

# DCCS CODE OF CONDUCT FOR LEARNERS

DCCS provides a broad and comprehensive academic education relevant to the learner's physical, intellectual, social, emotional and spiritual needs. The curriculum fosters independent and critical thinking and develops in learners a sense of self-worth and self-confidence.

The aim is to equip learners with, inter-alia, moral and spiritual skills that would help prepare individuals for society.

## TO ENSURE HIGH EDUCATIONAL STANDARDS THE SCHOOL PROVIDES:

- ◆ a carefully selected curriculum designed by experienced Christian educators
- ◆ a well-planned extra and co-curricular programme
- ◆ having highly qualified, committed and motivated teachers
- ◆ manageable classes (maximum of 25)
- ◆ modern facilities to include a computer education, speech, drama and arts and crafts
- ◆ strict pupil discipline
- ◆ developing strong Christian character, moral and spiritual integrity and ethical values
- ◆ implementing strict rules and regulations

## RESPONSIBILITIES OF PARENTS / GUARDIANS

**According to the word of God the ultimate responsibility for a learner's discipline and behaviour rests with his / her parents or guardians.**

**It is expected of parents and guardians to:**

- ◆ Support the school and encourage the learners to observe all school and classroom rules and to accept ultimate responsibility for any misbehaviour on their part.
- ◆ Take an active interest in their child's schoolwork and make it possible for their child to complete assigned homework.
- ◆ Be responsible for all fees and / or levies imposed by the school for the provision of education and extra-mural activities of the children of the school.
- ◆ Regularly attend meetings that the school arranges.

**Contact with the school:**

- ◆ Parents / Guardians should inform the school of any family crisis, which they feel could detrimentally affect their child's work.
- ◆ The educator should be informed of any serious medical condition the child suffers from, and should be given specific instructions for an emergency should medical treatment be required at school.
- ◆ Homework diaries must be signed daily. Parents / Guardians must ensure that their child's homework is complete before signing. Any messages conveyed by the educator through the diary must be responded to.
- ◆ The Principal and staff are available only by appointment. Appointments are to be made through the office. In case of an emergency, parents / guardians can call the admin office at any time.
- ◆ Correspondence between teacher and parent to be written in the diary.

**If confidential, parent should send a sealed envelope to the teacher and indicate in the diary that there is a letter for the teacher's attention. The school is the heart of the educational experience for its learners. To enhance the school's effectiveness its educators expect the parent / guardian:-**

- ◆ To instill biblical values and to contribute to the child's spiritual development.
- ◆ To offer a secure and loving home environment.
- ◆ To provide the best possible physical environment for study (e.g. a desk, light, own room where possible, magazines, books and newspapers).
- ◆ To supervise and exercise control over activities at home, so that their children live balanced lives and not neglect important issues.
- ◆ To see to it that their children attend school regularly.
- ◆ To ensure that the learner contributes in a positive way to his or her own education.

## THE DISCIPLINE PROCEDURE AT DCCS

The basis of disciplinary procedure is the Word of God. The focus of discipline in our school is positive and encouraging. We endeavour to use the Word of God to correct unacceptable behaviour. It is the task of the educator – the nurturer – to deal with issues and to provide reinforcement. Our role as educators is to work with the parents / guardians in dealing with discipline issues. We must stress that for proper disciplinary measures to be inculcated in our learners, the school and parents must work together in partnership and unity of purpose. The educator handles day-to-day discipline within classroom situations using, amongst others, the following positive strategies:-

- GOOD WORK AWARDS
- MERIT AWARDS: Credit cards for the Foundation Phase/Merit system for the Intermediate phase.
- GOOD WORK NOTES TO PARENT / GUARDIANS
- REWARDS FROM THE PRINCIPAL

## MISDEMEANOURS

### MINOR OFFENCE

Consists of those offences as stipulated in the school rules or any other rules/ conduct/behaviour decided upon by the educator or school from time to time. All minor offences are dealt with internally on a daily basis by the school.

### MORE SERIOUS OFFENCES

The following are categorised as serious offences:-

- a) A learner who has been convicted of a criminal offence.
- b) A learner who has used, or had in his or her possession, intoxicating liquor or drugs whilst on the school premises.
- c) A learner who is found guilty of assault, theft, gross insubordination or immoral conduct.
- d) A learner who has been repeatedly, invalidly, absent from school and/or classes.
- e) A learner who intentionally and without just excuse:-
  - Seriously threatens, disrupts or frustrates teaching or learning in a class.
  - Engages in a conspiracy to disrupt the proper functioning of the school.
  - Insults the dignity of a staff member.
  - Cheats in a test or examination.
  - Distributes any test or examination material that may enable another person or himself or herself to gain an unfair advantage.
  - Sexually harasses another person.
  - Is found in possession of or distributes pornographic material.
  - Supplies false information or falsifies documentation to gain an unfair advantage at school.
  - Is in possession of a dangerous weapon or uses it to threaten any person.
  - Engages in any act of public indecency.
- f) A learner who endangers the safety and violates the rights of others.
- g) A learner who fights, swears or falsely identifies himself or disrespect herself.
- h) A learner who threatens fellow learners or educators.
- i) A learner who uses hate speech, makes himself or herself guilty of racism or applies harmful graffiti.
- j) A learner who vandalises, destroys or defaces school property.
- k) A learner who repeatedly violates school rules or the code of conduct.
- l) A learner who is guilty of offensive or oppressive behaviour.

### DISCIPLINARY PROCEDURES

1. Counselling according to the Word of God.
2. Communication with parent/guardian via "Misdemeanor Form".

### CORRECTIVE MEASURES

In the case of offences, corrective measures will be applied:

- (a) Verbal warning
- (b) Written warning: misdemeanor form

- (c) Lunch break detention: 3 days/one week
- (d) Withdrawal from school activities: swimming/art/sport/excursion
- (e) Suspension from school for one day.
- (f) Daily report
- (g) Community service where appropriate.
- (h) Suspension from school for a week.
- (i) Final letter of warning to parents.
- (j) Expulsion

**NOTE:**

Measures (a) - (e) will apply for minor offences, whereas (e) - (j) will apply to more serious offences.

Other measures will also be considered as well:

- (a) performing tasks that would assist the offended person;
- (b) agreed affordable compensation;
- (c) replacement of damaged property;

## SCHOOL RULES

In our school we make use of conduct rules, which include both behaviour and order rules.

**A. The Code of Conduct is based on norms and values, which are attainable, by all learners.**

**B. Rules of order are necessary to allow the school to function in an orderly way.**

**A.1 Norms and Values**

The following are important to us:

- Love towards our Lord and Saviour Jesus Christ.
- Love towards our fellow human beings.
- Respect towards other cultures.
- Recognition of the rights of other people.
- Respect towards our own as well as other people's possessions.
- Honesty, sincerity, politeness, good manners.
- Neatness.
- Pride in our school, its culture and traditions.
- Diligence, self-discipline and punctuality.
- Acceptance of responsibility.
- Respect towards people who are in authority.
- Participation in constructive activities.

**A.2 Attitudes**

By living according to the fore-mentioned norms and values, we display a positive attitude, which will under-score our respect for the school rules.

- We follow the work and education programme in a disciplined manner.
- We believe in co-operation and order so that all can reap the benefits of education.
- We obey all prescriptive instructions regarding examinations, tests and homework.
- We maintain a good balance between spiritual, academic and extra-mural programmes. We should be proud to represent our school in any area of activity.

**B.1 Behaviour in the school building**

**B.1.1 Classroom**

- Lead into the classroom in an orderly manner and stand next to your desk. On the teacher's command, pupils are seated.
- If the teacher is not present, be seated and start reading immediately.
- Only stand for a visitor if you are requested to do so by your teacher.
- At the conclusion of a lesson, get ready for the next lesson.

**B.2 General Appearance**

**B.2.1 Uniform requirements**

DCCS learners are requested to dress appropriately and to be neat in appearance at all times. Uniform must fit properly. All personal possessions and clothing must be clearly marked with the learner's name. All marked clothing and possessions will be returned to the learner. Only the prescribed school uniform may be worn. Parents must fill in the diary should the child not be wearing the prescribed uniform. Sports uniform and school uniform may not be worn together.

#### **B.2.2 Hair (Girls)**

Must be clean and natural in colour. No perming of hair or gel/hairspray is permitted. Hairstyles must be neat, tidy and suited to our school uniform and will be subject to acceptable norms, set by the school. Towelling bands, scrunchies, narrow ribbons and plain Alice bands – only navy blue is allowed. Hair touching the collar must be tied up. Fringes touching the eyebrows must either be cut or fastened back.

#### **B.2.3 Jewellery (Girls)**

- Earrings – only 1 pair of plain small studs or thin sleepers (15 mm in diameter) may be worn. These may be worn in the earlobes only, 1 earring in each ear.
- Watches & Medic Alert bracelets are allowed, but no other items of jewellery. Watch straps must be conservative in colour.
- Nails – Fingernails should not extend beyond the fingertips. Coloured nail polish is prohibited.

#### **B.2.4 Hair (Boys)**

Must be clean and natural in colour. Hairstyles must be neat and short. Long fringes are not acceptable and may not touch the eyebrows. Hair may not touch the shirt collar or ears. No gel/hairspray may be used. Senior boys must be clean shaven.

#### **B.2.5 Jewellery (Boys)**

Watches & Medic Alert bracelets are allowed, but no other items of jewellery. Watch straps must be conservative in colour.

#### **B.2.6 Uniform Permit**

Found in school diary. Will be signed by teacher if any allowances pertaining to uniform is granted.

#### **ASSEMBLY LINE-UP AND MOVEMENT**

- At the sound of the bell all activity stops! Move promptly to the line up.
- Stand in height order.
- Give your full attention to the speaker.
- Once instructed lead off silently in a single file.
- Line up outside the classroom.
- Move into class in single file upon the teacher's instruction.

#### **NAME BADGES**

- It is compulsory for students to wear their name badges during the school day.

#### **FOOD**

- Learners must eat wholesome and nutritious food during the school day.
- Chewing gum is not permitted.

#### **DISTRACTIONS**

- Toys, roller blades, roller skates, radios, walkmans, cellphones, ipod, mp3 players etc. are not permitted.
- In case of emergency cellphones must be left at the front office.
- Bicycles may not be ridden on school premises.
- If any of the above is brought to school it will be confiscated and be given at the end of the term.

#### **LEAVING CLASSROOMS DURING LESSONS**

- A card system applies for leaving the classroom for any reason.

#### **PASSAGES**

- Learners to walk silently and in single file.
- No eating or drinking in passages.
- Prefects must be co – operated with and obeyed.

#### **DCCS LEARNER ATTENDANCE POLICY**

##### **Pre-Ambles:**

At DCCS we promote the view that regular attendance is important to ensure the best possible learning outcomes for all of our learners.

School attendance is subject to Education laws and this School Attendance Policy is written to comply with the Department of Education Learner Attendance Policy.

### **Registration**

Registration at school is done every morning, where the class teacher marks the registers. These records are thereafter captured electronically and printed quarterly on each learner's report card. A quarterly report is sent to the department at the end of every term. Registers may be examined by District Officials at their discretion as well.

### **Late Arrivals**

Morning registration will take place at the start of the day, i.e. 07h30. Learners that arrive at school after 7 30 must report with their parents to the front office. The main gates will close at 7h40. **The first period starts at 7h45.** If learners are late they must phone the front office for the gates to be opened. Parents must accompany the child to the front office to sign the late arrival book. No child will be allowed to go to the class unless given a special pass from the office. Parents are not allowed to go the classes with children once work is in session as this will disrupt the lesson. Learners who are late for 2 days in a week will be sent to detention.

### **Learners Absence from school**

- Absence without a valid reason is unacceptable and parents need to send an appropriate absentee note.
  - Any absence for reasons of ill health for three days or longer must be accompanied by a medical certificate.
  - If a learner is absent for ten consecutive days without a valid explanation, the Principal will make reasonable attempt to ascertain from the parents whether the child has been withdrawn from the school. If the school is unable to make contact, the learner will be removed from the register on the grounds of continuous absence.
  - Absentee notes will be kept on the learner's file for the remainder of the academic year.
- The notes may need to be kept for a longer period of time if there are concerns about the attendance of the learner.

An absentee schedule is kept for a learner who is absent and will be sent home for the parent when the learner returns to school. It is the onus of the parent to make arrangements to ensure that your child's school work is up to date. Teacher's free time is very limited and they therefore find it difficult to photocopy notes for learners that have been absent.

It is the responsibility of the class educator to be aware of and bring attention to, any emerging attendance concerns. In cases where the learner develops a pattern of absences, the school will try to resolve the problem with the parents. If this is unsuccessful, the school will seek advice from the District Office.

### **Holidays in Term Time**

Holidays during term time is not allowed. Learners who are absent for this reason will have to make up for the lost work covered in their own time.

### **Appointments during school time**

Parents will be discouraged from making medical or dental appointments during school time unless no alternative arrangements can be made. School related assessments can be done during school hours as tiredness after school could compromise the results. A note indicating time and who the appointment is with must be given to the class educator and signed by the Principal or Deputy.

### **Registers**

- A class register is marked by each educator. The Principal must be informed if a child is absent for more than three days without a medical certificate.
- Attendance should be recorded at the start of the school day.
- The class register will be sent to the secretary at the end of registration.
- The data will be captured onto the electronic administration system at the end of each week.
- A quarterly report will be issued to parents on the same report used for academic assessment.
- Absentee reports will be submitted to the district office on request.

### **Assessments**

Assessment dates are given to parents in advance. If learners are absent for 3 days or more and the learner has missed out on assessments then parents must produce a medical certificate so that alternate arrangements can be made for the test. If projects and assignments are due on the day of the learner being absent then parents must phone and inform the subject teacher. The project/assessment will be thereafter due on the day the learner returns to school. If the parent has not phoned and made arrangement then the learner will not be allowed to sit for the test.

