

LEARNER CODE OF CONDUCT POLICY

BASIC OVERVIEW

This policy sets out the guidelines by which learners are to conduct themselves in order that the rules and standards of the school are upheld and maintained at all times and in all situations

This policy furthermore addresses the conduct desired from learners while on the premises of Hebron Christian Academy, when at any venue while representing the school and generally at any other venue while still in school uniform or not

Learners (and their parents) agree to abide by the code of conduct, rules and regulations of the school and confirm that they understand what they commit themselves to upon signature of the “contract of tuition” and in the policies of the school, as displayed in learning centres and as announced from time to time

Learners are required to familiarise themselves with the rules and regulations of the school and to understand the consequences of any non-compliance! This could include Saturday detention, written warning or even a disciplinary hearing!

Parents of learners making application to and learners being enrolled at this school are required to read, understand and sign as part of the “tuition contract” the declaration as indicated below;

“I (the learner) understand that my attitude, conversation and behaviour must reflect the character of the school, my home and the church I belong to. I will therefore act in such a manner as not to offend my school, my home, or my church, to the glory of God”

- *To submit myself to the authority of the Educators and to the related disciplinary code and procedures and adhere to the rules of the school as put forth in this document*
 - *To serve the school with honour and integrity at all times*
 - *To be loyal and true to all fellow learners and to those in authority*
 - *To support the activities of the school, enthusiastically and whole-heartedly*
 - *To abide by the rules and procedures, as amended from time to time and understand that the rules are in place for the protection and goodwill of all*
 - *To honour God in everything and to live out Christian character and values as the basis of one’s life ethos*
 - *To acknowledge and accept the rights of all fellow learners and Educators and not hinder any of them in their process of learning and work respectively*
 - *To be polite and respectful towards others as God requires of us all*
 - *To present oneself, school and surroundings in a neat and tidy manner*
 - *To be just in my opinion of others and have the attitude of conciliation and reconciliation*
 - *To understand that detention may also include service to the school, i.e. Cleaning of school buildings and surroundings*
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The following rules and regulations will comprise the guidelines of the code of conduct for all learners enrolled at the school

Although not specifically stated in this “code of conduct” policy, any intervention, censure or disciplinary action invoked against a learner who is in contravention of any condition stated below (*as amended from time to time*), shall be in accordance with such intervention, censure or disciplinary action as contained in the school’s policies relating to such remedies/actions

This policy must therefore be read in conjunction with and as part of the following policies;

- a) Disciplinary Policy and Procedures,
- b) Intervention Policy,
- c) Contract of Tuition (Terms and Conditions)
- d) Detention Policy and
- e) Whole School Evaluation

SPECIFIC CONDITIONS

A) SCHOOL HOURS

FOUNDATION PHASE:

Grades 1 and 2

- Monday to Friday: 07H45 to 13H00

Grade 3:

- Monday to Thursday: 07H45 to 13H30

- Friday: 13H00

INTERMEDIATE AND SENIOR PHASES

Grades 4 to 9

- Monday to Thursday: 07H45 to 14H30

- Friday: 13H00

All learners are required to be in line and ready for morning assembly at **07H45** daily

Any learner who is not in line at 07H45 for whatever reason, must report to the school office

Where learners are in contravention of this rule and after having been counselled by their relevant class teacher, continues to be tardy or absent from assembly, will be censured in terms of the school’s Detention policy

All instances of intervention for whatever reason, will be recorded and remain on the learner’s portfolio

B) SCHOOL UNIFORM

GIRLS DRESS CODE

Summer Uniform:

- Grey skirt/skort (skort for Grades 1 – 6 from Sege Sport only)
- Short sleeve white shirt with flat collar
- Bottle green “V” neck pull over jersey
- Hebron tracksuit jacket – (from Sege Sport only)
- Short white socks
- Black school shoes.

Winter Uniform:

- Grey trousers/grey skirt/ skort (skort only for grade 1 - 6 from Sege Sport only)
- Long sleeve white school shirt with collar
- Hebron tie - (from Sege Sport only)
- Bottle green “V” neck pull over jersey
- Hebron tracksuit jacket – (from Sege Sport only)
- Long grey socks/ black tights,
- Black school shoes

BOYS DRESS CODE

Summer Uniform:

- Grey trousers/shorts,
- Short sleeve white shirt with flat collar
- Bottle green V neck jersey/bottle green pull over,
- Hebron track suit jacket – (From Sege Sport only)
- Grey socks
- Black school shoes

Winter Uniform:

- Grey trousers
- Long sleeve white school shirt with collar,
- Hebron tie – (From Sege Sport only)
- Bottle green V neck jersey/bottle green pullover
- Hebron track suit jacket
- Long grey socks,
- Black school shoes

C) SPORTS UNIFORM

Boys and girls grade 1 — 9

Summer Sport Uniform (For Life Orientation & Sport Events)

- Hebron golf shirt – (From Sege Sport only)
- Black PT shorts – (From Sege Sport only)
- Grey socks
- Black school takkies.(trainers)

Winter Sport Uniform (For Life Orientation & Sport Events)

- Hebron tracksuit pants and jacket – (From Sege Sport only)
- Hebron golf shirt – (From Sege Sport only)
- Grey socks,
- Black school takkies. (trainers)

NB! Grade 1 – 3 Learners have Life Orientation classes every Monday, Tuesday, Wednesday and Thursday and may therefore wear their sport uniform on these days.

D) GENERAL DRESS CODE

GIRLS

- * No make-up permitted (under any circumstances)
- * Following jewellery items permitted only: wrist watch, one pair silver/gold sleepers or studs (no diamonds) earrings and Christian wrist bands
- * Hair must be tied up if longer than shoulder length. No colouring, styling or dreadlocks permitted
- * Uniform to be clean and ironed at all times and worn according to seasons as indicated above. Shoes to be polished

BOYS

- * Hair to be above ears and shirt collar. No styling, colouring or dreadlocks permitted
- * No make-up permitted
- * Following jewellery items permitted only: wrist watch, Christian wrist bands
- * Uniform to be clean and ironed at all times and worn according to seasons as indicated above

E) GENERAL RULES

- * Parent/s to notify the school office by 07H45, where their child (learner) is absent on any day
- * Parent/s must provide a letter explaining absence, if doctor's certificate not obtained
- * Cell phones may only be permitted on school grounds with the expressed and prior written approval of both the parent/s and the School Management (Senior Administrator or Principal)
- * Cell phones must be switched off and handed in at the school office during school hours where prior written approval has been obtained, as indicated above
- * No firearms, weapons, alcohol, cigarettes or drugs will be allowed on the School premises at any time
- * Learners may not leave school grounds without permission under any circumstances
- * No hair extensions, colouring, bleaching or highlighting of hair is allowed
- * No body piercing or tattoos allowed
- * Nails to be well manicured, short and clean and only painted in clear varnish (no colours permitted)
- * No talking in lines, passages and classrooms
- * All other school rules to be adhered to at all times
- * All items not permitted will be confiscated and kept in safe keeping till the end of the term

NB! Failure to comply with these rules will result in censure in terms of the school's Disciplinary procedures

F) CLASSROOM RULES

- * Only approved stationery will be allowed on desks
- * No learner/s permitted in any classroom without an educator's permission and being present
- * No running in any classroom
- * No talking to fellow learners in classroom
- * No talking to fellow learners in assembly lines
- * No chewing or possession of gum during school hours or when in school uniform
- * No eating or drinking in classrooms
- * Remain seated in chair at all times, unless summonsed by an educator
- * No talking permitted at educators' desk unless spoken to by the educator
- * No talking permitted at any time unless facilitated by an educator

* Use own stationery at all times

NB! Failure to comply with these rules will result in censure in terms of the school's Disciplinary procedures

G) HYGIENE AND WELLNESS

Parent/s or guardian/s agree that appropriate and necessary action, including the summoning of a medical doctor if deemed necessary by the school, to provide treatment to their child/children, will be permitted and will be for the expense of the parent/s or guardian/s

Parent/s or guardian/s will immediately inform the school of any and all medicine being prescribed by a medical doctor for the treatment of an ailment or allergy of a diagnosed disorder of the child/children

Parent/s or guardian/s will ensure that their child/children, is/are well groomed at all times and will ensure that their child/children abide by the school dress & conduct codes at all times

Parent/s or guardian/s agree, that despite all efforts by the school management to ensure the safety and well-being of the child/children, that neither the school, its educators, management, service staff, contractors, nor any other person contracted by the school, may be held liable for any loss of whatever nature and howsoever caused

H) STARTING THE SCHOOL DAY

All learners are required to be at school on or before 07H45, Monday to Friday.

Learners (and their parents) must make every effort to be on time, whether by private or public transport, or by taxi.

Every effort must be made to be in line for the daily roll-call and devotions. Parents must take into consideration, potential traffic congestion and any other eventuality to ensure punctuality and prevent any disruption to class and lesson activities

Learners who constantly arrive late for school will be censured in terms of the detention and disciplinary policies, which could result in parental intervention and possible suspension

Learners, parents and transport providers will only be permitted onto the school premises when a staff member is in attendance, at any time of the day. Where a learner is dropped off at the school prior to 07H00, prior written permission must first be obtained from the Senior Administrator and/or Principal who

I) LEAVING SCHOOL GROUNDS BEFORE/DURING SCHOOL

No learner may, under any circumstances, leave the school premises during normal school hours and from aftercare (where applicable) without the written request of the parents and approval of the class educator

Furthermore, no learner who is dropped off at school before the start of the normal school day may leave the premises under any condition, unless collected by a parent with the prior agreement of the class teacher and / or with the consent of the class Senior Administrator and / or Principal

No learner may be withdrawn from a class by any family member or friend, other than the learner's mother and / or father and subject to the prior knowledge and approval of the class educator and / or Principal.

J) AFTER SCHOOL CARE AND SUPERVISION

An aftercare facility is provided to learners whose parents have entered into an agreement for this service after normal school hours.

Only these learners may remain on the premises after the school day is completed i.e. from 14H30 hours Monday to Thursday and from 13H00 on a Friday.

Parents are required to collect their child/children from the school by no later than 18H00 daily

Learners will receive a meal during this time and will be required to complete any homework assignments and/or study work under the supervision of an educator

The same rules and conditions which apply to all learners during normal school hours will apply to learners enrolled and in attendance at the aftercare facility

Learners who are **not enrolled** in the school's aftercare facility must be collected and removed from the premises within 30 minutes of daily closure times.