension from class/school. Disciplinary hearing, warning, community service and or detention
11. Gangs, promoting formation forming of /associating with/furthering activities of school gangs/"social groups"	Suspension from class/school. Disciplinary hearing, warning, community service and or detention
12. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning, community service and or detention
13. Pornography – distribution at school	Warning, community service and or detention
14. Public indecency	Disciplinary hearing, warning, community service and or detention
15. Racist conduct that defames a learner/educator	Suspension from class/school. Disciplinary hearing, warning, community service and or detention
16. Improper suggestions of a sexual nature	Disciplinary hearing, warning, community service and or detention
17. Sexual harassment of educator/learner	Suspension from class/school. Disciplinary hearing, warning, community service and or detention
18. Threatening to assault/intimidating an educator	Suspension from class/school. Disciplinary hearing, warning, community service and or detention
19. Verbal abuse of an educator Suspension from class/school.	Disciplinary hearing, warning, community service and or detention

GRADE 4: OFFENCE	RECOMMENDED CORRECTIVE MEASURES
1. Alcohol – drinking/drunk at school or on school outing	Suspension from school, Disciplinary hearing, warning, community service and or detention/expulsion
2. Alcohol – drinking in public	Suspension from school, Disciplinary hearing, warning, community service and or detention/expulsion
3. Assault on a learner causing serious bodily harm	Suspension from school, Disciplinary hearing, and expulsion
4. Assault of an educator	Suspension from school, Disciplinary hearing and expulsion
5. Bribery/attempted bribery of any person in respect of any test/exam material	Suspension from school, Disciplinary hearing, warning, community service and or detention/expulsion
6. Dangerous object or weapon e.g. knife possession at school	Suspension from school, Disciplinary hearing, warning, community service and or detention/expulsion
7. Dangerous weapon or object e.g. firearm – possession at school/school outing	Suspension from school, Disciplinary hearing, appropriate punishment e.g. expulsion
8. Drugs/illegal substances – possession at school/school outing	Suspension from school, Disciplinary hearing, warning, community service and or detention
9. Drugs/illegal substances – consumption/under influence at school/on school property	Suspension from school, Disciplinary hearing, warning, community service and or detention and professional counselling
10. Drugs/illegal substances – dealing('pushing') at school/school outing	Suspension from school, Disciplinary hearing and expulsion
11. Forgery of any document or signature to the potential/actual prejudice of the school	Suspension from school, Disciplinary hearing, warning, community service and or detention/expulsion
12. Bullying / Gangsterism	Suspension from school, Disciplinary hearing, warning, community service and or detention, professional counselling/expulsion
13. Sexual assault / rape	Suspension from school, Disciplinary hearing and expulsion
14. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing / Replacement of stolen articles, warning, community service and or detention/expulsion
15. Vandalism – malicious damage to school /educator's property	Disciplinary hearing, repair damage, warning, community service and or detention/expulsion
16. Cyber related infringements or comments concerning staff members, learners or using the name of Eagle Christian College, recording, videoing, texting and placing it on a social network. (e.g. WhatsApp, twitter, YouTube etc.)	Suspension, disciplinary hearing, warning, community service and or detention/expulsion

ANNEXURE D

EAGLE CHRISTIAN COLLEGE

NOTICE TO ATTEND A DISCIPLINARY HEARING

Name of Learner _____ GRADE _____

The school requires your presence at a disciplinary hearing on –

Date _____ Time _____ Venue Eagle Christian College.

Alleged Schedule Offences / Complaint / Charge

These alleged offences might be seen either as collectively, or separately.

IMPORTANT

- You have the right to be represented or assisted at the hearing by your parents or a fellow learner or any other nominated person
- You have the right to call your own witness and lead evidence in your defence
- It is your duty to arrange your representative and/or witnesses to be present at the hearing
- You have the right to cross question witnesses brought by the school
- You have the right to an interpreter. If so required, inform the Executive timeously
- You are to present yourself at the abovementioned venue at the prescribed time
- Unpunctuality and unexcused absence will be regarded in a very serious light and may result in the hearing being held in your and your representative's / witnesses' absence
- You are required to inform the school prior to your hearing of the names of your representative and witnesses.

Issued by Date Time
CC Dednam, Principal

I acknowledge receipt of the notification of the hearing and I understand my rights.

Learner Date Time

I have witnessed the above-named learner being informed of the hearing to be held and of the learner's rights.

Witness Date Time

You are hereby suspended until the day of the Disciplinary Hearing.

ANNEXURE E

EAGLE CHRISTIAN COLLEGE

LODGING OF APPEAL (REVIEW FORM)

In terms of the School’s disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary / Tribunal Committee (within five (5) school days)

NAME OF APPLICANT:

The appeal is made on the following ground/s (the appropriate areas to be marked with an X)

- The disciplinary measure imposed was not in line with the grade of offence
- Disciplinary procedures were not followed
- New or further evidence or witnesses are available, which could bring new focus to light and affect the result of the previous hearing

NATURE OF OFFENCE:

The following reasons are submitted in support of this appeal:

Date of lodged appeal

Appellant

ANNEXURE F

EAGLE CHRISTIAN COLLEGE

RECORD OF OFFENCES

NAME OF THE LEARNER: _____ GRADE: _____

DATE OF OFFENCE TYPE OF OFFENCE ACTION TAKEN / WARNING / SCANNED

REFERRAL TO DISCIPLINE OFFICER - Action/s taken by Discipline Officer

Signature of Educator

Date

ANNEXURE H

**EAGLE CHRISTIAN COLLEGE
FINAL WRITTEN WARNING**

NAME OF THE LEARNER: _____ GRADE: _____

SUBJECT: _____

EDUCATOR: _____

Please take note that is a final warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing / tribunal hearing.

NATURE and GRADE OF OFFENCE/S:	DATE/S
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

LEARNER'S STATEMENT:

Learner Discipline Officer

Witness

Date

ANNEXURE H

**EAGLE CHRISTIAN COLLEGE
DAILY REPORT**

Learner's Name _____ Grade _____

Register Teacher: _____ Date: _____

**ALL TEACHERS PLEASE COMMENT ON THE ATTITUDE, BEHAVIOUR,
APPEARANCE AND SCHOLASTIC PROGRESS OF THE ABOVE LEARNER**

Period DAY 1

1	
2	
3	
4	
5	
6	
REMARKS PARENT/GUARDIAN	SIGNATURE

Period DAY 2

1	
2	
3	
4	
5	
6	
REMARKS PARENT/GUARDIAN	SIGNATURE

Period DAY 3

1	
2	
3	
4	
5	
6	
REMARKS PARENT/GUARDIAN	SIGNATURE

Period DAY 4

1	
2	
3	
4	
5	
6	
REMARKS PARENT/GUARDIAN	SIGNATURE

Period DAY 5

1
2
3
4
5
6

HAND IN ON 5th DAY

Register Teacher

Principal/Deputy Principal