



ALEXANDRIA  
CHRISTIAN ACADEMY

## CODE OF CONDUCT FOR LEARNERS

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*Signed by Name:* \_\_\_\_\_ *Signature:* \_\_\_\_\_

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

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# Code of Conduct for Learners

*Alexandria Christian Academy*

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ALEXANDRIA

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**This Code of Conduct for Learners was adopted**

**by the GB on**

**14 Jan 2022**

(Date)

**Signatures:**



GB Chairperson



School Principal / Administrator

# Code of Conduct for Learners

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## 1. Preamble

A code of conduct must be aimed at establishing a disciplined and purposeful school environment, dedicated to the improvement and maintenance of the quality of the learning process. This policy shall uphold the rights of all individuals affected by it as enshrined in the Constitution of the Republic of South Africa.

## 2. Purpose

The purpose of this Policy is to define how the Alexandria Christian Academy school community will establish a disciplined and determined school environment. It is a proactive tool that seeks to guide the ways in which bad and inconsistent behaviour shall be dealt with in this school. This code of conduct must not be considered as a simple list of rules for learners but a direction giving and behaviour changing guide.

## 3. The vision of the school

To change Alexandria by developing a biblical mindset in everybody in Alexandria with God's love and with the tool of Christian Education in Excellence.

## 4. The mission statement of the school

Bringing the love of Jesus through the power of the Holy Spirit to Alexandria to glorify God Almighty, using the Educational system Accelerated Christian Education.

We will accomplish the vision by:

- Providing passionate, qualified, equipped educators to facilitate learning through individualized education
- Guiding learners to discover their unique gifts, talents and destiny
- Utilizing a curriculum that instills Biblical character and values
- Facilitate participation in physical education and sporting activities
- Developing a personal desire for God in each student through Biblical based, individualised, innovative education solutions through a holistic approach
- Assisting each student to discover their destiny and purpose
- Developing a personal desire for God
- Innovative individualised education
- Instilling academic excellence

## 5. Core Values

Leadership: The courage to shape a better future

Passion: Committed as a unit in heart and mind

Excellence: Standing by Godly excellent standards in all we do

Integrity: Showing honesty and strong moral principles

Community: Being part of , and helping to develop our community

Service: Willing to help where necessary

## 6. Principles and values: The rights of learners

- a. Learners shall have rights to the following agreed upon procedures with the SGB for expressing and resolving school and learning related grievances:
  - Learners may request a meeting with the SGB for expressing and resolving school and learning related grievances.
  - Procedures to be followed to request such a meeting is as follows:
    - o The learner must apply in writing to the GB, and submit the request to the principal, (with valid reasons) who will in turn arrange the meeting.
    - o The principal and administrator will be present in the meeting.
    - o The learner may request at the latest two school days before the meeting, to bring a parent/legal guardian to also be present in the meeting.
- b. No corporal punishment shall be applied in this school in whatever manner and method.
- c. No one may discriminate against a learner who must enjoy the equal opportunity, treatment, protection and benefits before the law.
- d. Learners have a right to a clean, safe, harassment-free and healthy environment which is conducive to teaching and learning.
- e. Learners have the right to expect educators to maintain high standards of professionalism in practice, behaviour and ethics.
- f. Learners have the right to freedom of expression. This freedom has the following limits:
  - no hate speech
  - no racially—biased speech-,
  - no speech which is in opposition to the school's Biblically-based values
  - swearing and foul language will not be allowed
- g. Respect for the human dignity of learners shall be maintained.

- h. Learners have a right to discipline based on respect and dignity and without inhuman treatment, degradation, and inconsideration.
- i. No learners shall be locked in isolation and/or solitary detention.
- j. Learners shall have the right to education. This right includes the right to learning in all approved subjects in the school, to be informed regularly about his/her school progress, to make use of all the school facilities and to have their potential developed to its possible fullest.

## **6. Responsibilities of learners**

- a. All learners have the responsibility to attend school regularly. Absence from school must be reported to the school in due course.
- b. Learners are expected to show respect to educators, visitors, parents, fellow learners and other individuals found in the school.
- c. Learners must show their commitment to doing their school work either in the classrooms or at home (assignments, class work, homework, projects and group work).
- d. Each and every learner is responsible to catch-up work done in their absence from class or school.
- e. It is the responsibility of every learner to ensure that they do not disrupt teaching and learning and other activities of the school.
- f. Learners are responsible for ensuring that they do not damage school property. They should take good care of school property.
- g. Any learner who intentionally damages any property of the school will be held responsible for paying for the repair or replacement of such.
- h. The learners are responsible for upholding the following values of the school:
  - Leadership
  - Passion
  - Integrity
  - Excellence
  - Community
  - Service
- i. Learners are expected to submit to the Christian ethos of the school.
- j. The Prefects or Student Leaders shall represent the interests and welfare of learners and also promote good conduct among learners. If they fail in this respect, their appointment may be revoked.

- k. Learners are expected to show respect to anybody else at all times.

## **7. Responsibilities of staff**

In ensuring that learners behave accordingly, staff are also expected to uphold certain responsibilities to ensure the promotion of a healthy school environment. Staff will uphold the following responsibilities in the school:

- a. Conduct themselves in a professionally acceptable manner.
- b. Be punctual and report for duty as required.
- c. Be well prepared for teaching or performing administrative duties and carrying out any responsibility accorded to them.
- d. Maintain confidentiality regarding student behaviour, progress and personal information
- e. Maintain confidentiality regarding colleagues

## **8. Responsibilities of parents in advancing the code of conduct of learners**

The parents and guardians have a role to play in advancing the acceptance and compliance of learners with this policy. Parents are henceforth expected to uphold the following responsibilities:

- a. It is the responsibility of the parent/guardian to provide a conducive environment, resources and time for the child to learn.
- b. Support the school and encourage learners to observe the school rules and regulations and accept responsibility for their actions.
- c. It is the responsibility of the parent/guardian to make sure that all school fees are fully paid at all times.
- d. Take part in the child's learning by providing the child with the necessary support, such as ensuring that schoolwork is done and completed accordingly.
- e. Parents are expected to sign their children's homework books every day to make sure they get all messages from the school.
- f. Parents are expected to attend GB and school meetings when invited.
- g. Parents have a responsibility to ensure that the children are protected and are in safe environments.
- h. Parents are responsible for the learners' safety between home and school – before and after school hours.
- i. Parents may take legal action against any person who is found to have infringed the right of the child.



- j. Parents have the responsibility to make sure they have all relevant information before taking steps or become involved in discussions on any matters relating to the school.

## 9. The implementation of the school rules

- a. The school shall have clearly outlined and publicised school rules.
- b. Educators shall have the same rights as parents when it comes to the application of discipline to and controlling of a learner during the activities of the school.
- c. Ignoring of the school rules shall not be an acceptable excuse.
- d. This policy shall be widely publicised to all the school community.
- e. Any discipline that has to be carried out shall be done so expeditiously, fairly, justly, consistently, and it shall be a corrective not punitive measure.
- f. Parents shall be involved in the corrective measure taken against a learner.
- g. No discipline of a learner can be delegated to other learners.
- h. All disciplinary measures shall match the offence committed and shall be more severe as the behaviour becomes repetitive.
- i. All serious misconduct should be reported to the school principal.
- j. The school must keep a register of all reported misconduct which also reflect the outcomes of actions taken.

## 10. Dealing with misconduct

The disciplinary proceedings on dealing with misconduct shall, depending on the nature and level of the misconduct, be attended to in the following manner:

### 10.1 Level 1 – misconduct inside the classroom

This level of misconduct includes the following acts by a learner:

- a. Failing to be at school or in class on time
- b. Failing to complete school or home work
- c. Failing to respond to reasonable instructions
- d. Being dishonest with minor consequences
- e. Showing verbal or any other form of disrespect towards a staff member or fellow pupil

### 10.2 Dealing with level 1 misconduct

- a. To be carried out by the educator in class.
- b. Verbal warning
- c. Demerits

- d. Additional work which is constructive
- e. Small menial tasks like cleaning the classroom
- f. Detention where the learner uses the time fruitfully for learning purposes

**10.3 Level 2 – misconduct by breaking school rules**

- a. Frequently repeating level 1 misconducts
- b. Smoking or found in the possession of tobacco
- c. Leaving school without permission
- d. Using abusive language
- e. Preventing teaching and learning in the classroom
- f. Engaging in vandalism such as graffiti or attempting to destroy school property
- g. Being dishonest with more serious consequences
- h. Accessing any internet site not directly related to subject matter
- i. Downloading anything that is not related to subject matter, either on a school computer, or using the school’s internet connection. This will be regarded as data theft.
- j. Regular absenteeism without valid reasons
- k. Arriving late at school regularly
- l. Not doing homework, projects, tasks as required by the learner’s teacher.

**10.4 Dealing with level 2 misconduct**

- a. Any of the level 1 disciplinary actions
- b. Disciplinary talk with the learner
- c. Talks with the learner’s parents
- d. Written warnings
- e. Signing an agreement with a learner who agrees and promises to improve
- f. Restoration: The learner is expected to restore and replace all physical damages done, as well as relationship damages, that need to be restored.

**10.5 Level 3 – serious misconduct or serious violation of school codes**

- a. repeated level 2 offences
- b. Inflicting minor injury on another person
- c. Gambling
- d. Being severely disruptive in class
- e. Forging documents or signatures with minor consequences
- f. Using racist, sexist, or other discriminatory behaviour
- g. Possessing or distributing pornographic material
- h. Possessing dangerous weapons

- i. Theft
- j. Vandalism
- k. Cheating during tests or exams

**10.6 Dealing with level 3 misconduct**

- a. Any of the disciplinary action of the level 2 misconduct
- b. Written warning with the possibility of suspension from the school
- c. Referral to a counsellor or social worker

**10.7 Level 4 – very serious misconduct or very serious violation of school codes**

- a. Continuous repetition of level 3 misconduct
- b. Threatening other people with dangerous weapons
- c. Causing intentional injury to other persons
- d. Verbally threatening the safety of other persons
- e. Possessing or using alcohol and drugs
- f. Being under the influence of narcotics
- g. Disrupting the entire school
- h. Forging documents or signatures with serious consequences

**10.8 Dealing with level 4 misconduct**

- a. Any of the actions to deal with level 3 misconduct
- b. Referral of the learner to an outside agency for counselling
- c. Limited suspension from all school activities
- d. Disciplinary hearing which could lead to expulsion

**10.9 Level 5 – criminal acts which breach the law**

- a. Repetition of level 4 misconduct
- b. Assault
- c. Intentionally using dangerous weapons
- d. Sexual harassment
- e. Robbery
- f. Major theft
- g. Breaking and entering locked premises

**10.10 Dealing with level 5 misconduct**

The disciplinary actions taken to deal with these kinds of misconduct are solely the responsibility of the principal, administrator and the GB:

- a. Expulsion or transfer of the learner from the school
- b. Allow for criminal and/or civil prosecution processes to take effect

## **11. Disciplinary action**

- a. A disciplinary hearing takes place when a very serious misconduct has been committed.
- b. The principal shall refer the problem to the GB for a decision on a hearing.
- c. The GB must make arrangements for a hearing.
- d. The GB must ensure that a fair hearing shall take place and that it will not contravene the Bill of Rights and the Constitution.
- e. The GB shall appoint a maximum of 2 people to check whether the seriousness of the case warrants a hearing.
- f. Once the GB decides to continue with a hearing, it must appoint a three members tribunal (committee) to hear the case.
- g. The tribunal members do not have to be members of the GB.

## **12. Disciplinary hearing process**

- a. The tribunal shall have a formal sitting to conduct the hearing.
- b. The GB shall sanction the principal to communicate the charges brought against the learner in writing and shall inform the learner and his/her parents/guardian at least three days before the formal sitting for the hearing. The information shall include the date, time and venue where the hearing will take place.
- c. The parents must be forewarned that the hearing may result in a suspension and expulsion of the learner from the school.
- d. The learner and his/her parents must be told that they have the right to bring evidence to the hearing.
- e. The learner charged with the misconduct and his/her parents may attend the hearing but cannot be forced to give evidence.
- f. Witnesses may be called to the hearing and may be questioned by all parties.
- g. All participants at the hearing must have access to all documents presented.
- h. Everything said at the hearing must be recorded.
- i. The tribunal shall draw its conclusions on the basis of the evidence presented before them.
- j. The tribunal shall make its recommendations to the GB.

- k. The GB does not have to accept the recommendations of the tribunal and may refer some of the matters back to the tribunal for further deliberations.

### **13. Populating/publishing the code of conduct**

- a. The code of conduct shall be displayed openly in the school by:  
14 January 2022
- b. Each and every learner at the school shall be given a copy of the code of conduct in the beginning of the year.
- c. The code shall be read to younger learners at primary school level.
- d. The code shall be in the official language of teaching and learning in the school.
- e. The school expects the following from the learners in adhering to this policy:  
Learners are expected to study and sign every page of the code of conduct, and have it filed in their personal files.
- f. The school shall keep a record to prove that all learners know and understand the content of this policy.

### **14. Policy review**

The policy shall be reviewed every year in January.

### **15. Effective date of implementation**

This Code of Conduct of learners of Alexandria Christian Academy becomes effective and functional as of the date on which the policy was adopted and signed into effect.

### **16. Conclusion**

The code of conduct for learners is a guiding document that provides a directive and corrective platform towards the expected behaviour and conduct of learners at our school. The code is to be adhered to by all learners of this school at all times.