



"Life is too precious to be left to chance..."

AGAPE CHRISTIAN SCHOOL – CODE OF CONDUCT

"Be excellent in what is good"
Romans 16:19

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Introduction

This School is committed to providing an environment for the delivery of quality teaching and learning by:

- **Promoting the rights and safety of all learners and teachers and parents.**
- **Ensuring learners' responsibility for their own actions and behaviours.**
- **Prohibiting all forms of unfair discrimination and intolerance.**
- **Eliminating disruptive and offensive conduct.**

The Code of Conduct spells out the rules regarding learner behaviour at the School and describes the disciplinary system to be implemented by the School concerning transgressions by learners. The Code of Conduct applies to all learners while they are on the School premises or when they are away from the School representing it or attending a School function.

Section 8(4) of the SA Schools Act provides that all learners attending a School are bound by the Code of Conduct of that School. All learners attending the School are expected to sign a statement of commitment to the Code of Conduct

School Rules

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

A: General Principles

1. Learners are always expected to behave in a courteous and considerate manner towards each other, the Learner Representative Council (SRC), all members of staff and visitors to the School.
2. Learners are expected to abide by the School rules regarding appearance and behaviour when representing the School both during School hours and after School hours, at School and away from School. Learners may not say or do anything that will discredit themselves or the School.
3. No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners or will cause another learner physical or emotional harm.
4. The School will contact parents/guardians when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

B: School and Class Attendance

Parents/guardians, learners, teachers and Senior Management Team (SMT) members are jointly responsible for ensuring that all learners attend School.

1. If a learner does not attend School regularly, the relevant register teacher will report the absence of the learner to the parent and the Principal in writing. The register teacher must keep an accurate register of learner attendance and must keep copies of all communication to parents when absence from the classroom is reported.
2. All learners are to arrive at School before the official starting time. Learners who are late for School will be marked absent as registers are completed at the beginning of each School day.
3. Absence from a class, without the permission of the relevant register or subject teacher, is prohibited.
4. Any absence from School must be covered by an absentee note from a parent/guardian.
5. Should a learner be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.

6. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
7. No learner may leave the School during School hours without a letter from a parent/guardian requesting the release of their child *and* the permission of the Principal/Head of Department/Register Teacher from whom an exit note must be obtained.
8. Truancy from School is prohibited.
9. All learners will attend assembly for the full duration thereof.

C: School Uniform and General Appearance

Learners are expected to wear the full official School uniform and always appear neat and tidy. The official school blazer is to be worn daily.

Learners may wear the official school physical education uniform on the days they have a physical education lesson. Learners are permitted to change for extra mural activities during break (only if they have the full official PE Uniform).

Girls

1. No additions to the uniform that are not in accordance with the regulations will be allowed
2. No jewellery, accessories, coloured contact lenses or visible tattoos are allowed.
3. Only a wrist watch and/or medic alert bracelet is allowed
4. Only one small earring in either lobe of the ear.
5. Wearing of make-up is not allowed.
6. No unnatural colouring of hair or wearing of exotic hairstyles is allowed. Braiding and braided extensions are allowed, if over the collar, the hair must be tied. No coloured beads on braids. Natural afro must be worn with a head band or be tied.
7. Fingernails must be kept always trimmed short and clean. No coloured nail polish allowed
8. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should always be neat.
9. Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the Senior Management Team, may deviate from official School uniform for religious and cultural reasons as contemplated in Part 1 paragraph I of this Code of Conduct

Boys

1. No additions to the uniform that are not in accordance with the regulations will be allowed
2. No earrings, jewellery, accessories, coloured contact lenses or visible tattoos are allowed.

3. Only a wrist watch and/or medic alert bracelet is allowed
4. No facial hair of any kind. (e.g. beards, moustaches, sideburns)
5. No unnatural colouring of hair or wearing of exotic hairstyles is allowed.
6. Hair must be neat and short. No afro, no plaiting, no lines, no mohawk and no dread locks
7. Fingernails must be kept always trimmed short and clean.
8. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should always be neat.
9. Only learners that have applied, submitted relevant supporting documents and received the necessary permission from the Senior Management Team, may deviate from official School uniform for religious and cultural reasons as contemplated in Part 1 paragraph I of this Code of Conduct

D: Valuables and Personal Belongings

The School will not be held responsible for theft of or damage to personal belongings on School premises (e.g. cell phones, bags, books and clothing).

1. Learners should avoid bringing cell phones, large sums of money and valuables to School.
2. If a parent requests a learner to pay School fees on his/her behalf, such School fees should be paid before the start of the School day.
3. Arrangements should be made with the teacher in charge for safekeeping of valuables, etc. during sports practices.
4. Learners may not bring computer games, iPods or similar electronic devices to School unless required for learning purposes.

E: Cell phone Policy

PLEASE SEE ANNEXURE A FOR THE FULL CELL PHONE POLICY OF THE SCHOOL.

F: General Rules

1. Loitering and/or playing in and around the corridors, admin areas and toilets is forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalising or neglect of School property and the property of others, either by writing or by a physical act, is prohibited. Theft of School and private property is also prohibited.
4. Any act of cheating in class work, homework, informal and formal tests or internal or external examination is prohibited. Furthermore, copying of and/or borrowing another learner's work is forbidden.

5. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
6. The timeous handing in of work is the responsibility of each learner.
7. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
8. The learner will respect the beliefs, culture, dignity, and rights of other learners, as well as their right to privacy and confidentiality.
9. Language that is seen as pejorative, discriminatory or racist is prohibited.
10. Any act that belittles, demeans, or humiliates another learner's culture, race or religion is prohibited.
11. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.
12. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
13. The carrying, copying and/or reading of offensive material is prohibited.
14. Learners must keep clear of areas that are indicated as out of bounds. These include:
 - 14.1 The School motor vehicles parking.
 - 14.2 The playing fields, tennis courts, swimming pool and area, except while attending official sports practice and matches or during a lesson while under the supervision of the subject teacher.
 - 14.3 Electrical mains distribution boxes, fire extinguishers and hoses.
 - 14.4 Parking lots, except while accessing their own vehicles.

G: Rules Governing Public Places

The School is a place of safety where laws pertaining to public spaces are applicable.

1. No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations may be brought onto and/or used on the School property. Dangerous objects include knives, firearms or any item that could harm a person.
2. The carrying and/or smoking of cigarettes/vapes/etc. is prohibited.
3. Alcohol is not permitted on School premises or during any School activity.
4. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited.

H: Transport

Learners wishing to park motor cycles/motor vehicles on the School grounds must first obtain permission from the School to do so and make use of the areas specifically demarcated for this purpose.

1. All learners park their vehicles and bikes (pedal or motorised) on the School premises at their own risk.
2. Specific areas are provided for the safekeeping of bikes, etc. and must be used by learners.
3. Learners may ride or drive a vehicle on the School grounds provided the learner has a license to drive such vehicle and provided extreme caution is exercised. Reckless behaviour is forbidden.
4. The Code of Conduct is applicable when making use of public transport to and from School.
5. Learners may not hitchhike while in School uniform, whether formal or sports dress.

I: Extra Curricular Activities

Involvement in activities making up the School Extra Curricular Programme forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, encouraged to become actively involved in at least one (1) sport, cultural and/or service activity per term.

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed him/herself to an activity, s/he will be bound to meet the rules and obligations related to that activity.
3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
4. Attendance of practices is compulsory. Missing a practice without a valid excuse in writing from the learner's parents may result in the learner being excluded from participation in the inter-school league fixture.
5. Appropriate kit/uniform will be worn to practices.
6. The correct match kit/uniform will be worn to inter-school league fixtures.
7. Learners travelling to an away fixture will travel in full match kit unless other arrangements have been made.
8. Any additional kit or equipment must be carried in an appropriate bag.
9. Learners playing in home league fixtures may arrive at the venue in their appropriate sports kit/uniform with their School blazer.

J: Christian Ethos

Agape teaches Christian morals and instils Godly character to equip every learner for the challenges of the outside world. We believe that every learner that leaves the school will have a good foundation in the ways of God. Besides instilling biblical values in the learners through assembly teachings, teachers in the school are encouraged to add biblical principles to the curriculum. We believe that it is these applied principles in the day-to-day lives of the learners that make a difference. Learners are obliged to participate in all Christian teachings and activities.

Annexure A

Objective:

The purpose of this policy is to establish guidelines for the responsible use of cell phones within the school premises, ensuring a focused and conducive learning environment for all learners.

Cell Phone Collection:

- a. Learners are required to hand in their cell phones to the class teacher at the beginning of the day.
- b. Cell phone collection will take place during the first lesson before classes starts.

Collection Time:

- a. Learners may collect their cell phones at the end of the school day.
- b. Any deviation from this schedule requires permission from a teacher.

Unauthorized Possession:

Cell phone possession during school hours without proper authorization is strictly prohibited. The following protocols will be enforced for unauthorized cell phone possession:

- **First Offence:** - The cell phone will be confiscated promptly and securely stored at the Primary School in the designated school safe. Retrieval by the learner is permitted after school hours.
- **Second Offence:** - The cell phone will be confiscated and securely stored at the Primary School for a duration of three days. Retrieval can only be facilitated by the **PARENT** after three days.
- **Third Offence:** - The cell phone will be confiscated for a period of one week and securely stored at the Primary School. Parents are required to remit **a R200 FINE** at the High School reception. A receipt will be issued, serving as proof of payment. Only upon presentation of this receipt will parents be allowed to retrieve the cell phone from the Primary School safe.

Repeat Infringements:

- a. Learners found repeatedly in possession of a cell phone during school hours will face disciplinary action.
- b. Disciplinary actions may include but are not limited to detention, parental meetings, or other appropriate measures as determined by the school.

Emergency Use:

In case of emergencies, learners may approach school staff for permission to make a call at reception.

School Events and Activities:

- a. During school events, trips, or other activities, learners are required to follow the guidelines provided by the supervising teachers regarding cell phone use.

b. Special permissions may be granted for specific events or activities, as communicated by the school administration.

Personal Responsibility:

a. Learners are expected to take personal responsibility for the proper use and safekeeping of their cell phones.

b. The school will not be held responsible for any loss or damage to cell phones.

Communication Channels:

Important school announcements and communication will be disseminated through official school channels, and learners are encouraged to check these channels regularly.