



Abbotsford Christian School

Nord Avenue, Abbotsford, East London, 5202

PHYSICAL ADDRESS

PO Box 2606, Beacon Bay, East London, 5205

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FACEBOOK

POLICY: LEARNERS CODE OF CONDUCT

PREAMBLE:

The code of Conduct of Abbotsford Christian School is an agreed set of behaviours that are acceptable within our school.

It is our intention to provide a safe, secure environment that is highly conducive to quality learning and teaching and in which young people are trained in righteous habits and attitudes that will ensure effective adult lives.

Abbotsford Christian School strives to promote and establish close co-operation amongst all stake holders based on:

- Godly behaviour
- Professionalism
- Respect
- Tolerance
- Solidarity for the benefit of the learners, parents and school community in general.

LEGAL AUTHORITY:

Section 8 of the South African Schools Act 84 of 1996, determines that the management of a school must adopt a code of conduct for the learners of the school. This document is aimed at establishing a disciplined and purposeful environment to facilitate effective education and learning in schools.

This policy shall also uphold the rights of all individuals as enshrined in the Bill of Rights in the Constitution of SA.

PRINCIPLES AND VALUES:

1. The Principal, with the support of the Governing Body, takes a leadership role in the daily operation of the school. He/She provides this leadership by:
 - Demonstrating care and commitment to academic excellence and the creating and maintaining of a safe teaching and learning environment.
 - Holding everyone under his/her authority, accountable for their behaviour.
 - Communicating regularly with all members of the school community.
2. Educators must ensure that they:
 - Report regularly for duty and are punctual.
 - Are well prepared on a daily basis to perform their educative task both within and outside the classroom situation and are in possession of the appropriate working material.
 - Respect all persons and property.
 - Refrain from abusive language or actions.
 - Conduct themselves in a responsible and professional manner.
 - Conform to normal, acceptable standards of personal cleanliness and neatness.

- Abide by the rules, regulations and procedures set out by the school and Department of Education.
- Adhere to the code of conduct set out by SACE.
- Endeavour to maintain a classroom and school atmosphere which promotes good behaviour and effective learning and teaching.
- Endeavour to plan a flexible work programme that will address the different needs, interest and the ability of the learners.
- Promote open and regular channels of communication between home and school, and encourage parental participation in the affairs of the school.
- Encourage community involvement in the school in order to enhance the quality of education offered by the school to learners.

3.1 Parents may expect that:

- Their children will be in a safe school environment;
- Their children will be taught by qualified, competent and well-prepared Educators;
- Educators will have high moral and ethical Christian standards and maintain a disciplined and fair environment in which their children can learn and develop their potential;
- Educators will be approachable and will communicate concerning children's behaviour, work and anything that may concern them.

3.2 Parents need to ensure that:

- They receive a regular academic report from the school regarding their child's progress;
- Their child attends school each day, is punctual and in cases of absence explains the reasons for such absence to the school;
- As far as possible, their child attends school in good health and conform to generally accepted norms of personal cleanliness and neatness;
- They provide for a proper immunization of the child as required by law;
- They provide their children with the resources, equipment and learning material needed to complete school work;
- They refrain from abusive language or inflammatory behaviour at all times;
- They bring to the attention of school authorities any problem, condition or circumstances that affect their child or other children or persons in the school community;
- They keep the school informed of any changes of address and any other personal details as required;
- They provide the school upon request with original reports received at other educational institutions, particularly at the time of initial enrolment to the school.
- Parents of children who are not SA citizens must provide the school, upon request with original study permits or residency permits;
- They discuss report card, work assignments and homework with their children;
- They sign all books and tests that are sent home for this purpose.
- Their children abide by the rules, regulations and procedures set forth by the school;
- They endeavour to promote inter-personal relations between learners, educators, other parents and the wider school community in the best educational interest of their children;
- They are responsible for replacing property damaged purposefully;
- They pay school fees as determined by the School Governing Body;
- When a learner returns after having been absent, the parent must provide an absentee note, stating the reason for the absence. If the learner was absent for more than 2 days a medical certificate needs to be provided.

4.1 Learners are entitled to:

- Learn and be taught in a safe school environment where they can regularly attend all classes, free from interference whether of a verbal or physical nature by any other person.
- Receive regular feedback reflecting academic progress.
- Make responsible use of all school facilities subject to availability and limitations imposed thereon by school rules and general school organization.
- Receive appropriate counselling for personal and/or educational problems.
- Have privacy in their personal possessions unless the Principal or his/her designee has reasonable cause to believe that illegal or harmful material possessed by the learner is being used to disrupt the educational process.
- Attend a school free of drugs, weapons, drunkenness, bullying and intimidation.
- Attend a school free of sexual harassment or criminal behaviour.

Policy Updated: October 2022

Jennifer Neuper:
Principal



Melissa Bottcher:
Head of Discipline



Pierre van Es:
Head of Discipline





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Grade R and RR

Levels of misconduct

Description of misconduct	Description of action taken
<p>Level 1</p> <p>Minor violations of general classroom discipline.</p> <ul style="list-style-type: none"> - Continual disobedience and disruptive behaviour - Disrespect to teachers and peers 	<p>Level 1</p> <p>Minor violations of general classroom discipline.</p> <ul style="list-style-type: none"> - Have time in "calming chair" - Talk through the situation and explain consequences of continual behaviour.
<p>Level 2</p> <ul style="list-style-type: none"> - Frequent repetition of Level 1 Behaviour - Bullying. E.g. Teasing, selfish behaviour, hitting, biting, pinching. 	<p>Level 2</p> <ul style="list-style-type: none"> - Removal of a "praise dot" on their chart or send to the HOD or pre-school office. - Message sent home to parents, removal of "praise dot" and apology of party concerned
<p>Level 3</p> <p>Serious violations of code of conduct.</p> <ul style="list-style-type: none"> - Frequent repetition and disregard for Level 1 & Level 2 - Theft - Possession of a dangerous weapon 	<p>Level 3</p> <ul style="list-style-type: none"> - Behaviour card ("How am I doing?") sent home, filled in daily for 1 week. - Message parents - Confiscate weapon and contact parents
<p>Level 4</p> <ul style="list-style-type: none"> - Continued repetition and disregard for Level 1, 2 & 3 with no apparent improvement 	<p>Level 4</p> <ul style="list-style-type: none"> - Meet with parents

Learner name: _____

Date: _____



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ABBOTSFORD CHRISTIAN SCHOOL LEVELS OF MISCONDUCT GRADE 1 – 7

Level 1 - Offences		Possible Sanctions / Punishments
ACADEMIC		
<ol style="list-style-type: none"> Books left at home/misplaced book Late for class Homework not done on time Homework copied Diary not at school Late project or assignment Leaving class without permission Work missed due to absenteeism, that is not caught up. 	<ul style="list-style-type: none"> -1 on class dojo (Parents notified) -2 on class dojo (Parents notified) Academic Detention 	
BEHAVIOURAL/ PERSONAL CONDUCT		
<ol style="list-style-type: none"> Chewing gum Talking in class In an 'off-limit' zone Running/playing in the toilets, verandas and classrooms. Cheating Dishonesty (minor) Disrespect Littering or graffiti/Removal of school property 	<ul style="list-style-type: none"> -1 on class dojo (Parents notified) -2 on class dojo (Parents notified) Verbal warning First written warning Second written warning Behavioural detention 	
Level 2 - Offences		Possible Sanctions / Punishments
ACADEMIC		
<ol style="list-style-type: none"> Repetition of Level 1 infringement Cellphone/Tablet/Smart watch use during school Disregarding test/examination procedures Cheating in a test/exam/plagiarism 	<ul style="list-style-type: none"> Written warning -3 on class dojo minor privileges removed -5 on class dojo Red card confiscation of the item 	
BEHAVIOURAL/ PERSONAL CONDUCT		
<ol style="list-style-type: none"> Infringement of the dress code Disruption and interference within an educational environment Dishonesty (major) Gross insolence and/or cheek to any person in authority in the school, or to employees and/or officials of the school or to adults visiting the school Foul language towards other learners/ Verbal abuse of a fellow learner Truancy – intentional unauthorized or illegal absence from class Public displays of affection Bringing the name of the school into disrepute Leaving school premises during school hours without permission 	<ul style="list-style-type: none"> Written warning -2 on class dojo Written warning -3 on class dojo minor privileges -5 on class dojo I.D.C. hearing SGB hearing 	
Level 3 - Offences		Possible Sanctions / Punishments
ACADEMIC		
<ol style="list-style-type: none"> Repeated Level 2 transgressions Severely disruptive behavior 	<ul style="list-style-type: none"> Written warning - 5 on class dojo red card I.D.C. hearing SGB hearing 	
BEHAVIOURAL/ PERSONAL CONDUCT		
<ol style="list-style-type: none"> Theft/Vandalism Electronic misconduct Racial: Racist conduct that defames a learner/educator. Sexual remarks Improper suggestions of a sexual nature to an learner/educator Failure to report, and/or aid in the investigation of an alleged act of Serious Misconduct Possessing and/or using any weapons, dangerous toys or other dangerous items Forgery Hate speech: Smoking Substance abuse Alcohol Possession or distribution of pornographic material/Public Indecency Threatening to assault /Any form of intimidation directed towards a learner or educator/Bullying/victimization/intimidation of others. 	<ul style="list-style-type: none"> Written warning - 5 on class dojo I.D.C. hearing SGB hearing Counselling suspension 	

Level 4 - Offences	Possible Sanctions / Punishments
ACADEMIC	
1. Repeated Level 3 transgressions	<ul style="list-style-type: none"> • - 8 on class dojo • SGB hearing
BEHAVIOURAL/ PERSONAL CONDUCT	
1. Gang related activity 2. Intentionally causing physical injury to someone 3. Extortion of another person's property	<ul style="list-style-type: none"> • 8 on class dojo • Counselling suspension • SGB hearing • Expulsion
Level 5 - Offences	Possible Sanctions / Punishments
BEHAVIOURAL/ PERSONAL CONDUCT	
1. Convicted by a court of a criminal offence 2. Engaging in a conspiracy to disrupt the proper functioning of school through collective action. 3. Conspiracy through collective action to disrupt the running of the school. 4. Repeated gang related activities. 5. Involving/attempting to involve outsiders in disputes between learners 6. Sexual harassment/Sexual assault/rape 7. Sex, sexual acts or public indecency on the school property. 8. Should a boy be caught in the girls' bathroom or a girl be caught in the boys' bathroom 9. In possession of/consumes/transmission of and/or selling of alcohol/drugs/ harmful /illegal substances 10. Tested positive for drugs or steroids 11. Damage to, vandalizing, tampering with, or hacking the school's computer system 12. Using internet or any social media or any other modern form of technology for communication which results in, or brings the school into disrepute in any way (staff, parents or pupils) 13. Theft or possession of stolen goods 14. Dangerous weapon or object possession 10. Repeated Assault/Fighting/Instigating a fight/ Disturbance of the peace	<ul style="list-style-type: none"> • SGB hearing • Expulsion. • SAPS Involvement

REPEATED INFRINGEMENT OF A SPECIFIC RULE WILL LEAD TO HAVING A CONSEQUENCE OF A HIGHER LEVEL.

Name of Learner: _____ Gr. _____ Signature: _____

Name of Parent : _____ Signature: _____

Class Teacher : _____ Signature: _____

Principal : _____ Signature: _____