

Reviewed: 15/01/2024  
Next review date: 15/01/2025

# AGAPE CHRISTIAN SCHOOL - CODE OF CONDUCT

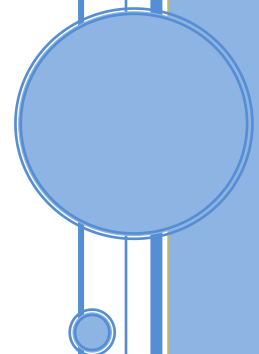
*Disciplinary and Rewards Policy*

A: Grading of Offences

B: Disciplinary procedures

C: Rewards System

D: Penalty System



# **AGAPE CHRISTIAN SCHOOL - CODE OF CONDUCT**

## ***Disciplinary and Rewards Policy***

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behavior of learners whenever such correction is necessary. Any corrective measures or disciplinary action will correspond with and be appropriate to the offence.

All learners will abide by the disciplinary system that has been developed to assist and guide learner behavior in the school.

### **A: GRADING OF OFFENCES**

Offences are graded according to the nature and degree of seriousness of the offences, of which Category 4 offences are the most serious.

### **B: DISCIPLINARY PROCEDURES**

All learners will have a BLUE CARD where record will be kept of their points. Each learner starts with 1000 points in the beginning of the year. Learners will be awarded points or lose points as the year progress. The Blue cards will go home every second Friday for the parents to sign. Category 1 offences and disciplinary interventions will be dealt with by the teacher involved. Category 2, 3 and 4 offences will be referred to the Principal who will then see to the disciplinary action that needs to be taken, e.g. Warning letter, In School Suspension etc.

#### **Category 1 Offences – 25 Points**

All Category 1 offences will be dealt with by the staff member concerned who will deduct 25 points from the learner's total.

#### **Category 2 Offences – 50 Points**

All Category 2 offences will immediately be referred to the Principal. The staff member will, in consultation with the Principal, arrange an interview with the learner. 50 Points will be deducted.

#### **Category 3 Offences – 100 Points**

All Category 3 offences will immediately be reported to the Principal. The Principal will refer the matter, depending on the severity of the offence. The parent/guardian will be informed telephonically about the offence and be notified in writing.

#### **Category 4 Offences – 200 Points**

All Category 4 offences will immediately be reported to the Principal. The Principal will refer the matter to the Senior Management Team. The parent/guardian will be informed telephonically about the offence and be notified in writing.

**Failure to comply with the interventions and corrective measures will lead to further interventions and may lead to the offence being categorized at a higher grade. Expulsion may be recommended for a Category 3 and a Category 4 offence. Below is a breakdown of interventions at various stages.**

1000 Points	
800 Points	Written Warning, Parents contacted
600 Points	Written Warning, Parents contacted
400 Points	Final Written Warning, Daily report for 2 weeks, Parents contacted
200 Points	Parent/Learner/Teacher meeting, In school suspension for 2 school days
0 Points	Parent/Learner/Teacher meeting, Out of school suspension for 5 school days

AFTER A LEARNER HAS REACHED 0 POINTS, HE OR SHE WILL AUTOMATICALLY RECEIVE 300 POINTS TO START BUILDING ON. IF A LEARNER SHOULD REACH 0 A SECOND TIME, THEN THE OPTION OF EXPULSION WILL BE DISCUSSED.

## C: REWARDS SYSTEM

Learners will receive points every time they perform above and beyond of what is expected of them. Register teachers will sign the Blue Cards every Friday and keep a record of those learners that must receive rewards.

Below is a list of actions that learners may points for.

Code	Action	Points
E1	Cleaning up voluntary (Must be over an extended period)	25
E2	Help - The extra mile	20
E3	100% attendance for whole class per week/ all boys/ all girls	20
E4	Excellent class work	25
E5	Attendance of activities e.g. Talent Show	30
E6	Improvement of work (Must be over an extended period)	30
E7	Assessment/ Tests/ Letters signed	5 per signature
E8	Reply slips/forms always in on time	5
E9	Parents attending parents' evening/functions	30
E10	Participation in sports/cultural activities (per match or event at the end of term)	30
E11	Participation in sports/cultural practices (per practice at the end of the term)	20
E12	Teacher's own discretion (must state a reason)	25
E13	Academic performance (After reports)	See table

<b>E12</b>		
Report marks per subject	80-100	30
	70-80	25
	60-70	20

Overall Average improvement	5%	60
	10%	65
	15%	70
	20%	75

Apart from receiving points learners will also receive incentives for their individual hard work when they reach the indicated number of points. When learners have reached the maximum amount, they will start the rewards from reward 1000 again.

<b>Incentives</b>	<b>Amount of points</b>
Wearing civvies on a Tuesday	1500
Wearing civvies on a Friday	1600
Civvies on Tuesday and Wednesday	1800
Civvies on Thursday and Friday	2000
Milkshake	2220
MacDonald's Lunch	2500

## D: Penalty System

**Table 1: Possible list of offences per Category**

<b>Category 1 – 25 Points</b>	<b>Category 2 – 50 Points</b>	<b>Category 3 – 100 Points</b>	<b>Category 4 – 200 Points</b>
1.1. littering 1.2. excessively noisy or unruly behavior before School, during change-overs, during breaks, and after School 1.3. eating, drinking or chewing gum during any contact time (class and assembly) 1.4. misconduct in an assembly 1.5. entering an out of bounds area, classroom or passage without permission 1.6. loitering in the passages, at the tuck shop or vending machines, at the toilets or change rooms 1.7. misconduct or poor sportsmanship during an extra-mural activity's practice, intra- or inter-School competition or league fixture 1.8. failure to: 1.8.1. submit an absentee note or exit notes by the stipulated deadlines 1.8.2. attend an extra-mural activity's practice session without excusing himself	2.1. vandalism 2.2. interfering with another person's possessions/ property without the owner's consent 2.3. damaging another person's possessions/ property as a result of interfering or using said possession or property without the owner's consent 2.4. racism: remarks/ insults 2.5. forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof 2.6. intimidation by verbal or physical threat to harm the person or his property (bullying) 2.7. swearing, lying or using obscene gestures 2.8. verbal or non-verbal abuse 2.9. disrespect or insolence 2.10. insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/ punishment set in the exclusion room, or failure to report to the exclusion room, or failure to report to the subject teacher with this	3.1. possession of weapons that can cause physical injury (knives, etc.) 3.2. entering the School premises while under the influence of alcohol/drugs 3.3. possession, copying, distribution, use or displaying of pornographic material 3.4. assault with the intent to do grievous bodily harm 3.5. truancy from School or leaving School grounds without the necessary permission 3.6. taking part in any form of illegal strike action/ meeting/campaign on School premises 3.7. any learner who, in or outside of the buildings, or on or off the premises of the School, whilst under the control of the School authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School 3.8. violating the rights of other learners to receive education	4.1. use of weapons that cause physical injury (knives, etc.) 4.2. possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon 4.3. possession, using and/or dealing in drugs, cigarettes, vapes, alcohol, or any other intoxicating substance 4.4. poisoning, or attempting to poison another person 4.5. theft, robbery, breaking and entering 4.6. malicious damage/ injury to property of the School, staff members, fellow learners or any other person or body 4.7. rape, attempted rape, or indecent assault 4.8. physical assault that results in bodily harm 4.9. sedition or inciting any form of illegal strike action/meeting/ campaign on School premises 4.10. Any offence punishable under common law 4.11. unreasonable repetition of a Grade 3 offence

<p>1.8.3.attend register class</p> <p>1.8.4.attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event</p> <p>1.8.5.attend detention</p> <p>1.9. continual interference with another learner which causes minor physical or mental discomfort</p> <p>1.10. misconduct during detention</p> <p>1.11. minor infringements of uniform regulations: wearing of printed T-shirts; an incorrect jersey or tracksuit top as an outer garment; incorrect color socks or belt; wearing of jewelry</p> <p>1.12. failure to wear the correct full School uniform when in a public place, including the wearing of unauthorised items</p> <p>1.13. failure to wear the correct sports kit for a match or practice</p> <p>1.14. hitchhiking while in School uniform, formal or sport dress</p> <p>1.15. disruptive behavior in class</p> <p>1.16. spitting in public</p> <p>1.17. failure to:</p>	<p>work/punishment as stipulated)</p> <p>2.11. fighting, common assault or attempted assault</p> <p>2.12. public disturbance and public indecency</p> <p>2.13. gambling</p> <p>2.14. failure to attend detention without prior submission of a written excuse or note</p> <p>2.15. unacceptable hair styles, including bleaching or coloring</p> <p>2.16. failure to remove facial hair</p> <p>2.17. display of visible tattoos •</p> <p>2.18. possession and/or use of a cell phone</p> <p>2.19. cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner</p> <p>2.20. copying of computer exercises, projects or any other work intended for the year mark</p> <p>2.21. truancy from any contact time</p> <p>2.22. possession or use of firecrackers</p> <p>2.23. failure to attend an extra-mural activity fixture or function as a participant or official</p> <p>2.24. any action which brings the School's name into disrepute</p>	<p>by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner</p> <p>3.9. violating the rights of the teacher to carry out his/her tasks, to the detriment of the School, the staff, the teacher, or fellow learners</p> <p>3.10. reckless or negligent driving whether in School uniform or not, and whether on the School property or not</p> <p>3.11. using a cell phone as a means of communication during formal testing</p> <p>3.12. Repeat violations of the schools cell phone policy</p> <p>3.13. inappropriate behavior of any kind</p> <p>3.14. unreasonable repetition of a Grade 2 offence</p>	
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<p>1.18. do classwork set and submit homework</p> <p>1.19. bring the required textbooks, notes, stationery, or equipment to a lesson</p> <p>1.20. hand work in on time</p> <p>1.21. copying another learner's classwork or homework</p> <p>1.22. defacing School property</p> <p>1.23. reporting late for class, relief, or to the exclusion room</p> <p>1.24. use of offensive material to cover books or files</p> <p>1.25. possession and/or use of computer game, iPod and similar electronic devices, during all contact time</p> <p>1.26. arriving late for School without an excuse note</p>	<p>2.25. possession of offensive material, excluding pornographic material</p> <p>2.26. tampering with safety and other equipment on School premises</p> <p>2.27. Physical contact during all contact time</p> <p>2.28. • unreasonable repetition of a Grade 1 offence</p>		
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WE, THE UNDERSIGNED, HEREBY DECLARE THAT THIS POLICY DOCUMENT IS THE OFFICIAL LEARNER CODE OF CONDUCT OF AGAPE CHRISTIAN SCHOOL. THIS POLICY DOCUMENT REPLACES ALL PREVIOUS LEARNER CODE OF CONDUCT DOCUMENTS PREVIOUSLY DISTRIBUTED.

  
 MR IM VAN ROOYEN  
 (ACADEMIC PRINCIPAL)

  
 MR CG JENNINGS  
 (MANAGING DIRECTOR)



**(KEEP CODE OF CONDUCT AT HOME!)**

**REPLY SLIP**

**(TO BE RETURNED TO SCHOOL BY 26 JANUARY 2024)**

I, \_\_\_\_\_, parent of \_\_\_\_\_ in Gr.  
\_\_\_\_\_ acknowledge receiving the school's Code of Conduct.

\_\_\_\_\_

\_\_\_\_\_

Signature of parent

Date

**REPLY SLIP**

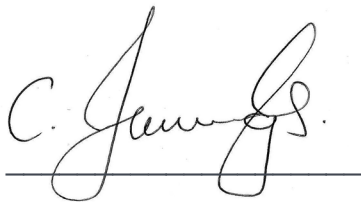
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**CODE OF CONDUCT FOR LEARNERS OF**  
**AGAPE CHRISTIAN SCHOOL**

I, \_\_\_\_\_ hereby agree to the following Code of Conduct as a learner at *Agape Christian School*. I have read and understand all the general rules of a learner at *Agape Christian School*.

- I will always respect God, my school and all the staff members.
- I will obey all school rules and in doing so set an example for my fellow learners.
- I will comply with the dress code of *Agape Christian School*.

I am aware that if I do not comply with the above mentioned, I will receive a warning (verbal or written). I understand that after repeated offences I may face suspension or other disciplinary action deemed necessary by the Senior Management Team.



**MR. C.G. JENNINGS**



**MR. VAN ROOYEN**

\_\_\_\_\_

LEARNER

\_\_\_\_\_

PARENT

\_\_\_\_\_

DATE