

**CHRIST CHURCH PREPARATORY SCHOOL  
AND COLLEGE**

**CODE OF CONDUCT  
AND  
SCHOOL RULES**



# CHRIST CHURCH PREPARATORY SCHOOL AND COLLEGE

## Code of Conduct and School Rules

### 1. PRINCIPLES AND AIMS

Our aim is to create a harmonious and safe environment where we can work and learn, plan and socialise and develop a sense of pride in our school, with the minimum conflict and misunderstanding.

The Code of Conduct, School Rules and School uniform Regulations have, therefore, been drawn up to ensure the safety of learners and to maintain an effective organisation and good discipline in our school. They are constantly brought to the attention of our learners, as are the channels to follow and who to refer to when the need arises. Their implementation, in turn, will provide each learner with the opportunity to work productively and achieve his potential in an environment conducive to learning, growth and development.

It is the wish of our school and community to be proud of the achievements, appearance and conduct of our learners. Christ Church Preparatory School and College, therefore, expects all learners to conduct themselves, at all times in such a manner that they will be a credit to the Lord Jesus Christ, themselves, their family and the school. This means the maintenance of a high standard of behaviour and dress at all times, including behaving in a responsible, courteous manner towards all people, both in and out of school.

Discipline, particularly self-discipline is a prerequisite for a healthy educational environment and it is expected that every learner conforms to the prescribed Code of Conduct and the set of School Rules and School Uniform Regulations as published and amended from time to time.

In a changing world in which we are all re-assessing our values, we at Christ Church Preparatory School and College nevertheless remain convinced that etiquette and good manners are the cornerstone of good interpersonal relationships.

#### 1.1 **INFRINGEMENTS**

The rules of the school are there to ensure that each learner is given the best possible environment in which to develop to the best of their ability.

It must be remembered that a school is a microcosm of society, and the rules of society are there to protect the individual.

The principal and staff reserve the right to administer appropriate punishments when infringements of school rules and norms of behaviour occur.

#### 1.2 **THE GUIDING PRINCIPLE**

At Christ Church Preparatory School and College, we do not impose rigid, military-style discipline based on fear or corporal punishment. We do, however, have rules based on socially accepted conventions and common sense, to direct our expectations of learners' behaviour at school. The development of social skills and self-discipline is inherent in our approach to discipline.

The local community and general public at large also judge the behaviour of our learners outside the school, after school hours. We reserve the right therefore, to take action if learners, whether in school uniform or not, behave in a manner which brings the school into disrepute.

Learners who persistently behave in a manner which disrupts the work of others in the classroom may be temporarily excluded from a class, or even suspended from the school at the Principal's discretion.

Parents will be asked to bear the costs of replacing, or repairing equipment lost, or damaged, through negligence, wilful destruction to school property, or disobedience of the school rules.

The guiding principle is:

### **TO SERVE AND TO LEAD**

This encapsulates the qualities which should govern our relationships with one another both in and outside the school. If these values are included at school and in the home, it should be unnecessary to have to stipulate what the required norms of behaviour are in any given situation.

## **1.3 MINOR INFRINGEMENTS**

These could result in letters of warning, detention, some form of extra-curricula work or community service.

## **1.4 MAJOR INFRINGEMENTS**

This could result in suspension from class, detention, suspension from school, a disciplinary hearing, or expulsion. If a learner is suspended for a major offence, he may be deprived of school awards.

## **2. GENERAL SCHOOL RULES**

### **2.1 GUIDELINES TO APPROPRIATE BEHAVIOUR**

#### **2.1.1 PUNCTUALITY**

Learners are expected to arrive on time and properly dressed in the correct school uniform. School commences at 07:45 and ends at 14h30. Latecomers must first report to the office to collect a late slip which must be presented to the register teacher.

#### **2.1.2 ABSENCE**

A note from a parent/guardian must be produced prior to any planned absence from school, and following an illness. If a learner is absent for longer than three days, the parent must produce a doctor's certificate on his return.

#### **2.1.3 TESTS AND EXAMINATIONS**

If absent for a formal test or examination, learners are required, on returning to school, to produce a medical certificate.

### **2.1.4 LEAVING SCHOOL PREMISES**

Parents must notify the school timeously if learners need to be absent for part of the school day. Please note, wherever possible, all appointments should take place after school hours.

### **2.1.5 BEHAVIOUR AFTER SCHOOL**

The school reserves the right to take action against any learner who behaves in public or on a school bus in a manner which reflects adversely on the school's good name. Any major infringement, in or out of school, by a Student Executive or member of the RCL may result in his/her removal from their post.

## **2.2 RESTRICTED AREAS**

In the interests of safety, privacy or confidentiality the following areas are out of bounds to learners, unless accompanied by a staff member:

- in the staffroom, photocopy room and the computer room
- classrooms at break, before and after school.

## **2.3 COURTESY**

Learners are expected to be courteous and respect the rights of others at all times and to make a special effort in the case of visitors.

### **GUIDELINES**

2.3.1 Greet staff/parents/visitors and extend assistance in a courteous fashion when required.

2.3.2 On occasion when guests or speakers are present, learners should show respect by:

- a) standing in silence when the person enters or leaves the room
- b) responding courteously to greetings
- c) remaining silent during the time the guest/speaker is present or speaking

2.3.3 Hosting visitors to extramural activities:

Learners should treat visitors to the school with respect, friendliness and courtesy. This includes meeting them on arrival, and showing them where to go, as well as offering refreshments etc. when these are served.

## **2.4 THE SCHOOL DAY**

2.4.1 Learners must be at school by 7:45 each morning.

2.4.2 Learners will attend all classes indicated on their time tables.

2.4.3 Learners are to come prepared for each of their lessons. Special care must be taken to bring the required equipment for specialist subjects.

2.4.4 Learners may not leave the school premises during the school day without a signed letter from the Principal or his authorised representative.

2.4.5 All absences must be supported by a note signed by the parent.

2.4.6 The school must be informed telephonically or otherwise if the absence

is for longer than one day.

2.4.7 A learner who misses an exam, or is absent for 3 days or longer, is required to produce a doctor's certificate.

2.4.8 Homework notebooks/diaries are compulsory for all grades. These must be accurately maintained and monitored by both learners and parents. Homework must be conscientiously completed.

## **2.5 THE LEARNING PROCESS**

The learning process benefits from each learner taking responsibility for playing his part as a good learner and "citizen".

## **2.6 CLASS**

In class, the learners must respect the learning process by being attentive during lessons and co-operating with the teacher through positive participation, and not talking out of turn. Disruptive behaviour will not be tolerated. If your teacher has not arrived within 5 minutes of the start of the lesson, a class representative from your class should inform the Principal or the front office. The remaining learners should line up outside the class and wait quietly until a teacher arrives.

## **2.7 SCHOOL ENVIRONMENT**

Learners must respect the school environment by tidying the room after each lesson and make every effort to keep the school and its grounds tidy at all times.

To prevent unnecessary mess, there should be no eating or drinking in the school buildings, including the library. The chewing of gum is not permitted on the school premises or elsewhere while learners are in school uniform.

## **2.8 MOVEMENT**

Learners must try to facilitate ease of movement in the corridors by moving quickly and quietly, in single file, keeping to the left where possible.

## **2.9 SAFETY AND SECURITY**

Learners must look after their possessions and respect the possessions of others. No learner is to leave money or valuables in any classroom or change rooms at any time during school or after school. Where a sports team is involved, money and valuables should be handed to the teacher in charge for safe-keeping until after the practice or match. Lockers are available at a rental of R50 per year. College learners will be given first preference after which Senior Primary learners will be given the option to rent a locker. Lockers have also been placed in the bathrooms in the pool complex. Valuables may be locked away for the duration of the sport session. In addition, Classroom A1 is a designated bag-room that is monitored by a CCTV camera. Bags must be left neatly in this room.

**THE SCHOOL IS NOT RESPONSIBLE FOR THE LOSS OF TEXT BOOKS, MONEY OR VALUABLES**

All items of clothing, including shoes should be clearly labelled with the learner's name. Such articles are costly and must be looked after.

#### **2.9.1 BICYCLES AND MOTOR VEHICLES**

- a) No bicycles or motorcycles may be ridden in the school grounds. They must be pushed between the gates and in the parking area where they should be locked up in the designated area.
- b) To avoid accidents, no riding of bicycles, skateboards/rollerblades, is permitted during school hours (including breaks) or after school in the school grounds unless specifically involved in a club and under authorised supervision.
- c) All learners allowed to drive motor cycles or motor vehicles must be able to produce their licences to the Principal on request.

#### **2.9.2 HITCH-HIKING**

Hitch-hiking is forbidden in school uniform. It is potentially dangerous and should, therefore, be discouraged.

### **3. BEHAVIOUR AND RESPONSIBILITIES**

These are constantly brought to the attention of our learners, and their interpretation shall rest with the Principal.

- 3.1 Learners must attend school during the prescribed school days and school hours and may not leave the school grounds or absent themselves from lessons without the Principal's or his authorised representative's permission.
- 3.2 Correct school uniform is to be worn when the learner is at school, going to and from school and home, and when attending any official school function / activity/sport.
- 3.3 Learners are required to show the necessary dignity, respect and consideration to all people both in and out of school. They shall conduct themselves in a responsible, courteous and disciplined manner when dealing with members of staff and Student Executive, or anyone in authority and are required to obey their instructions.
- 3.4 Learners may not have in their possession nor use cigarettes (or allied products), other drugs, alcoholic beverages or objectionable literature or recorded matter or stolen property:  
anywhere when in school uniform if they are likely by reason of utterance or conduct, to be identified as learners of Christ Church Preparatory School and College. As per the school drug policy, random drug tests will be carried out.
- 3.5 Learners shall respect the school and other people's property and possessions. They shall not damage, deface, soil, or take without permission any other person's property. Such damaged or stolen property will be replaced or made good at the defaulter's expense. All possessions should be clearly marked with the learner's full name. The school accepts no responsibility for loss, damage or theft of learners' valuables and possessions.
- 3.6 Learners may not harm other people or endanger their physical welfare, nor use abusive language, either at school or in public. No weapons, toys, fireworks, inflammable or other materials or potentially dangerous items which can cause bodily harm or other damage may be in the possession of learners.
- 3.7 The school reserves the right to conduct a search of a learner(s) and/or possessions if there are reasonable grounds to believe such learner(s) may be in

possession of articles or materials prohibited in the school, including stolen goods.

3.8 Learners may not bring the following to school:-

3.8.1 any pets or captive animals e.g. snakes or fish, without prior, written permission of the teacher concerned.

3.8.2 Cards, dice or other games of chance. This will lead to punishment.

3.8.3 Walkmans, beepers, MP3 players, cellphones or any other electronic device will also lead to punishment.

If a learner brings any of the items mentioned in 3.8.2 and 3.8.3 to school it would be confiscated and only returned at the end of the term. The school will also not accept responsibility should any of the items be lost or damaged at school.

3.9 Learners may not use any facilities or equipment of the school, including those for sport and may not be on the school grounds outside school hours without the Principal's permission, or his authorised representative's permission unless participating in a bona fide school or church activity.

3.10 The school aims to disassociate itself from political affiliations. Learners must, therefore, refrain from associating with or taking part in any activity related to party politics, protest marches or pressure groups which could be linked to the school.

3.11 Learners must participate in the full educational curriculum. A request for exemption with detailed motivation, must be made by the parent, in writing, to the Principal, who may call for a medical certificate, if he deems it necessary. Learners exempted from any aspect of the school curriculum will be required to carry out tasks and duties as directed by the teacher in charge. Homework forms part of the official curriculum.

3.12 Learners are required to participate in at least one co-curricular activity each term.

3.13 Membership of a team, society or activity involves a COMMITMENT TO ATTEND ALL PRACTICES, MATCHES AND FUNCTIONS. A learner who does not fulfil inter-school commitments does great damage to his/her and the school's reputation. Learners unable to attend an extra-curricular practice or inter-school fixture must submit a request in writing, from their parents to the teacher in charge at the earliest opportunity, and well before the event, i.e. at least two days' warning. Such requests will not necessarily be granted. Should a learner fall sick or otherwise be unable to attend a practice he/she must inform the necessary teacher/coach concerned on THAT DAY.

3.14 If a learner is required to be on prescription medication, the school is to be notified in writing.

3.15 ADDITIONAL "IN-SCHOOL RULES". To enable the school to function effectively and therefore give your son/daughter every opportunity to realise his/her potential, there are a number of additional "IN-SCHOOL" rules. These include the Sick Room procedure, Media Centre Rules and Guidelines, behaviour at Assembly, in the Tuck Shop, in the toilets and classrooms, in the school buildings and on the school property, on the school sports fields, out-of-bounds areas, on busses to and from school, during excursions, when visiting other schools, and so on. All learners are expected to obey these rules.

#### 4. DRESS AND APPEARANCE

Learners should take pride in their school and their appearance. The learners of Christ Church Preparatory School and College are encouraged to be neat at all times. The following regulations are to be adhered to:

##### 4.1 THE PRESCRIBED UNIFORM - COLLEGE GRADES 7 - 12

###### COLLEGE - Grades 7 - 12

###### BOYS:

- Christ Church College tie and school blazer.
- Long-sleeved white shirt.
- Regulation grey school long trousers with either a grey self-belt or black belt.
- Regulation black lace-up school shoes.
- Regulation plain grey knee-high socks or grey ankle socks
- Long-sleeve V-neck navy-blue jersey. (under blazer)
- **Matric boys only** - white V-neck jersey, (under blazer) and matric tie.

###### GIRLS: Summer

- White blouse with school badge
- Grey 6 panelled skirt
- Christ Church College blazer
- Plain white ankle socks
- Black T-bar / "Baby Doll" shoes or lace-up shoes
- Long-sleeve V-neck navy-blue jersey, (under blazer)
- **Matric girls only** - white V-neck jersey, (under blazer) and matric scarf

###### GIRLS: Winter

- Blouse as for summer
- Christ Church College blazer
- Skirt as per summer uniform with black opaque tights or grey long trousers and grey socks

###### BOYS and GIRLS

- Navy blue sleeveless pullovers may be worn under blazers.

4.1.2 Learners' appearance should be neat and tidy at all times. Uniforms must be clean and in good repair. If the correct uniform cannot be worn, the parent should write a letter to the child's class teacher explaining the circumstances. When a learner has participated in sport, either a practice or a match, the full correct sport kit, school uniform or school tracksuit must be worn home.

4.1.3 Correct sports uniform is to be worn for inter-school games and Physical Education lessons.

4.1.4 School clothing and all personal possessions should be clearly marked with the learner's full name.

## **4.2 GIRLS**

### **4.2.1 Hair**

- Hair should be groomed and styled in a manner that upholds the positive public image of the school.
- Hair must be clean and neatly styled.
- Hair accessories must match the colours of the school uniform.
- Short hair may be worn loose, provided that it is kept off the face.
- Short fringes are allowed. Longer fringes must be kept off the face with appropriate hair accessories.
- Longer hair must be tied back neatly.
- On civvies days, longer hair may be worn loose, provided it is neat and kept off the face.
- **Hair may be dyed.**
- The finished result of the hair colour should be subtle, blended and natural-looking.
- Noticeable regrowth must be avoided.
- Extensions and braids must blend in with the colour of the hair base.
- Highlights and/or other types of hair painting, such as balayage, should be subtle and blended naturally with the overall hair colour.
- Dip-dyeing and similar contrasting effects are not permitted.
- **Hair extensions and braids may be worn.**
- Longer hair extensions and braids must be tied back neatly.
- Contrasting colours are not permitted. Refer to colour guidelines. Single clip-on or glued hair extensions of a contrasting colour, are not allowed.

### **4.2.2 Nails**

- Finger nails must be kept clean and may not extend beyond the fingertips.
- Clear nail polish is permitted on toe nails and finger nails.
- On civvies days, coloured nail polish is permitted.

### **4.2.3 Jewellery**

- Aside from earrings, a plain watch or a medical alert disc; jewellery is not permitted.

### **4.2.4 Earrings:**

- Plain gold or silver studs may be worn.
- No sleepers may be worn.
- Only one earring per ear may be worn, in the conventional position on the lobe.
- On civvies days, girls may wear jewellery, provided that the jewellery does not detract from a neat, school-appropriate appearance, due to the size, style or the amount of jewellery worn.

### **4.2.5 Piercings**

- Facial, oral and body piercings are not allowed.
- No facial, oral or body piercing jewellery is permitted.
- Pupils must ensure that existing facial, oral or body piercings are unnoticeable.

### **4.2.6 Tattoos**

- Tattoos are not allowed.
- Pupils must ensure that existing tattoos are covered at all times by clothing, or with appropriate adhesive or cohesive bandage.

#### **4.2.7 Cosmetics and make-up**

- Pupils should apply sunscreen regularly.
- Pupils must maintain good personal hygiene and cleanliness.
- No foundation, BB cream or tinted moisturisers may be worn unless there are medical reasons; in which case a medical certificate is necessary.
- No mascara, liners, shadows, bronzers or highlighters may be worn.
- Permanent makeup, lash tinting, false lashes and lash extensions are not permitted.
- Lip-care products are allowed.
- Lip-care products must be colourless and non-glossy.
- For health reasons, pupils may not borrow or share lip-care products.

### **4.3 BOYS**

#### **4.3.1 Hair**

- Boys hair must, at all times, be kept short and neat. Hair must be kept above the ears and may not touch the collar. Hair in the front must not touch the eyebrows.
- Afros must be shaped and must not be more than 4cm off the scalp and must be well groomed at all times.
- Cornrows must be plain, straight back in style, and sewn at the back. The rows must not touch the collar. If hair pieces are used, only the natural colour of the student is allowed.
- Fades must be tapered with no drastic steps or lines or patterns cut.
- No drastic colour changes of hair is allowed. Natural colours only, and in shades of the original colour.
- Extra-ordinary hairstyles that attract attention to the learner are not permitted.

#### **4.3.2 Shaving**

- All boys must be clean shaven at all times, unless there are medical reasons, in which case a doctor's note needs to be provided.

#### **4.3.3 Nails**

- Finger nails must be kept clean and may not be extend beyond the fingertips.
- Clear nail polish is permitted on toe nails and finger nails.
- On civvies days, coloured nail polish is permitted.

#### **4.3.4 Jewellery**

- Only a plain watch or a medical alert disc may be worn.

#### **4.2.5 Piercings**

- Facial, ear, oral and body piercings are not allowed.
- No facial, ear, oral or body piercing jewellery is permitted.
- Pupils must ensure that existing facial, ear, oral or body piercings are unnoticeable.

#### **4.3.6 Tattoos**

- Tattoos are not allowed.
- Pupils must ensure that existing tattoos are covered at all times by clothing, or with appropriate adhesive or cohesive bandage.

## **4.4 SPORTS KIT**

The correct clean kit must be worn for PE for practices and for matches. All learners must return home from a practice or an away match in their full school uniform, full match kit or school tracksuit (unless otherwise specified). Learners are advised to wear protective headgear and sun block for all outdoor activities in order to limit exposure to the harmful effects of the sun.

Grades 7 - 12 Sport Uniform is as follows:

### **SPORT - BOYS**

- White round neck t-shirt
- School sports tracksuit - compulsory for teams
- Navy-blue quantec shorts
- Grey school socks
- White tennis/takkies/running shoes

### **SPORT - GIRLS**

- White or navy round neck t-shirt
- Navy blue quantec shorts
- School sports tracksuit - compulsory for teams
- White school socks

### **Athletics**

- Girls: Top as for Netball  
Navy blue quantec shorts
- Boys: School athletics vest  
Navy blue quantec shorts

### **Swimming**

- Girls: Navy blue costume and white cap
- Boys: Navy blue speedo or navy blue jammers and white cap

### **Cricket Matches**

- White long cricket pants
- White school golf shirt
- Cricket hat - Navy Blue School hat
- White socks
- Cricket boots

### **Netball Matches**

- White sports top (plaid collar)
- Blue netball skirt
- White socks
- White takkies

### **Soccer Matches**

- Blue soccer jersey and shorts
- Long white socks

### **Tennis Matches**

- Girls: As for netball matches
- Boys: White golf shirt, blue quantec shorts, white socks and white takkies

#### **4.5 PARENT/LEARNER - SCHOOL SPORTS “CODE OF BEHAVIOUR”**

##### **THE COACH WILL:**

- Teach your child the basic rules of the game.
- Develop in each team member a respect for their opponents, as well as the decisions made by the referee umpire and opposing coaches
- Develop in players the ability to adapt their techniques under pressure.
- Never condone foul play.
- Ensure that players are properly kitted out for practices and matches.
- Require players to attend regular practice.

##### **THE PARENTS ARE REQUESTED TO:**

- Encourage their child to play by the rules.
- Encourage their children by applauding good positive play.
- Encourage their child to accept that the decision of the referee/umpire is final.
- Support all efforts to remove verbal and physical abuse from all games.
- Ensure that their child is correctly dressed.
- Ensure that their child attends practices regularly.

##### **THE PLAYER WILL:**

- Play by the rules.
- Never argue with the referee/umpire. Only the captain may query the referee.
- Control his/her temper.
- Work equally hard for himself/herself and his/her team.
- Co-operate with the coach and team mates.
- Not miss training. (Make lift arrangements with parents or friends.)
- Never condone foul play.
- Always thank the referee/umpire and the opponents after the game.
- Be punctual for training, matches and meetings.
- Wear correct, clean kit.

#### **5. THE REPRESENTATIVE COUNCIL OF LEARNERS**

The R.C.L. consists of members elected from all grades in the school. The function of the R.C.L. is to represent the interest of the learners of Christ Church Preparatory School and College.

To do so more effectively sub-committees are elected to look into specific matters giving each elected member the responsibility of representing the school. Regular meetings of the sub-committees as well as the full R.C.L. are held.

When suggestions are made by learners, they are put forward to the relevant sub-committee to investigate and then the R.C.L. will take action upon the advice of the sub-committee.

The main aim of the R.C.L. is to work as a united front, handling concerns and interests of learners. The R.C.L. takes every step with a pro-active approach in bringing about a positive atmosphere amongst learners and the staff of Christ Church Preparatory School and College thus creating a pleasant working environment at

school.

## **6. THE STUDENT LEADERSHIP**

Being a member of the Student Leadership Team servant is an honour, but also a responsibility because only by being worthy and serving can respect be earned.

### **6.1 PUNISHMENT**

The members of the S.L.T must at all times be seen to uphold the rules and traditions of the school. Only then can they punish their peers who are guilty of transgressions.

The following are some of the punishments that the S.L.T. can set when appropriate:-

- Community service (litter duty, cleaning classrooms, wiping walls, etc.)

Major offences will be reported to the Principal. Failure to carry out S.L.T's punishment will be viewed as behavioural misconduct and treated as such.

## **7. MISCONDUCT**

Learners who have broken the Code of Conduct, School Rules and Uniform Regulations (as amended from time to time) will be subject to counselling and/or reprimand and punishment - which may include verbal and written warnings, loss of privileges, menial work (litter duty, weeding etc.), extra written work, detention and in certain cases, temporary suspension.

In serious cases of ill-discipline and misconduct, e.g. theft, vandalism, violence, truancy, unseemly behaviour, refusal to take punishment, dishonesty and blatant lying, gross insubordination and other similar acts of gross misbehaviour, such as drug and alcohol abuse, possession of dangerous weapons, the action to be taken is governed by this Code of Conduct.

It is important to note that the contents of a learner's TESTIMONIAL will depend on the learner's behaviour, dress, attitude, attendance, participation in school co-curricular activities and so on throughout his/her school career. In the final analysis the testimonial is written by the learner himself/herself, and it may be withheld should he/she not adhere to the generally accepted norms of behaviour of the school. Testimonials are, after all, a privilege and not a right.

### **MISCONDUCT POLICY**

Misconduct will be documented and parents will be advised in writing when and for what reasons their child is required to remain after school for academic or behaviour detention, or to report to school on Saturday for Saturday school. Saturday school and afternoon detention take preference over any other activity. Failure to attend either Saturday school or detention will result in a letter of warning of suspension as well as another detention/Saturday school determined by the school. Should he/she still fail to attend, he/she will receive a second, final warning of suspension.

A learner who fails to attend another time will be called to appear before the Disciplinary Committee of the Governing Body and may well be suspended or expelled.

## 7.1 ACADEMIC MISCONDUCT

### 7.1.1 Learners late for school:

- (a) All late comers must report to the front office upon arrival.
- (b) Note from the secretary to be given to the subject teacher into whose class the learner arrives late. The learner is required to catch up on work missed and complete all homework set. Lateness is no excuse for work not done.

### 7.1.2 Frequently absent without cause:

- (a) Learners who have been identified as having an excessively high absentee rate are required to produce a medical/doctors certificate on their return. If a learner is sick enough to stay away from school, he/she is sick enough to visit a doctor and obtain a medical certificate.

### 7.1.3 Learners having a doctor's appointment during school:

- (a) Either before the appointment or on returning to school, the learner must produce an appointment card reflecting the date and time of the appointment.

## CATEGORIES OF MISCONDUCT AND APPROPRIATE DISCIPLINARY MEASURES

This document is intended to serve only as a guideline in relation to appropriate disciplinary measures in respect of specific forms of misconduct. It must be borne in mind that the appropriateness of any disciplinary measure must be assessed in the light of the particular circumstances in which the incident of misconduct has occurred taking into account the seriousness of the misconduct and any relevant mitigating factors.

The aim of punishment is not to degrade or humiliate, but rather to guide and educate learners towards appropriate forms of behaviour. The guiding principles must always be that any disciplinary action taken must be fair, reasonable and proportionate to the misconduct. The particular misconduct and the circumstances in which the conduct occurs may justify departures from these guidelines.

- Learners must understand that action may be taken against them if they contravene the Code of Conduct .  
The philosophy of the disciplinary system is based on human dignity and on respect and consideration for others and not on fear.

## CATEGORY 1 OFFENCES

### Behaviour:

- Unacceptable behaviour during Assembly and whilst leading in or out of the hall for assembly.
- Littering - either dropping litter, or not picking up litter when walking past it
- Horseplay
- Creating excessive noise
- Use of other person's property without consent
- Eating and drinking in class, in the hall, during a school assembly, or eating and drinking on the corridors/verandas
- Misconduct during school assembly
- Arriving late for class or extramural activities
- Entering: a classroom without permission

an out of bounds area  
Neglecting to: return library books timeously  
attend a compulsory sports or cultural activity  
register as a latecomer after the first bell of the day

- Minor forms of misbehaviour or poor sportsmanship during sport, or a cultural activity
- Infringement of established matric privileges
- Pea-shooting, throwing chalk, paper or object(s)
- Neglecting to do punishment set
- Failure to hand in: absentee notes  
return slips  
punishment  
conduct forms  
detention forms  
referral forms

#### **Appearance:**

- Minor hair infringements - infringements of hair regulations (4.2)  
Minor uniform infringements: shirt untucked  
hands in pockets  
any violation to dress regulations  
not wearing the correct sports kit at a sports practice

#### **Academics:**

- Causing a disruption so that normal teaching and learning cannot take place
- Creating excessive noise in the classroom
- Class work not done
- Homework not done
- Disorganised notes/files
- Not having work signed by parents when required
- Calling out in class
- Distracting other learners
- Forgetting to bring books and equipment essential to the lessons
- Homework books not up to date or signed by parents
- Late for class without good reason, as stated in a note from a staff member
- Not handing in work on time
- Leaving class without permission

## **Punishment:**

### **For Behaviour/Appearance:**

- ❖ Teacher's Detention - for a maximum period of 60 - 90 minutes
- ❖ Written pages
- ❖ Other appropriate punishment by teachers e.g. reasonable amounts of additional homework
- ❖ Management Detention - for a maximum period of 3 hours with prior warning

### **For Academics:**

Step 1: Suitable punishment by teachers e.g. reasonable amount of additional homework

Step 2: Learner placed in Academic Detention

Repetition of offences indicated above may lead to categorisation of offence as a "Category 2 or 3 Offence". The teachers will be required to keep records of all punishment metered out.

## **CATEGORY 2 OFFENCES**

### **Behaviour:**

- Use of other person's property without consent.
- Swearing
- Disrespect/insolence
- Cheekiness
- Ignoring specific instructions
- Failure to attend a sports or cultural activity practice as a player/participant
- Interfering with another person's possessions/property without his/her knowledge or consent
- Negligent damaging of school property
- Neglecting to:
  - attend a compulsory sports fixture as a spectator without prior written excuse from parent/guardian
  - attend teacher's detention
  - hand in detention slips
  - do punishment set
- Deliberate disregard of out of bounds areas - section 2.2 general school rules
- Misconduct or poor sportsmanship during sport or cultural activity/match
- Frequent repetition of Grade 1 offences.
- Deliberately hiding/concealing another person's possessions/property

### **Appearance:**

- Not wearing full school uniform at school or in a public place
- Wilfully wearing incorrect uniform
- Leaving the school without wearing the correct school uniform
- Not wearing the correct sports kit for a match

### **Academics:**

- Frequent repetition of Category 1 offences
- Copying of another learner's work

- Defacing text books, note books and files
- Use of offensive pictures/text

**Punishment:**

The following disciplinary measures may be enforced at the discretion of the Management member/Principal, who may refer it back to the educator to be dealt with as a Category 1 offence, ensuring fairness and that the punishment fits the offence. These may include (and are not listed in sequential order):

a) Management Detention - for not more than 60 minutes with prior warning  
 b) Saturday School

Repetition of offences may lead to categorisation as a "Category 3 offence"

**CATEGORY 3 OFFENCES**

**Behaviour**

- Theft or unlawful borrowing of another persons possessions/property
- Vandalism or malicious damage to property
- Racism
- Forgery of notes and/or parent's signature(s)
- Verbal threat or harm to person/property
- Constant repetition of category 1 and 2 offences
- Swearing and/or the use of offensive gestures at a member of staff/parent, using obscenities
- Neglecting to attend detention
- Fighting with another learner
- Gambling
- Possession or discharge of fire crackers
- Attempted assault/attempt indecent assault/punching/stabbing/scratching/causing serious physical discomfort to another learner
- Bullying
- Reckless or inconsiderate driving or riding of a vehicle on school premises
- Failure to attend an inter-house/inter-school match/activity as a player (team member), or a cultural activity as a participant
- Cigarettes and/or smoking material - possession of and/or smoking at school, in school uniform or on a school tour/outing
- Inappropriate physical contact en route to school - at school - or on a school outing

**Appearance:**

- Constant breaches of the Dress and Appearance requirements.

**Academics**

- Constant repetition of Category 1 and 2 offences, with no sign of abatement
- Playing truant from class (registration or lesson)
- Cheating, attempting to cheat or intention to cheat in an examination, control test or class test

## **Punishment:**

The Principal at his/her discretion and depending on the severity of the misconduct, may punish the misconduct as a Category 2 offence, or convene a disciplinary hearing which may:

- a) Refer back to the Principal for punishment as a Category 2 offence
- b) Suspend the learner for a period of 7 days maximum
- c) Expel the learner

## **CATEGORY 4 OFFENCES**

### **Behaviour:**

- The carrying of a firearm, dangerous or lethal weapon at school or on a school tour or outing
- The unlawful use of a firearm, the unlawful firing of a weapon, the pointing of a weapon at another person
- The unlawful carrying of a magazine of a firearm, bullets or ammunition
- The consumption or possession of alcohol when in school uniform, at school or representing the school
- Arriving on school property, intoxicated through the use of any substance such as alcohol, chemical substances, narcotics, drugs
- The consumption or possession of chemical substances, narcotics, drugs when in school uniform, at school or representing the school
- Theft of any person's property or the school's property
- Theft involving violence
- Rape, attempted rape, physical or sexual abuse, indecent assault, intimidation of or threat to an educator, non-educator, parent or learner
- The carrying, copying, distribution of and reading of pornography in contradiction of any law as well as the showing of pornography to minors
- Aggravated assault and/or the intention to cause grievous bodily harm. Playing truant from school/leaving the school grounds without permission from Senior Management

### **Punishment:**

Disciplinary hearing by the Board of Governors which may impose the following:

- a) Suspension; OR
- b) Expulsion
- c) Police intervention (in the case of unlawful act)

## **CONTRACTUAL AGREEMENT**

1. I will not disrupt any teaching or learning activities, or distract others while they are engaged in these activities.
2. I will be punctual for all activities and classes and in completing assignments and homework.
3. I will strive to improve my personal organisation and time management skills (e.g. having the correct books or equipment for classes and activities) in respect of academics and sporting activities.

4. I will make new members of the community and visitors welcome by being polite and helpful towards them.
5. I will display good manners towards all members of the school community.
6. I will avoid uncouth and rowdy behaviour, and in particular avoid foul language.
7. I understand that graffiti of any kind will not be tolerated.
8. I understand that different areas and rooms within the school are governed by their own sets of rules and I will familiarise myself with these and comply with them.
9. I understand that smoking, the use of alcohol, possession and/ or use of illegal drugs, bullying, obscenity, theft and vandalism are all serious, punishable offences which could result in expulsion from the school.
10. I will not chew gum.
11. I will adhere to the dress code at all times.
12. I will remain within bounds at all times unless I have official permission to break bounds
13. I will not have any weapons or dangerous objects in my possession at any time.
14. I will recognise the authority of the Disciplinary Committee and ultimately the Head to hear and judge cases of serious misconduct (those which may lead to expulsion) and to assign punishments to offenders.
15. I will not engage in any physical contact which others might regard as sexual in nature.
16. I will not make myself guilty of racial discrimination.

✂.....

I have read and understand the information laid out in the Code of Conduct and agree that it is my responsibility as a learner of Christ Church Preparatory School and College to adhere to these rules as all times.

LEARNER'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

LEARNER'S SIGNATURE: \_\_\_\_\_

PARENT'S NAME: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_