



EKUPHILENI ACADEMY

P.O Box 15
KABOKWENI
1245

Emis Number: 80 0034587

Enquires: 087 313 3372

Email: ekuphileni.academy21@gmail.com

Mission: To encourage learners to fulfil their personal and academic potential in a happy, caring and dynamic environment.

Vision: to promote creative and critical thinkers who are progressive and who embrace change in the community.

Motto: moulding a literate, numerate and morally sound citizen. "Excellent education in a balanced environment."

1. THIS DISCIPLINARY CODE AIMS

- ❖ To establish a safe environment conducive to effective teaching and learning.
- ❖ To uphold and clarify the roles and responsibilities of learners, parents and/ or guardians.
- ❖ To provide clear guidelines about what is acceptable and unacceptable behaviour in the school.
- ❖ To spell out disciplinary measures to be implemented by the school concerning transgression by learners.
- ❖ To establish and promote close co-operation among all stakeholders based on professionalism quality and respect.
- ❖ To ensure that discipline is fair, consecutive and educative, rather than punishment.

2. THE JURISDICTION AND SCOPE OF THE CODE OF CONDUCT.

- ❖ At all times when the learner is dressed in the school uniform and is recognized as a learner both on the school property or in the public outside the school.
- ❖ At all school official events both within and outside regular school hours.
- ❖ The school will contact parents/ guardian when a learners behaviour becomes a cause for concern and will strive to resolve the problem.
- ❖ The learner must greet visitors, adults, teachers on the school premises.
- ❖ Classrooms are out of bounds unless the teacher is present.
- ❖ Learners are not allowed to buy anything including food from streets vendors.
- ❖ Learners must not accept lifts from or give directions to strangers.
- ❖ Learners must respect and obey instructions of the security officer, teachers and school patrols on traffic duty.
- ❖ Car parking areas are out of bounds for learners during break time.
- ❖ Learners must be fetched from school by 15H00 at the latest.

3. DISCIPLINARY INTERVENTIONS

- ❖ Verbal warning/ reprimand to express disapproval.
- ❖ Written warning.
- ❖ Final written warning.
- ❖ Removal from class to exclusion room.
- ❖ Cleaning physical environment within the school premises.
- ❖ Detention.
- ❖ Referral for counselling.

- ❖ Fines for compensation for damages to cover the cost of repairs or replacement.
- ❖ Exclusion from school activities and functions, school ceremonies.
- ❖ Temporary suspension from class.
- ❖ Disciplinary hearing or tribunal.
- ❖ Expulsion from school.
- ❖ The principal, as an educator, upon reasonable suspicion that a learner is in possession of pornographic material, drugs, dangerous weapons or stolen property is allowed to search the learner in a respectable manner.
- ❖ The ultimate responsibility for learners' behaviour primarily rests with the parent or guardian supported by the school and ensuring that the learner always observes the school rules and regulations.

4. DISCIPLINARY ACTION

- Depending on the misconduct from level 1-4 or general offence to serious misconduct.
- The educators will resolve the above stated offences and keep record of the date of the offence, types of offence name of the learner and how matter was resolved.
- The educator may use verbal warning, counsel the learner, use verbal or written reprimand.
- The misconduct might be forwarded to the attention of the HOD or the deputy principal and further to the principal and the parents or guardian of the learner will be notified in writing of the child's misconduct and a prompted disciplinary.
- All serious misconduct that might lead to suspension or expulsion from the school will be handled by the school, principal who will contact parents of the learner and involve the school management board if offence calls for expulsion of learner from school.

5. SUSPENSION OF LEARNERS FOR SERIOUS MISCONDUCT

- the school management may on reasonable grounds and as a precautionary measure suspend a learner suspected of serious misconduct from attending school, after being granted an opportunity to make representation to the school management in relation to such suspension.
- In case where the law of the country has been broken the SA police will be called for intervention.
- Fairness requires that the accused person understands all the allegations levelled against him/ her and is given fair opportunity to respond to those allegations.
- The evidence must be fairly evaluated and considered, and a decision must be taken without malice or prejudice to anyone.
- The learner has the right to be represented by their parents or guardian.
- The circumstances of the accused learners must be considered, and mitigating factors should be taken into account.
- The school principal and SMT will decide on the number of days for suspension and the principal can report expulsion of the learners from school due to serious misconduct of learners or even misconduct of the parent or guardian to the school management.

6. LEVEL 1 OFFENCES

- ❖ Breaking of classroom rules
- ❖ Chewing gum in class
- ❖ Disrupting teaching and learning
- ❖ Continuous talking



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- ❖ Playing in class during lesson
- ❖ Throwing items in class
- ❖ Disrespecting an educator
- ❖ Workbooks left at home
- ❖ Damaging property
- ❖ Found in out of bound areas
- ❖ Infringing playground rules
- ❖ Playing dangerous games/ endangering others
- ❖ Unexplained absence from school failing to submit absentee letter
- ❖ Bullying others verbal or physical, teasing or mocking
- ❖ Littering in school premises
- ❖ Homework not done or handed in time
- ❖ Infringement of school dress code

7. LEVEL 2 OFFENCES

- An accumulation of various level 1 offences
- Failure to complete previous punishment
- Vandalism and damage to property
- Cell-phone violation
- Threatening, intimidating, bullying, fighting other learners
- Constantly late at school
- Failing to attend detention
- Refusing to carry out verbal instruction
- Cheating and forging
- Lying, dishonesty and stealing other's belongings
- Disrupting teaching and learning
- Insulting or defaming any other person which includes racist, gender and sexist remarks
- Cheating in a formal assessment
- All level 2 offences will be dealt with by HOD and repeatable offences will be dealt with by the deputy principal

8. LEVEL 3 OFFENCES

- ❖ Repetition of level 2 offences.
- ❖ Conduct that violates the rights or safety of others
- ❖ Possessing, copying, distributing, displaying pornographic material
- ❖ Possession of dangerous weapons, drugs and alcohol
- ❖ Truancy from school or leaving school without permission partaking in any illegal strikes.
- ❖ Violence/ fighting or verbally threatening the safety of others
- ❖ Engaging in any inappropriate sexual activity

- ❖ Falsifying/ forging signatures or letters
- ❖ Defaming and bringing disrepute to Ekuphileni Academy name in any way
- ❖ Involving outsiders in disputes between learners
- ❖ Possession of private property with high value e.g cellphone, laptops
- ❖ Theft

9. LEVEL 4

- ❖ Unreasonable repetition of level 3 offence
- ❖ Criminal activities
- ❖ Conduct that violates the rights and safety of others
- ❖ Assault with the intent to do grievous bodily harm
- ❖ Robbery/ breaking and entering locked premises
- ❖ Stealing or possession of stolen property
- ❖ Under the influence of narcotics/ drugs/ alcohol on school premises, in the school uniform or on school excursion
- ❖ Verbal abuse of an educator or threatening assault/ intimidation of educators
- ❖ Cheating in examination
- ❖ Sexual/ harassment. Rape, attempted rape or indecent assault
- ❖ Trading in test examination material for monetary gain
- ❖ Hostage taking

10. THE RIGHTS OF LEARNERS'

- ❖ To be taught in a safe school environment
- ❖ To regularly attend all classes, free from any interference of verbal or physical nature by any other person
- ❖ To make responsible use of all school facilities available subject to school rules
- ❖ To attend school free of sexual harassment or criminal behaviour
- ❖ To attend school free of bullying intimidation, drugs and weapons
- ❖ To receive regular feedback on their academic progress

11. THE RESPONSIBILITIES OF LEARNERS

- ❖ To attend all classes daily and on time
- ❖ To be in possession of appropriate working materials
- ❖ To do all academic activities including home work
- ❖ Adhere to the school code of conduct
- ❖ To respect all persons and property
- ❖ To refrain from inflammatory actions and use of abusive language
- ❖ To refrain from and report any unauthorised removal of school property from school premises
- ❖ To conduct themselves in a responsibilities and respectable manner

12. RESPONSIBILITIES OF PARENTS

With regards to learners, parents must ensure that:

- ❖ Their child attends school each day, is punctual and reports and explains child absence to the school office
- ❖ Make sure their child attends school in good health and conforms to generally acceptable norms of personal cleanliness and is always neat
- ❖ They refrain from abusive language or inflammatory behaviour
- ❖ To provide the child with necessary resources, equipment and learning material required to complete school work
- ❖ They seek change or address their dissatisfaction in an orderly and respectable manner



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- ❖ They inform the school authorities of any problem, condition or circumstances that affects their child, other children or any other person in the school community
- ❖ They receive regular academic report regarding their child's progress
- ❖ They discuss academic reports, work assignments and all school work
- ❖ Make sure their children abide by the rules and regulations and all procedures set by the school
- ❖ They strive to promote good inter-personal relations between learners, educators, parents and the wider school community
- ❖ They pay school fees as determined by the school

13. RESPONSIBILITIES OF EDUCATORS WITH REGARDS TO LEARNERS

Educators must ensure the following:

- ❖ They report to class punctually
- ❖ They are fully prepared to perform their educative duties both outside and within the classroom situation and are in possession of all the appropriate working material on daily basis
- ❖ Conform to acceptable standards of personal cleanliness and neatness
- ❖ Endeavours to plan a flexible work programme that will be able to address the different needs of interest and ability of the learner
- ❖ Refrain from abusive language or actions but conduct themselves in a responsible and professional manner
- ❖ Adhere to the code of conduct set by South African Council for Educators Provincial Department of Education and the school
- ❖ Endeavour to promote open and regular channels of communication between home and school regarding the affairs of the school

14. GENERAL RULES

- ❖ Learners shall always conduct themselves in accordance with the school's code of conduct
- ❖ Learner's must not disregard/ undermine the authority of the principal or staff of the school
- ❖ Disruption of classes by learner is unacceptable
- ❖ Learners will not be allowed to sell anything at the school, unless it relates to school fundraising or authorised school project
- ❖ Any ill-disciplined behaviour in the classroom, on the school premises, during school trip, excursions or any school activities, any action that brings the school's name into disrepute will not be tolerated
- ❖ All litter must be thrown in the provided bins and not thrown around the classrooms or school premises
- ❖ Learners must refrain from any action that might possibly cause harm to any other learner's spiritual, physical and moral well-being

- ❖ No sexual or improper physical contact between learners on school premises or any place where they could be identified as learners of the school is allowed
- ❖ The educator shall have the same rights as a parent to discipline the learner according to the school code of conduct during school attendance as well as any school activities and learners wearing inappropriate clothing will have the offending items confiscated and be sent back home to change into proper school uniform

15. GENERAL APPEARANCE

- ❖ Learners must always be neatly dressed in the correct school uniform
- ❖ Hair must be short neat and clean, if long, it must be properly tied.
- ❖ Coloured hair is not allowed
- ❖ Wearing of body jewellery on noses, tongues and eyebrows is not allowed, as for girls only one gold or silver small earring per ear will be allowed to be won.
- ❖ Nails must be short, well cared for, not extended beyond finger tips
- ❖ Polished or painted nails are not allowed
- ❖ No mascara, foundation or eyeliner will be allowed
- ❖ No wearing of caps or any other hats allowed unless for medical reasons
- ❖ All jewellery such as rings, bracelets, chains are not allowed except medical bracelets

16. SCHOOL RULES ENVIRONMENT

- The school premises shall remain safe and conducive to teaching and learning
- Learners must not litter the school grounds and buildings
- Learners must leave restrooms in a clean condition
- Learners must comply with reasonable instructions from the principal or any educator with regards to maintaining a clean and a healthy school environment
- Learners are not allowed to access the school church hall unless authorised by the principal or any educator
- No running in school corridors, verandas, school stairs and at top floor classrooms
- Posters, graffiti on any surface at the school is strictly not allowed unless authorised by the school principal

17. SCHOOL RULES: CLASSROOM

- Learners must do their school work during classes complete assigned work and catch up on work missed because of absence
- Classrooms can only be left with the permission of an educator
- Parents are not allowed to directly access to the classrooms without authority from the school principal
- Learners are expected to fully comply with the class rules and any violation of the class rules shall be regarded as a violation of the school code of conduct
- An educator's instruction must be followed and respected at all times and under no circumstances will undermining or disregarding of an educator be tolerated
- Educators have full authority and responsibility to correct learners and serious misconduct will be reported to the school principal

18. PROPERTY OF LEARNERS

- Learners are not allowed to bring private property to school such as: toys, cell-phones, laptops, watches, toys or any other items of value unless permission has been received from the school principal
- All unauthorised items will be collected and kept by the school management and a fine of R500.00 must be paid for their release.

NB: The school, its management and staff will not be liable for any loss or damage to any learner's private property



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19. SCHOOL PROPERTY

- Learners may not mishandle, steal, destroy, damage, mark or take any property of staff of the school, fellow learners, public members, visitors to the school, this rule applies to all property inside the school premises or in the immediate vicinity of the school, at the venue of any school activity including any vehicles with learners.
- Any learner who purposely misuses, damages or defaces any school property should replace it or pay for damages
- Destruction of and/ or damage to property is a criminal offence

20. SPORTS AND EXTRA-CURRICULAR ACTIVITIES

- ✚ Learners selected to participate in any sports or other extra-curricular activities must be dressed in sportswear, school uniform both during and after participation in their activities
- ✚ Learners taking part in sports activities shall do so with commitment and dedication
- ✚ Learners attending as spectators or supporters in sports activities shall always comply with the school code of conduct, refrain from any disruptive, rebellious, inciting or indecent behaviour
- ✚ Parents must fetch learners promptly after sports activities or on arrival from any trip or extra-curricular at least within 30 minutes if not, parents will be responsible for payment of any alternative transport sought or after care

21. DRUGS, ALCOHOL AND WEAPONS

- ✚ Possession of cigarettes, matches, drugs, alcohol, pornographic material, fire arm and any other dangerous weapons is strictly prohibited at the school

22. EARLY DEPARTURE FROM SCHOOL

- ✚ School hours is from 7H30am-14H00pm
- ✚ No learner may leave the school premises without permission from the principal's office during school hours
- ✚ If possible, appointments to doctors etc must be made after school hours or during holidays
- ✚ A letter from a parent or guardian is required requesting permission for a learner to leave early.
- ✚ A learner falling sick during school hours must report to the class teacher/ principal who will contact the parent

23. DECLARATION

BY SIGNING THIS DOCUMENT, THE PARENT/ GUARDIAN AGREES THAT:

- ❖ He/ She has read the school code of conduct policy document and understands the content and agrees to abide by the regulations as set out
- ❖ He/ She agrees that he/she signed the declaration out of their own free will and waive any right to dispute or bring charges resulting from the policy against the school management or it's delegated agents

Signed:

Parent Name

Signature

Date: _____

Contact: _____

Name of Learner

Grade