

# Eduplus Independent School

## Code of Conduct

### 1. Vision of the School Disciplinary Committee and aim of the Code of Conduct

Eduplus is a small, intimate school with an accommodating and warm atmosphere. The result is that learners are encouraged to develop as individuals with self-confidence in a nurturing environment. This is the reason why many parents choose Eduplus as a school environment for their children. The motto of Eduplus is: **I discover**. This phrase includes an extensive experience of the learning process and environment.

The vision of the School Disciplinary Committee and the aim of the Code of Conduct is not to change this environment at all and definitely not to transform Eduplus into a strict educational environment where fear for stepping out of line becomes more important than the fun and adventure of learning and growing up. The creation of a more structured disciplinary framework, in which, learners feel safe, is envisaged through the Code of Conduct.

Children exist and live between other people and function in a social context at home and at school. Society is based on norms and values which bring order to society and which hold responsibilities for members of society. The Code of Conduct has this important principle at its core; to support and assist learners to know what is appropriate and expected within a social construct.

The Code is implemented to **regulate and correct** conduct and behaviour in the school. For this reason, **progressive discipline** will be applied, except in instances of serious misconduct where expulsion is a possibility. The school undertakes to maintain fairness and consistency when disciplinary action is taken. Discipline of learners takes place in partnership with the parent/s as primary educator and caregiver.

**Disciplinary action** is any action instituted by the school as a consequence of unacceptable, intolerable or unsatisfactory performance and/or behaviour of a learner.

The authority to discipline a learner will be vested in the headmaster as head of the school, and in collaboration with, the School Disciplinary Committee.

The disciplinary code is based on the following **values**:

- Respect for yourself, for others and for property
- Politeness
- Prevention
- Sense of responsibility
- Pride for the school

By signing the **registration form** of the school, parents and their children undertake to adhere to the Code of Conduct of Eduplus Independent School.

Learners from Grade 3 will be expected to sign a **Code of Honour** that is based on the above values and which underpin all school and class rules, through which they undertake to adhere to the Code of Conduct and to respect others. The school rules and the content of the Honorary Code will be explained to the learners on their level of comprehension.

All educators, learners and parents/guardians will be informed about the functioning of the Code of Conduct. The above mentioned values must be manifested in every situation every day.

## **2. Disciplinary procedures**

To ensure that no doubt exists about disciplinary action that has been taken, all reprimands, warnings and other disciplinary steps will be kept in the file of the learner concerned.

The class and school rules contain detail regarding what is expected of learners at Eduplus Independent School. However, offences are grouped into the following **categories** for ease of reference:

- a) **Attendance-related offences**
- b) **Unsatisfactory work performance**
- c) **Dress code and appearance**
- d) **Disorderly behaviour**
- e) **Misconduct during detention**
- f) **Security**
- g) **Safety**
- h) **Damage of property**
- i) **Violence**
- j) **The misuse of cell phones and/or any other electronic devices**
- k) **The possession and/or misuse of alcohol, drugs and related substances**
- l) **Theft**
- m) **Dishonesty and fraud**

### **Disciplinary steps:**

Disciplinary action to be taken will depend on the offence committed (as stipulated in the school rules) and will comprise one or more of the following:

- **Verbal warning**
- **Detention**

- Detention class is held on Fridays from 14:00 – 16:00.
  - The Headmaster and the School Disciplinary Committee give detention to learners that are found guilty of disorderly behaviour. Learners, who transgress on a regular basis for example homework that is not completed three times, may also get detention.
  - Detention starts punctually at 14:00. Learners must eat and go to the bathroom before detention starts.
  - No other learners are allowed in the class.
  - Misconduct during detention will not be tolerated.
  - Learners who have to do detention will excuse themselves from any sport or other extramural activities.
  - There will be absolute silence in the detention class.
  - Parents will be notified of detention at least 24 hours in advance.
  - A written excuse - which is valid - from the learner's parent or guardian to the headmaster will be the only way that detention can be postponed.
- **Written warning (first, second)**
  - **Final written warning**
  - **Interviews with Headmaster and/or School Disciplinary Committee with parents**
  - **Expulsion with notice or immediate expulsion**

If further action is required after a learner has received a final written warning, or in the case of a serious offence, a disciplinary hearing will be held as soon as possible after the offence has been committed. Before a learner can be expelled, a disciplinary hearing before the School Disciplinary Committee will be held.

The learner and his/her parents/guardians will be notified of the charge against him/her as well as the date and time of the hearing. The learner's parents/guardians will be entitled to be present at the hearing.

These disciplinary steps are not in any specific order. Disciplinary action will depend on the severity and /or frequency of an offence and will be determined by the Headmaster and the School Disciplinary Committee.

## **School rules**

1. The school and other people's property may not be damaged. Parents will be held responsible for any damage to property.
2. No learner may leave the school premises during school hours without the written permission of the parents and /or the principal or deputy principal.
3. Learners may not wait outside the school gates for parents. When learners must be fetched for urgent matters during school hours, learners must be fetched at the school office and must be signed out.
4. Class rules must be obeyed. Not obeying class rules will be treated as disregard of the school's Code of Conduct.
5. A learner's homework book must be signed by parents daily in order to keep parents up to date with learners' progress and other important information.
6. Only the school's official neat school uniform must be worn every day. Neatness is a high priority and it cultivates a positive self-image. Learners may only wear combinations of school clothes as found on the list of formal school uniform.
7. The school's official sportswear should be worn at sport practices and sport matches.
8. No strange hairstyles, colouring and gel. If a boy's hair hangs over his collar or ears, the hair is too long. Girls' hair must be neat. Longer hair must be tied away with an orange, blue or white hair elastic to ensure that the hair is neat and comfortable. No nail polish is allowed.
9. Only watches and earrings (girls) are allowed. No other jewellery is allowed. Girls may wear only one small earring (rings, studs or other small blue, golden or silver earrings) per ear.
10. No electronic games or personal laptop computers will be allowed on the school grounds. Laptops are only allowed if they are used for a specific educational reason and permission from the headmaster has been obtained.
11. If a learner brings a cell phone to school, the phone must be handed in at the class teacher in the morning and fetched at the end of the day. Due to the size of Eduplus, the effective safety arrangements and the close relationship with parents, taking cell phones to school is not necessary for learners at Eduplus.

12. No dangerous games, toys and weapons, pornographic literature, tobacco, alcohol and any other drugs are allowed on the school premises.
13. Be honest at all times. Dishonesty during tests and exams and other assessment opportunities is strictly forbidden.
14. Bullying, foul language, fighting, victimisation, intimidation, theft or any other antisocial behaviour is not permitted at all and will be regarded as very serious offences.
15. Learners may be at school after hours only if they are involved in extramural activities or aftercare.
16. Be friendly and polite towards everyone and respect all your educators.

## **Class rules**

### **Rules and responsibilities of the learner in class**

1. A learner who has been absent must find out what work he/she missed and must catch up on work not done. (In the case of younger learners, parents should assist in this regard.)
2. Learners must carry out instructions of educators.
3. Learners must bring the necessary books/text books/stationery and equipment to school as specified by each day's timetable.
4. Homework must be done in the relevant books.
5. Arrive on time for school and individual classes.
6. Pack away books at the end of one period and take out books at the beginning of a new period without delay.
7. Unacceptable behaviour, which prevents other learners from being taught, will not be tolerated, e.g. moving around /shouting/screaming/calling out answers.
8. Do not interrupt other people in a rude manner.
9. No throwing of papers etc. in the class or on the floor.
10. Learners may not ride on chairs and sit on tables, as well as scratch or damage the school's furniture and property in any way.

11. No shoving, pulling or hitting other learners.
12. Taking other people's property without permission will be regarded as theft and is a serious offence.
13. These class rules apply also if the teacher is not in class.

# **Code of Honour of Eduplus Independent School**

## **RESPECT**

**Is the key of the Code of Honour of Eduplus Independent School**

### **To respect the school implies:**

- ❖ To wear the name of Eduplus with pride and to live out the values which Eduplus teaches.
- ❖ To be humble, honest and sincere in everything I do.
- ❖ To work in school and take part in extramural activities with enthusiasm and a sense of purpose.
- ❖ To always try my best in everything I do.

### **To respect each other implies:**

- ❖ To live with honesty and discipline towards staff and other learners of Eduplus.
- ❖ To respect other people and the school's property.
- ❖ To be polite and friendly and support others around me.

**I agree with the Code of Honour of Eduplus Independent School and will strive to live it out fully every day.**

**Name of learner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_