



Empower Christian Academy

POLICY: LEARNERS' CODE OF CONDUCT

1. SPECIFIC RULES

1.1. DRESS CODE AND APPEARANCE

Uniform Policy: Boys

Summer

Learners may wear a **white** short sleeve vest underneath their shirt. The vest may not stick out underneath.

School uniform

- School short trousers
- Only high school learners are permitted to wear black long trousers
- White short-sleeve shirt with ECA emblem on pocket
- Black School blazer
- Grey socks
- Black school shoes

Sports uniform

- School sport shirt
- School sport trousers
- White or black tekkies
- White socks

Winter

School uniform

- Long grey school trousers
- Only high school learners are permitted to wear black long trousers



- White long or short-sleeve shirt with ECA emblem on pocket
- Grey socks
- Black school shoes
- School jersey or winter jacket
- Black school Blazer
- School tie
- Black beanie (worn only outside of class)

Sports Uniform

- School tracksuit
- School sport shirt
- Winter jacket
- White or black tekkies

Hair

- The following hairstyles are not acceptable:
 - Mohawk
 - Dreads
 - Braids
 - No patterns / lines may be shaved onto the learner's head or eyebrows
- A brush cut is allowed.
- Hair should be short and neat. No longer than 2cm on top of the head (no ponytails are allowed for boys).
- Learners are not allowed to dye their hair.

General

Boys are not allowed to wear any of the following items:

- Nail polish (regardless of colour)
- Nails may not be longer than the learner's finger tips
- No jewellery. Medical wristbands are allowed
- No smartwatches



- Boys with facial hair are required to shave

Consequences

- The learner will receive a verbal warning and infringement needs to be corrected within 24 to 48 hours as per the teacher's discretion. The learner's parents will also be notified via the d6 disciplinary system.
- In the case where a learner is wearing a beanie in the class or the incorrect beanie, where a learner is wearing jewellery, where the learner's vest is visible the infringement can be corrected immediately.
- The learner will receive a written warning if the infringement isn't corrected within the required time and the learner's parents will need to sign the written warning. The learner's parents will also be notified via the d6 disciplinary system.
- If the infringement is not corrected after the written warning, the learner's parent will be phoned to fetch the learner and the learner may only return to school once the infringement had been corrected.

Uniform Policy: Girls

Summer

Learners may wear a **white** short sleeve vest underneath their shirt. The vest may not show.

School uniform

- School dress
- White short-sleeve shirt with ECA emblem on pocket
- White socks
- Black school shoes
- Black school blazer

Sports uniform

- School sport shirt
- School sport shorts
- White or black tekkies
- White socks



Winter

School uniform

- School dress
- White long or short-sleeve shirt with ECA emblem on pocket
- Black/Navy tights (no white socks over tights)
- Only high school learners are permitted to wear black long trousers
- Black school shoes
- School jersey or winter jacket
- Black school blazer
- School tie

Sports uniform

- School tracksuit
- School sport shirt
- White or black tekkies
- Winter jacket

Hair

- Long hair (when touching collar or longer) should be tied back neatly with black or grey accessories.
- Hair or beads may not hang in a learner's face.
- Headbands should be in the school colours (black, grey or white) and should be unadorned.
- The following hairstyles are acceptable for school:
 - Soft dreads, when touching the shoulder, it must be tied with black or grey bands
 - Brush cut
 - Braids (Only brown and black shades are allowed - natural hair colours)
 - Braids should not extend beyond waist length
 - Black or clear beads are acceptable with braided hair
 - No patterns / lines may be shaved onto the learner's head
- Learners are not allowed to dye their hair.



- Learners are not allowed to cut their hair in a 'Mohawk' style.

Earrings

- Girls are permitted to have only one earring hole per ear, which is in the earlobe.
- Girls may wear small stud earrings no bigger than 0.3 cm.
- Girls may wear small hoop earrings (not bigger than a 10c).

General

Girls are not allowed to wear any of the following items:

- Nail polish (regardless of colour)
- Nails may not be longer than the learner's finger tips
- Make-up
- Lip-gloss (Vaseline or Lip-ice are acceptable)
- Jewellery (except for earrings mentioned above) Medical wristbands are allowed

Consequences

- The learner will receive a verbal warning, and infringement needs to be corrected within 24 to 48 hours as per the teacher's discretion. The learner's parents will also be notified via the d6 disciplinary system.
- In the case where a learner is wearing a beanie in the class or the incorrect beanie, where a learner is wearing jewellery, where the learner's vest is visible the infringement can be corrected immediately.
- The learner will receive a written warning if the infringement isn't corrected within the required time and the learner's parents will need to sign the written warning. The learner's parents will also be notified via the d6 disciplinary system.
- If the infringement is not corrected after the written warning, the learner's parent will be phoned to fetch the learner and the learner may only return to school once the infringement had been corrected.

Civvies Policy

The following rules are applicable to Civvie



Boys

- Learners may not wear any clothing with offensive or crude words or slogans (this includes shirts, caps, etc.).
- Learners are not allowed to wear any shorts or pants that reveal their underwear.
- No cut jeans are allowed.
- Parents should keep in mind that learners are engaged in physical activities during school hours hence clothing should be practical and comfortable.

Girls

- Learners may not wear any clothing with offensive or crude words or slogans (this includes dresses, shirts, caps, etc.).
- Learners are not allowed to wear any make-up and accessories / jewellery.
- No cut jeans are allowed.
- The following rules should be kept in mind:
 - Outfits should not expose the learner's back, chest, stomach or thighs. Please no spaghetti tops.
 - Shorts and skirts should be of appropriate length.
 - If a learner wears a dress, the learner needs to wear leggings or short tights underneath the dress. Please dress in an appropriate manner representing our Christian values.
- Parents should keep in mind that learners are engaged in physical activities during school hours hence clothing should be practical and comfortable.

Consequences

- In the case of wearing inappropriate civvies, the learner's parents will be phoned, and the learner will need to be fetched and the learner may only return to school once the infringement had been corrected.
- The learner will also forego a Friday of wearing civvies.



1.2. ABSENTEEISM

- Learners shall attend school for the full school day.
- A learner may not be absent from class or leave the school premises during school hours without the permission of the class teacher and once the parent/guardian signs the learner out at the school receptionist.
- On returning to school the day after absence, the learner is to furnish the class teacher with a written note, from his/her parents or guardian in this regard.
- If a learner is absent for more than two consecutive days, it would be appreciated if the parent or guardian contacts the school telephonically to advise the circumstances.
- A medical certificate or a letter from the parent should accompany the learner at his or her return to school after being absent for more than two days.
- Should a learner miss an exam or a test which forms part of the formal assessment programme of the school, a doctor's certificate is necessary.

General

- Absence of learners should be kept to a minimum.
- Each case of extended absenteeism should be followed up.
- All letters or correspondence should be filed in the learner's personal file.

1.3. FORBIDDEN ARTICLES AT THE SCHOOL

- Dangerous objects such as matches, cigarette lighters, knives, ammunition, weapons, elastics, fireworks, etc
- Cell phones, tablets, speakers or smart watches
- Laptops and earphones are not permitted for all grades, except for high school learners, who may use them strictly for learning purposes within the classroom
- Pets
- Alcoholic beverages, cigarettes, drugs or pornography
- Articles that do not reflect the values of our school, like certain card games, etc
- Valuable articles brought to school are done so at own risk

**Consequences:**

The article will be removed, and the parents contacted. This could lead to suspension of the learner for one to three days and ultimately expulsion. See 2.2

1.4. BEHAVIOUR AND ATTITUDE

- Always behave well and with dignity towards friends, fellow students, visitors and teachers.
- Always greet teachers and visitors.
- Always be helpful and supportive of friends, fellow students, teachers and visitors so that everybody feels welcome at our school.
- Unresolved differences or conflict must be brought to a teacher to be mediated.
- While a learner is under school supervision, he may not harm or endanger the physical wellbeing of a fellow learner and he may not be in possession of weapons, toys or materials that can cause physical injury.
- Smoking in or out of school uniform, whether on the school grounds or in public, is prohibited.
- Drinking of alcoholic drinks on the school grounds or in public, in or out of school uniform, is prohibited.
- School property may not be defaced or damaged in any way.
- Learners are expected to be punctual for school each day. In the event of a learner being late for school he/she will receive demerits.
- Learners must be punctual for lessons, sport practices, matches and school events in all instances.
- No learner shall in any manner bring the name of the school into disrepute in person or on social media.

1.5. ACADEMIC AND CLASSROOM CONDUCT

- Learners are expected to take responsibility for contributing to the happy and disciplined environment of the school.



- The prime function of a learner at school is to give of his best both in and out of the classroom. Any behaviour which is discourteous, dishonest, or disruptive is not appropriate and will be addressed accordingly.

1.6. SERIOUS MISCONDUCT

- Learners making themselves guilty of any sexual harassment towards the opposite or same gender.
- Learners that are in possession of pornographic and or sexual content material or any sexual items.
- Learners making offensive and or sexual comment towards any learner or staff member of ECA.
- Learner in the possession of cigarettes, drugs, and alcohol.

1.7. PARTICIPATION IN SPORTING ACTIVITIES

- Every learner is encouraged to participate in a sporting activity.
- Participants involved in any kind of incident on or off the sport field that might reflect on the sportsmanship or good name of the school must be reported to the staff member in charge of the activity and the HOD.
- Learners are required to support sporting and cultural activities in which the school is involved, as and when expected.
- All learners representing the school must ensure that they are wearing the correct dress relevant to that sport.

1.8. CHAPEL

- Chapel is held once a week according to the timetables.
- Chapel attendance is compulsory for all learners and teachers.
- When the chapel co-ordinator stands in the front, silence is expected.
- Learners are expected to wait quietly until their class is released.



1.9. GENERAL RULES ON THE TERRAIN

- No littering of paper and waste.
- Do not waste water and electricity.
- Throwing of objects, like stones, is not allowed.
- No running on corridors.
- Trees, plants, and personal property may not be damaged.

1.10. AREAS THAT ARE OUT OF BOUNDS

- Classrooms, when a teacher is not present
- Church facilities
- Parking grounds
- Security houses
- Storerooms
- Teacher's HUB

1.11. GENERAL RULES IN THE ABLUTION BLOCK

- Keep the facility clean and tidy.
- No playing around inside the ablution block.
- Eating is not allowed.
- No writing on walls and doors.
- Do not waste paper and water.
- Always wash your hands before leaving.
- Only one learner in a cubicle/using a urinal at a time.

2. DISCIPLINE

A disciplined environment is essential for effective learning to take place. (Serious misdemeanours or persistent infringements of school rules will require the parent to make alternative plans for the learner's education.) Each teacher is responsible to discipline in accordance with the values of the school. A teacher is expected to train the class using Harry Wong's method of procedures and routines. The discipline system of the school will be based on merits and demerits.



Level one:

Level one demerits will have a worth of -1 on the discipline system. These can be seen as minor violations. When a learner accumulates -6 demerits, the learner's parents will receive a letter which will notify them of this and will also serve as a warning that detention will follow if these violations do not stop. When a learner receives -12 on the system, it will lead to detention. The learner's parents will receive a letter, and they will need to acknowledge receipt of it. The parents will also at this point be invited for an intervention meeting. At this level the teachers and the HOD and/or Deputy Principal will be involved.

Level 2:

Level two demerits will have a worth of -12 on the discipline system. These can be seen as more serious violations. When a learner receives a level two demerit, it will lead to suspension. Depending on the seriousness of the violation the learners will be suspended for a minimum of 1 day and a maximum of 3 days. The learner's parents will receive a learner suspension letter, and they will need to acknowledge receipt of it. The parents will also at this point need to attend an intervention meeting. At this level the HOD, Deputy Principal and the Principal will be involved.

Note that learners will also be suspended on receiving their third detention slip. At this level the HOD, Deputy Principal and the Principal will be involved.

Level 3:

Level three demerits are serious violations. When a learner receives a level three demerit, it will lead to suspension of five days. The violation will be investigated by the SMT, and it will then be escalated to the School Executive Committee. The School Executive Committee will then decide on the expulsion of a learner. The learner's parents will receive a letter and they will need to acknowledge receipt of it. The parents will need to attend a meeting with the Deputy Principal and Principal.



Note that the School Executive Committee will decide on the expulsion of a learner who has received three suspensions. The learner will need to attend a disciplinary hearing. The learner's parents will receive a letter, and they will need to acknowledge receipt of it. The parents will need to attend a meeting with the Deputy Principal and Principal.

2.1 THE ROLE OF THE LEARNER

ECA has established this Code of Conduct to guide learners toward expected thinking, behaving and living out of the principles inherent in the school.

This Code of Conduct is established to build and promote in the learner:

1. A high standard of values and behaviour
2. Development of positive character traits
3. Responsible behaviour always
4. Consideration and respectfulness towards others
5. A consistent, neat and tidy appearance
6. Display of good manners and courteous conduct always

What is essential is that learners learn to abide by the discipline system and Code of Conduct. More importantly, learners need to commit to this Code of Conduct in such a way that their focus will be on living life in such a way that God is honoured. For younger learners teaching and reinforcing of the Code of Conduct will be done by the teacher and staff members. The Intermediate Phase learners are expected to learn the pledge and recite it at least once a term at assembly on a Friday.

From Grade 4 the learner should be of an age and maturity level to agree to this pledge.



I [the learner] agree to commit myself to this Code of Conduct and the Disciplinary System of Empower Christian Academy with the following pledge:	
1.	I will be responsible for upholding the values, traditions and ethos of ECA.
2.	I will make every effort in work and play to be an example of Christian love toward others.
3.	I will accept responsibility for my learning by attending class, being punctual and completing all my tasks, recognising that with responsibility comes accountability.
4.	I will cooperate with my teachers and School staff when facing discipline.
5.	I will show my respect toward others by being polite, considerate and helpful always
6.	I will wear my uniform in a neat way showing others that I am proud to be in ECA.
7.	I will respect my environment by consciously taking up God's command to care for and protect my physical and natural surroundings.
8.	I will endeavour to have the courage to face and overcome challenges in a God honouring way and stand up for what is right and fair.

2.2. REASONS FOR SUSPENSION

- Learners who received a third detention slip.
- Disrespect or abuse of a member of staff.
- Damage of school property and damage of other learners' property.
- Being involved in fights.
- Having forbidden articles at school, such as cigarettes, alcohol, drugs, pornography, or dangerous weapons.
- Committing any of the serious misconduct actions.

3. HANDLING OF APPEALS / COMPLAINTS

3.1. HANDLING OF PARENT/LEARNER COMPLAINTS IN THE SCHOOL

1. A complaint made to the teacher by a parent is handled by the teacher of the learner and the HOD should be informed of the complaint.



2. When a teacher is not able to resolve a complaint and further discussion is needed, an appointment is made for the teacher and parent to discuss the complaint with the HOD, and the Deputy Principal should be informed.

The complaint will be handled with discretion and in confidence.

The HOD will mediate between the teacher and the parent and as best possible try and resolve the matter.

3. If the HOD is unable to do so the matter will be handed over to the Deputy Principal. Once facts are established regarding the content of the complaint, the Deputy Principal will resolve the complaint in an amicable way.

At any point in the effecting of the Level 1 and 2 Offenses and the Corrective Measures, parents may appeal to the principal. Conflict resolution will be handled by the principal, or a designated representative appointed by the principal.

Parents and learners are welcome to appeal by following the complaints/appeals procedure communicated to them at the first Parent's Meeting of the year.

3.2. MANAGEMENT AND TERMS OF THE APPEALS PROCEDURES

All complaints of misbehaviour must be recorded in learner files by the class teacher.

Management levels:

1. First level management: Class teacher
2. Second level management: HOD
3. Third level management: School Principal
4. Fourth level management: School Executive Committee

Terms:

- All learners must be treated in a none-biased manner.
- Management will ensure that sufficient information is gathered and carefully analyzed before any decisions are made.
- The child will be given a fair chance to represent their case.



3.3. Procedure for appeals regarding assessment

- Parents have two weeks after receiving assessment results to appeal to the teacher.
- If no conclusion can be made, the case will be escalated to the principal.
- If no solution is found at the school-based level, parents are welcome to appeal to the district offices.