



SCHOOL POLICY: EDUPLEx

CODE OF CONDUCT

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Discipline is the foundation of good order, ideal learning environments and the positive interaction between the school, staff and learners. Eduplex continuously strives to set a high standard for discipline. Within the borders of a code of conduct, all unacceptable and improper behaviour are addressed, and good conduct and behaviour are recognised and rewarded. To ensure and maintain good order and discipline, the following code of conduct, rules and procedures are implemented.

1. MISSION

As learners of Eduplex we strive to honour the following values:

- As learners, we are proud of the school and our behaviour and conduct will be of such nature that we will be ambassadors of the school at all times.
- We believe in Christian norms and values and will actively live as such.
- We are proud of our mother tongue and respect the home language of all learners.
- As fellow citizens, we accept each other's friendship and affection and respect the human dignity of each other.
- We will submit to authority at all times.
- We stand for loyalty, honesty, integrity, self-discipline and strive for neatness and courteousness.
- Learners will always act to promote a positive culture of learning.
- We will be tolerant towards fellow learners.

Teachers value the learners of the school. Their welfare and success is of great value to us. We will do everything in our power to lead them to true Christian maturity and to act complementary to their parents and/or guardians.

2. OBJECTIVES

2.1 Academic

Academics should enjoy the highest priority and each learner must contribute to establishing a healthy culture of learning where each learner can reach his full potential. The following is important:

- The behaviour of learners in class should be irreproachable at all times. Teachers should be treated with respect and regard and no undisciplined or unruly behaviour will be tolerated in class or in school context.
- Sense of duty is of utmost importance. No careless or incomplete work will be accepted.
- Learners should come to class prepared. Textbooks, equipment and devices should be available.
- Learners should respect the academic right of other learners to excel academically and act in such a way that no learner will be impacted negatively in any way.

2.2 Sport

Cultivating a rich sport tradition should be of utmost importance to each learner. The cornerstone in achieving goals, is participation and the pride of being able to take part. The following should be respected:

- The prescribed sportswear for each sport should be honoured. Only official sportswear and accessories may be worn and used.
- Learners are expected to display true sportsmanship on the sports field, displaying respect towards team members, opponents, referees and officials. Unacceptable and non-sporty behaviour will not be tolerated.
- Learners loyally support their sport teams; opponents are treated with respect and no destructive comments are allowed.

2.3 Appearance

The foundation of the code of conduct is our learners proudly wearing their school uniform. Uniformity and neatness portray a positive image and cultivate school pride. Therefore, the following is of utmost importance:

- Each learner is expected to honour the prescribed school wear and appearance rules and no deviation will be tolerated.
- Hairstyles and general appearance portray the image of the school and each learner should respect that.

Guidelines in this regard are included in the school rules.

2.4 General behaviour

Learners of Eduplex should conduct themselves in such a way that it portrays the image of the school in a positive way at all times. Learners may not be guilty of the following behaviour:

- Behaviour where the good name of the school, the teachers or learners are reflected in a bad light.
- Any form of dishonesty during tests or examinations, copying or unauthorised use of any person's school or homework.
- The use of cellular phones in class or during the school day where permission has not been granted from authorised persons.
- Any improper or indecent behaviour.
- Victimisation or bullying
- Assault
- Vandalism
- Being in the possession of or smoking cigarettes or any other smoking-related items, alcoholic drink or any narcotic substance or the distribution thereof.
- Pornographic or any other prohibited material, equipment or devices.
- Being in the presence of incidents where the rules are violated, will also be seen as a violation.
- Rude behaviour towards adults.
- Any behaviour that goes against the good order and discipline of the school and where learners may refuse or neglect to submit him/herself to the regulations of this code of conduct/disciplinary process.

2.5 Learner behaviour

The learners of Eduplex are an important pillar of support. In light thereof, the following is important with regards to learner behaviour:

- Learners behave in such a way to promote a positive learning culture.
- Learners respect the good order in the school.
- Learners' behaviour, good manners and healthy self-discipline is priority, in and outside of classrooms, to ensure the good standing of the school's name.
- The terrain and buildings should be kept neat at all times. Learners may not litter, mess in classrooms or on school property, neither damage school property.
- During excursions and when making use of public transport, each learner is responsible for the good name of the school with irreproachable behaviour.

2.6 School attendance

The primary purpose of the school is academics. In light thereof, the following is non-negotiable:

- School attendance is important and learners should attend school faithfully.
- No learners may be absent from school or class without valid reason or permission.
- Learners may only access areas on the terrain which has been set out as authorised terrain.
- No learner may leave the school premises during the formal school day without permission.

3. DISCIPLINARY STRUCTURE

3.1 Responsibilities

Applying discipline as well as the disciplinary process is managed by the head of discipline in collaboration with the principal, the management team, phase heads and teachers.

A disciplinary committee consists of the head of discipline, the principal, one member of the management team (appointed by the principal) and the phase head.

Any learner that violates any regulation of the code of conduct will be subject to disciplinary action and the imposing of punitive measures in terms of the code of conduct. Should a learner be found guilty of any serious violation, the violation will be referred to the committee for disciplinary action by the head of discipline or the phase head.

The duty will rest on the teacher at all times to manage challenges in a responsible manner, especially in class context. Personal intervention is of utmost importance and staff should not only refer to the code of conduct to address challenges. Staff should be consequent and fair.

We focus on establishing a value system and define our values as follows:

- Honesty
- Fairness
- Self-control
- Faithfulness
- Respect
- Integrity
- Loyalty
- Tolerance

ANNEXURE A

PRE-SCHOOL

Effective, age-appropriate discipline is important for maintaining a positive atmosphere in the classroom and to support learning.

The following document was compiled to:

1. Guide and assist learners in a positive, relaxed age-appropriate environment.
2. Guide teachers to be consistent and to instil the same disciplinary procedures throughout the Pre-School.
3. Give parents the capacity and skills necessary to nurture and educate their children. To reach the above goals:
 - Each situation will be seen as unique and handled as such.
 - Children will be taught that if they can listen, they can learn.

We strive to develop listening skills in Pre-School children, clear expectations, fair boundaries and loving, but firm discipline, so that they can learn, focus and concentrate. Children shouldn't only hear. They should learn to listen actively. We achieve the above by:

- Making eye contact when giving instructions.
- Making sure they understand. Instructions are repeated or rephrased where necessary.
- Consistency.
- Routine.
- Being mindful of children's need for variety and change. For example, tidy up time should be a fun activity.
- Being sure the children are capable of doing what you expect of them, i.e., age-appropriate expectations.

A. We expect the following regarding the parent/teacher partnership:

1. Household scenario's:
 - Unity regarding the discipline policy: Mom, Dad and grandparents, as well as caregivers should follow the same rules.
 - Loving, consistent discipline, where children are EXPECTED to listen.
 - Be careful of bribery.
2. Structure and routine:
 - Consistency – rules and implementation thereof should be the same every day.
 - Bedtime routine.
 - Eating routine.
 - Healthy meals and snacks.
3. Limit screen time: Have definite rules as to how much time children are allowed on screens. These include TV, tablets, cell phones, computers. Apply and enforce these rules diligently, with calm consistency.
4. Make sure they don't just hear, but are actively listening when spoken to.
5. What would Jesus do?
 - Obedience
 - Love
 - Discipline
 - God's Word
 - Consequences of behaviour

B. Teachers will equip themselves in the following ways:

- i. There must be clear guidelines in writing for both Assistants and Teachers.
- ii. Routine – step by step instructions in writing.
- iii. Structure
- iv. Be a step ahead – well thought through planning and preparation.
- v. Positive reinforcement/encouragement:
 - Consistency
 - No bribery
 - No threats

- vi. Classroom strategies for dealing with individuals will be formulated in relation to:
 - Meltdowns
 - Aggression
 - ADHD
 - Sensory children
 - Training by OT's and School counsellor
 - Parent guidance

C. Knowledge attained from training as well as experience will be implemented in the classrooms in the following ways.

1. Partnership with assistants:
 - Communication
 - Regular meetings
 - Be consistent
 - Make sure the child is breaking the rules before reprimanding or punishing.
 - Rules must be clearly stipulated.
2. No more than 5 rules (different in every class) for example:
 - Listen
 - One friend speaks at a time.
 - Inside voice, no shouting
 - No running in class and do not climb on tables.
 - Do not hurt each other, emotionally or physically.
3. Consistency:
 - Class rules must be the same every day.
 - Communication is very important (teacher and assistant / teacher and child / teacher and parent).

D. Communication

1. Communicate the problem:
 - Teacher
 - Grade head
 - Principal.
2. Support will be given by Maria and Ani where needed.

E. All the above will be instilled based on Christian values and Biblical principles of:

1. Love
 - God loved us first, therefore we love each other.
 - Be mindful of different situations - listen to why the child did something and be clear about what the circumstances were.
2. Authority
 - The teacher is in charge.
3. Respect
 - Towards each other, toys and belongings.
4. Obedience

F. Consequences/Stages of intervention:

- Class teacher manages and records the process.
- Head of Pre-School can be included at any stage at the Teacher's discretion.
- All incidents will be recorded in "Byderhandboek" in detail.
 - i Classroom reward/discipline system.
 - ii Time-out: one minute per year of age.
 - iii Child/teacher conversation.
 - iv Letter to parent in correspondence book and meeting:
 - Intervention strategies @home
 - Intervention strategies @school
 - Give a timeframe of ± 2 weeks for expected change

- v Teacher includes Head in the process if desired improvement has not occurred.
- vi Meeting between Teacher, Head and Parents to solutions (bring in the child where appropriate).

Interventions and constant monitoring feedback between parents and teacher.

- Time frame = follow up meeting (\pm 2 weeks)
- what has been done?
- what next?

Two scenarios:

A. Parents and teachers did not fulfil the agreement – what happens next?

- Another 1 last time
- If it still hasn't improved:
 - Make referral for additional support (School Councillor / Other professionals for behavioural or medical support).
 - If learning is stopped for the rest of the class, parents will be called, and child must be fetched immediately.
 - If the child was collected 3 times, Head and teachers consult with Directors (suspension, expel).

B. Parents and teachers did fulfil the agreement, what is next?

- If it improved there should be ongoing monitoring, recording and feedback.
- If it didn't improve same steps as **(A)**.

ANNEXURE B

PRIMARY SCHOOL

1) Imposing discipline for PRIMARY SCHOOL learners

The following imposing of discipline may be applied:

- Warning
- Detention
- Lowering or forfeiting academic marks, e.g., plagiarism or copying projects.
- Forfeiting privileges, e.g., leader position, non-attendance of excursions.
- Discharge from school duties.
- Temporary suspension of class attendance.
- Eviction from school.

The school has the authority to search any learner at any time or request a urine sample should there be reason to believe that a learner is guilty of using banned substances.

Herewith a framework within which to act to handle certain violations and apply the discipline:

- 15 points – printout of points to learner/parents.
- 30 points – detention of other method of discipline – parents are contacted by the phase head (telephonic/letter).
- 60 points – disciplinary hearing (deputy head: discipline and phase head decide on hearing with learner or should parent involvement be required).
- 90 points – suspension/two detentions apply.

2) Examples of violations

Violations (5 points)

- Keeps on talking in class
- Bad manners
- Leave suitcase at wrong location
- Test not signed
- Prohibited area
- Appearance: Jewellery/armbands/hair/nails/beard/makeup/clothing
- Corrections not done
- Littering
- Book not covered
- Reply slip/documentation not handed in
- Report not signed/back at school
- Prohibited action: Conduct
- Chewing gum
- Play ball between buildings
- Misconduct in hallways
- Homework incomplete
- Blazer or badge not at school/assembly
- Late for detention
- Sign out/sickroom procedure not allowed
- Nonadherence of Edu-Council
- Deaf learner not returning FM's
- Deaf learner late for morning testing
- Deaf learner late for individuals

Violations (10 points)

- Arrogant/Bad manners
- Blatantly disobedient
- Forgot books/not handed in
- Eat/Drink in the classroom
- Throwing of objects in class
- Throwing of objects from balcony
- Homework not done
- Late for school/class
- Playing in classroom
- Bad manners: Assembly

- Riding skateboard/bicycle on school grounds
- Enter through motor gate
- Equipment at home
- Task not handed in
- Graffiti/Slogans on diary/suitcase
- Non-attendance: sport practice/culture practice
- Disrupting class
- Nonadherence of teacher
- Unsporting conduct
- Nonattendance of individuals
- Deaf learner not attending morning testing

Violations (15 points)

- Deaf learner not wearing hearing aids
- Leave class without permission

Violations (30 - 60 points) – detention

- Use of cell phone during school hours
- Backchat leaders/teachers
- Spitting
- Dishonesty
- Swearing or abusive language
- Absence without leave: sports team/duty point/other
- Sign out with fake letter
- Falsifying signature
- Tarnish school image
- False telephone call
- Challenging authority
- Detention not attended
- Leave school without permission
- Smoking/vape/e-cigarettes
- Pornography
- Assault: fighting
- Theft
- Drugs/Alcohol
- Dangerous weapons
- Racism
- Sexual harassment
- Bully/cyber bullying
- Vandalism
- Criminal offence

3) Dealing with violations

Any discipline can be applied to a certain violation. Each matter will be handled according to the merits thereof.

Class related	General order	Serious violations
<ul style="list-style-type: none"> • Staff handle matter (discuss and warn). • If no improvement, matter referred to the head of discipline – possible detention. • If no improvement, matter referred to the principal. • If necessary, parents will be contacted. 	<ul style="list-style-type: none"> • Personal discussion and warning. • Head of discipline issues a detention letter. • With continuous violations parents will be contacted. • Temporary suspension. 	<ul style="list-style-type: none"> • Contact parents. • Final warning. • Temporary suspension. • Disciplinary hearing. • Permanent suspension from school.

All evidence/documents must be kept on the learners' file.

4) Procedure for detention class

The following procedure in terms of detention class must be maintained:

- Detention class takes place on Monday afternoons from 14:00–16:00.
- The head of discipline will determine which learners in his/her grade group must attend detention class (parents and learner are informed).
- No food and/or drinks are allowed in the detention class.
- No talking allowed.
- Assignments will be handed out as additional work related to topics as decided by the teacher.
- By attending detention, learners will earn 5 points credit per detention.

ANNEXURE C

HIGH SCHOOL

1) Imposing discipline for HIGH SCHOOL learners

The following imposing of discipline may be applied:

- Warning
- Detention (1 detention for every 30 points)
- Lowering or forfeiting academic marks, e.g., plagiarism or copying projects (As per school policy).
- Forfeiting privileges, e.g., leader position, non-attendance of excursions, forfeiting study leave, academic or sports badge may not be worn, attendance of school functions not allowed (e.g., matric functions and ceremonies).
- Discharge from school duties.
- Temporary suspension of class attendance.
- Suspension from school.

The principal/delegated member of management has the authority to search any learner at any time or request a urine sample should there be reason to believe that a learner is guilty of using banned substances.

2) Demerits

In alphabetical order (Reviewed each year):

Description	Points value
• Absent without leave	-30
• Absent from sports team/duty point/other	-30
• Appearance: clothing	-5
• Appearance: jewellery/armbands	-5
• Appearance: beard/moustache	-5
• Appearance: hair	-10
• Appearance: make-up	-5
• Appearance: nails	-5
• Arrogant/bad-mannered	-10
• Assault (fighting)	-60
• Attendance: culture practice	-10
• Attendance: sport practice	-10
• Backchat leaders/teachers	-15
• Bad manners: assembly	-10
• Bad manners: line up	-5
• Blatantly disobedient	-10
• Blazer not at school/assembly	-5
• Book not covered	-5
• Breach of school policy (1st offence)	0
• Breach of school policy (2nd offence)	0
• Bullying/cyber bullying	-60
• Challenging authority	-30
• Cheating during tests/exams	-30
• Chewing gum	-5
• Copying of homework	-10
• Corrections not done	-5
• Criminal offence	-60
• Dangerous weapons	-60
• Deaf learner late for morning testing	-5
• Deaf learner absent from morning testing	-5
• Deaf learner's FM not returned	-5
• Deaf learner not wearing hearing aids	-15
• Defamation of honour	-30
• Demerit removed by Head, Deputy Principal or Grade Coordinator	0
• Detention not attended	-30
• Detention. Please contact the Grade Coordinator	-30
• Diary at home	-10

• Dishonesty in general	-30
• Disciplinary discussion with Grade Coordinator (-60)	0
• Disciplinary intervention with Grade Coordinator, Deputy Principal, and parents (-90)	0
• Disciplinary hearing with Grade Coordinator, Deputy Principal, Head, and parents (-120)	0
• Disrupting class	-15
• Drugs/alcohol	-60
• Eating/drinking in the classroom	-10
• Edu Council member absent from scheduled meeting	-10
• Edu Council member late for scheduled meeting	-5
• Enrichment class not attended	-30
• Entering through motor gate	-10
• Equipment at home	-10
• False telephone call	-30
• Falsifying signature	-30
• Forgot books / books not handed in	-10
• Formal assessment not handed in	-10
• Harming another learner on purpose	-10
• "Mini Mic" not charged	-10
• Hiding of possessions	-10
• Holding hands / hugging	-10
• Homework incomplete	-5
• Homework not done	-10
• In possession of cigarettes/vape	-30
• Inappropriate physical contact	-15
• Interrupting lessons	-10
• Keeps on talking in class	-5
• Late for enrichment class	-5
• Late for class	-5
• Late for school	-10
• Late for school (first offence)	0
• Late for school (second offence)	0
• Late for school (third offence)	0
• Late for school. Failed to report to the office	-15
• Late for social group	-5
• Leaving class without permission	-15
• Leaving school without permission	-30
• Leaving suitcase at wrong location	-5
• Lending homework to copy	-10
• Littering	-5
• LO sport uniform not at school	-10
• Misconduct in hallways	-5
• More than one learner in a bathroom cubicle	-15
• Refusal to follow Edu Council instructions	-15
• Refusal to follow teacher's instructions	-15
• Playing ball between buildings	-5
• Playing in classroom	-5
• Pornography	-60
• Prohibited action: conduct	-5
• Prohibited area	-5
• Putting the school's name into disrepute	-15
• Racism	-60
• Report not signed / back at school	-5
• Reader not returned	-5
• Reply slip/documentation not handed in	-5
• Riding a skateboard/bicycle on school grounds	-10
• Scheduled extra class not attended	-10
• School event not attended (First offence)	0
• School event not attended (Second offence)	0
• School event not attended (Third offense)	-10
• Sexual harassment	-60
• Signing out with fake letter	-30
• Sign out procedure not followed	-30

- Slogans on diary/suitcase -10
- Smoking/vaping/e-cigarettes -30
- Speech therapy: late / homework not done -5
- Speech therapy: non-attendance -10
- Spitting -15
- Swearing or abusive language -15
- Tarnishing school image -30
- Test not signed / handed in -5
- Theft -60
- Throwing of objects from 1st floor -5
- Throwing of objects in class -5
- Unsporting conduct -15
- Use of cell phone during school hours -10
- Vandalism -60

3) Merits

In alphabetical order (Reviewed each year):

Description	Points value
• 100% school attendance for the term	+10
• 100% attendance of sport/culture practices	+10
• 10% improvement in subject	+10
• Academic achievement: average above 80%	+10
• Academic achievement: average above 90%	+15
• Academic achievement: top achiever in grade	+20
• Assistance offered: after school hours	+10
• Assistance offered: during school hours	+5
• Detention attended	+30
• Enrichment class attended	+10
• Impeccable work in a subject	+10
• Regularly attending extra classes	+5
• Regularly attending sports/culture practices	+5
• No demerits achieved in a term	+15

4) Dealing with violations

Points value	Action taken
-30 demerits (gross total)	Detention
-60 demerits (gross total)	Disciplinary discussion with grade coordinator.
-90 demerits (gross total)	Disciplinary intervention with grade coordinator and deputy head.
-120 demerits (gross total)	Disciplinary hearing with grade coordinator, deputy head, parents and head. Warning or possible suspension.

5) Procedure

- Violations are documented by the subject teacher.
- The grade coordinator deals with all violations in his grade group.
- Learners are informed every week on the stance of their points value.
- Parents have access to their child's discipline record by means of d6.
- Should the grade coordinator believe the violation is a serious matter, it will be referred to the deputy head: discipline for further action.
- The deputy head: Discipline (in conjunction with the grade coordinator) will investigate the matter, which will include:
 - i. Listening to the protest of the learner or any other relevant person.
 - ii. Appropriate discipline will be applied and the learner will be informed accordingly.
- If a matter rises that the deputy head: Discipline and the grade coordinator are concerned about, it will be referred to the head.
- Should consensus be reached between the school, learner and the parents in terms of guilt admission, an appropriate discipline or appropriate counselling, the head/deputy head: Discipline may settle the matter, subject to confirmation from management.

- When the disciplinary committee listens to/discuss disciplinary matters, such matters will take place in the presence of the learner and his/her parents/guardians.
- Learners do not need representation by legal counsel, for internal school matters.
- Learners have the right to object to any disciplinary action if he/she is of the opinion that the conviction or disciplinary action is not suitable.
- The grade coordination and deputy head: Discipline will review and finalise the objection (only if the head was not part of the initial meeting)
- Minutes of disciplinary meetings will be kept and signed by all parties present.
- All documents/evidence will be placed in the learners' file.

6) Procedure for detention class

The following procedure in terms of detention class must be maintained:

- Detention class takes place on Thursday afternoons from 14:30–16:30.
- The grade coordinator will determine which learners in his/her grade must attend detention class (parents and learner are informed).
- No food and/or drinks are allowed in the detention class.
- No talking allowed.
- School rules are written out for the duration of the session (no homework may be done).
- Normal school rules apply.
- Any learner that doesn't comply with the rules and/or arrive late, will have to attend another detention the week after.
- Grade coordinators are allowed to postpone detention, only under extreme circumstances. Parents need to inform the grade coordinator via email.

7) Leaving school premises

The procedure to leave school premises must be followed:

- Written request to leave the school are given by the High School receptionist (parents arrange with grade coordinator or contact the school timeously).
- The High School receptionist issues a sign out form.
- The learner must inform all his/her relevant subject teacher and catch-up work missed.
- The relevant subject teachers and grade coordinator must sign the sign out form.
- An entry will be made on d6.
- Afternoon medical appointments / passport, visa, learners and driver's license applications should preferably be made.

Signed at _____ on the _____ day of _____ 20_____

Learner name: _____ Learner Signature: _____

Parent name: _____ Parent Signature: _____