



# SCHOOL POLICY

---

## VISION:

We envision Ethembeni Enrichment Centre to be a school of academic excellence, providing quality education (that is in sync with the ever-transforming technological environment) to holistically educate each child under our care

## MISSION STATEMENT:

At the Ethembeni Enrichment Centre we aim to be a sought-after school, always aiming at "avoiding the soft option" whilst serving the community as a financially sustainable institution, and achieving the highest possible educational standards as well as educating the whole child to his/her full potential, in order to become a useful and well-adjusted member of society. We will at all times be mindful of society's changing needs and adapt where necessary without becoming complacent, nor compromising our standards.

In striving to achieve this mission, the school is guided by the following way of thinking:

- to educate learners within a climate of accepted Christian values, while at the same time instilling an awareness and respect for other creeds;
- to inculcate sound moral values;
- to provide a dynamic curriculum with the emphasis on scholastic excellence;
- to develop sound social and life skills;
- to develop self-discipline through the acceptance of authority;
- to be responsible for the consequences of one's actions;
- to promote and foster a culture of caring and of life-long learning;
- to improve quality of Basic education;
- to improve learning outcomes and improve access to schooling;
- to manage and prevent any form of abuse in our school;
- to attract and retain staff of the highest calibre by providing an attractive and stimulating working environment which nurtures the professional growth of the individual;
- to encourage open communication and close interaction with our parents;
- to secure the financial well-being of the school.

Every Ethembeni learner should constantly remind him/herself that, both in private and in public, he/she is responsible for the good name of the Ethembeni Enrichment Centre. All

learners are expected to behave in a responsible, tolerant, courteous and sensible manner. Any action that is discourteous, dishonest or destructive or that may have a detrimental effect on the reputation of the Ethembeni Enrichment Centre, will be regarded as an offence.

#### **Responsibilities of the School:**

- To seek to develop each learners' talents as fully as possible;
- To teach effectively and to set the highest standards in work and behaviour;
- To care for and support each learner at school;
- To encourage open communication with parents as a basis for close co-operation between home and school;
- To control and discipline learners according to the Code of Conduct during the time the learner is in attendance at Ethembeni in any classroom thereof, school function or school excursion or school related activity.

#### **Responsibilities of Parents:**

- To show by their example their support of the school;
- To ensure that their children come to school regularly, on time, correctly dressed and ready to work. To take an active, supportive interest in their children's work, homework and progress;
- To support the authority and discipline of the school, helping their children to achieve self-discipline and control;
- To attend parent meetings.
- To pay the school fees.

#### **Responsibilities of the Learners:**

- To attend school regularly, on time, ready to learn and take part in school activities;
- To aim at the highest standards in all aspects of school life;
- To co-operate with the staff and accept the authority and rules of conduct of the school;
- To consider and respect the feelings and property of other people in the school;
- To care for the grounds, buildings, furniture, equipment and books.

### **CODE OF CONDUCT**

#### **PREAMBLE**

Under the terms of Section 8 of the South African Schools Act of 1996 a School must adopt a *Code of Conduct aimed at establishing a disciplined and purposeful environment to facilitate effective education and learning in the school.*

This *Code of Conduct* is subject to the Constitution of the Republic of South Africa (1996), the South African Schools Act (1996) and provincial legislation. The *Code of Conduct* is intended to reflect the constitutional democracy, regard for human rights and transparent communication which underpin South African society.

The *Code of Conduct*, in conjunction with the school rules, should be endorsed by all learners of the Ethembeni Enrichment Centre. It is a model based on the standards in which the staff, learners and parents of the school believe.

#### **BASIC CODE OF CONDUCT:**

- Attendance is compulsory;
- Punctuality;
- Preparation for classes;
- Respect for authority; others; self; property;
- Parent involvement.

#### **SCHOOL RULES:**

The 5 pillars that Ethembeni are functioning on since 1992 will always form part of the Code of Conduct of this school. These **5 non-negotiable** rules are:

1. Learners must always be punctual;
2. Learners must always be present;
3. Learners must do all given homework; finish projects; learn for tests and exams;
4. Learners must at all times show respect towards other people; the building and books.
5. Parent involvement is compulsory

#### **Appearance of learners:**

1. Learners must at all times wear the correct school uniform as prescribed by the school.
2. No jewellery, make-up, lip gloss, nail polish, body piercings, caps, hats, gloves or scarves (**except for the Ethembeni Scarf only worn in Winter**) are allowed.
3. Girls may not wear any hair extensions. Girls may plait their own hair straight back with no zig-zag or any other fashionable styles. Long hair must be neatly fastened. Girls may **not** colour their hair. **No dreadlocks are allowed.** The hair must be same length. **No** English cut or any other fashionable haircut. They must only wear plain white, black or maroon hair bands with no stylish glitters or ribbons on their heads.

4. Boys must wear short hair and be cleanly shaved (**No moustache or beard**). The hair must be same length and no fashionable haircut. They must wear normal grey school pants and **no skinny pants**. They must have short nails and **no "pinkie" nails**. They must wear normal black school tie-lace shoes. They must wear a school tie with the top button of the shirt closed and, if not the top button must be loose or left open with the collar over the blazer or jersey.
5. **Tracksuit:** The full Ethembeni tracksuit can only be worn when learners have Physical Training (PT) in their Life Orientation (**LO**) period. The Grade 8s and 9s may also wear the tracksuit when they have Creative Arts. Learners who also partake in the March and Drill can wear their tracksuits on the set day for the drill. All learners who partake in sports e.g. Soccer, Cricket, Hockey, Netball or Long Distance Running may wear their tracksuits **ONLY** when they have matches scheduled with other schools. Only a simple black or white golf shirt with the tracksuit and only **plain black or white normal flat takkies** are allowed. No brand names must be displayed on the t-shirts.
6. **Chewing gum is prohibited at all times.**
7. Ensure that your hair, body and nails are clean and well cared for. Clothes must be clean and shoes must be cleaned daily.
8. Those who return from Initiation School must wear full school uniform.

#### **Prescribed school uniform:**

#### **For Girls:**

#### **In Summer (Term 1 and Term 4) girls may wear:**

- Short sleeved shirt;
- White sleeveless vest;
- Grey A-lined skirt/ Panel skirt;
- Skirt must be 6cm above the knee;
- White school ankle socks;
- Black girls' school shoes;
- School blazer / School Pullover/ School Jersey
- School blazer/ pullover / jersey are optional depending on the weather;
- Neatly combed natural or relaxed hair, Hair must **NOT** be worn high on the head.
- **ONLY** plain Black/ White/ Maroon headbands and hair ties with no shiny glitters or fancy ribbons are allowed.
- **NO** school tie is allowed.

**In Winter (Term 2 and Term 3) girls may wear:**

- Long sleeved short;
- White long sleeved vest;
- Grey A- lined skirt / Panel skirt;
- School tie;
- Long grey school socks or Opaque stockings;
- Black girls' school shoes;
- School Pullover / School Jersey/School Scarf/ School gloves (Optional);
- School Blazer is Compulsory;
- Neatly combed natural or relaxed hair,
- **ONLY** plain Black/ White/ Maroon headbands and hair ties with no shiny glitters or fancy ribbons are allowed.

**Girls may NOT:**

- Dye or colour their hair.
- Leave their hair loose when it is long.
- Put extensions on their hair or have dreadlocks.
- Wear any other colour of headbands besides the ones stipulated
- Have any piercings on their bodies.
- Have tattoos on their bodies.
- Wear grey pants.
- Wear black boots as school shoes.

**For Boys:**

**In Summer (Term 1 and 4) boys may wear:**

- Short sleeved shirt;
- Standard grey school pants (**No Skinny pants**);
- Pants must cover both the ankle and the shoe;
- Grey socks;
- Black normal lace up school shoes;
- Jersey/ Blazer / Pullover (Optional)
- School tie (Optional)
- **ONLY** plain trouser black belt is allowed (**No large buckle belt**)
- Short cleanly shaved hair. Hair must be same length and no fashionable haircut or style.

**In Winter (Term 2 and Term 3) boys may wear:**

- Long sleeved shirt;
- Standard grey school pants (**No Skinny pants**);
- Pants must cover the ankle and the shoe;
- Grey socks;
- Black normal lace up school shoes;

- Jersey/ Pullover/ School Scarf/ School gloves (**Optional**);
- Blazer Compulsory;
- School tie Compulsory;
- School tie to be properly worn;
- Short cleanly shaved hair. Hair must be same length and no fashionable haircut or style.

Boys may **NOT**:

- Have any body hair on their faces e.g. moustache/ beard etc.;
- Have any piercings and tattoos on their bodies;
- Have any "pinkie" nails;
- Shave their eyebrows or tweeze the eyebrows.
- Dye their hair;
- Have dreadlocks;
- Fasten the top button of the shirt without a tie.
- **Wear their traditional regalia after their rites of passage (when they return from the bush)**

**NB: No other scarf and gloves are allowed except the Ethembeni scarf and gloves.**

**Tracksuit:** The full Ethembeni tracksuit can only be worn when:

- Learners have Physical Training (**PT**) in their Life Orientation (**LO**) period;
- The Grade 8s and 9s have been instructed to wear it by Creative Arts Teacher;
- Learners partake in the March and Drill;
- Learners partake in sports e.g. Soccer, Cricket, Hockey, Netball or Long Distance Running. Tracksuits will be worn **ONLY** when they have matches scheduled with other schools.

**NB: Only a simple black or white golf shirt with the tracksuit and only plain black or white normal flat takkies are allowed. No BOLD brand names must be displayed on the t-shirts. Tracksuits must be worn with collars down at all times.**

**NO hats or caps are allowed on the school premises even during Civvies. No mixing of uniform i.e. tracksuit mixed with blazers vice versa.**

**WEARING OF BADGES ON BLAZERS:**

1. Only Ethembeni Enrichment Centre related badges are to be worn.
2. Badges to be worn on the left side of the blazer.
3. No pens should be showing on the blazer chest pocket.
4. Blazers to be washed regularly.
5. Blazers are compulsory especially in the Winter season.

**Non- Compliance to Uniform appearance:**

Any learner who does not comply with the rules regarding the proper wearing of Ethembeni Enrichment Centre uniform:

- Parents will be informed about the learner's misconduct;
- Learner will be requested to leave the premises and return when they look appropriate according to the uniform policy of the school.

**Conduct of learners:**

1. Learners must attend school punctually during the prescribed school hours. Gates will be locked at **08h30**.
2. Any late comers must report at the gate to the teachers allocated for gate duty and their parents will be informed of the late coming via text message (sms).
3. All Late comers will be sent to detention at the end of that school day.
4. No learner may be absent from a class without permission.
5. No learner may leave the school premises without the permission of the Principal during the prescribed school hours.
  
6. The parent must inform the school with a reason for being absent. This must be done before 8h30 on the day the learner is absent.
7. Learners must make their Doctor's appointments after the School hours.
8. No learner may act in a way that will be harmful to a co-learner's and teacher's physical well-being.
9. No learner may have or use any weapons, toys or substance with him that could cause bodily harm to any other person.
10. Smoking is prohibited on these premises.
11. Drugs, alcoholic drinks or any other substance that may be deemed legal but can have the same effect as all the illegal substances on a person, are prohibited.
12. No indecent reading or visual material may be brought onto the premises.
13. School property or anything at school that is the property of somebody else, may not be damaged, used or taken without the permission of the lawful owner.
14. Do not bring any **electronic devices** to school e.g. cell phones; ear phones, i pads; swatches, CD's and videos etc. to school, as **they will be confiscated**.
15. Do not interrupt those who are answering or asking a question in class or those who are presenting an oral or those who are busy with a presentation.
16. Remain in your desk during a lesson or whilst in the classroom, unless instructed otherwise by your Educator or any other person with authority.
17. Learners may not visit the toilet during periods, unless they have permission from an educator.
18. No eating may take place within the school building. Learners may stay inside the classroom during break times **ONLY** on rainy days.
19. There must be total silence in the building. No screaming and talking or singing loudly in the corridors.
20. The Tuck shop may only be visited during break times, **NOT** during the lessons.
21. School fees must be paid before school or during break times.

**NB: All confiscated electronic devices that had been removed from the learners' possession will be returned ONLY at the end of the school Term.**

### Participation in school programme:

1. A learner must participate in the educational programme as prescribed by the Department of Education, unless the Department granted exemption to a learner.
2. No learner may show any disrespect towards the national emblems of the Republic of South Africa or the code of conduct of the school.
3. No learner may in any way discredit the name and reputation of the Ethembeni Enrichment Centre.

### Punishment:

Punishment for any violation of one or more of the school rules will be executed according to the South African Schools Act (Act 84 of 1996).

### Organisational arrangement:

1. If learners must move from one room to another room, they must be well-behaved and must move as quickly as possible in a single file.
2. Always keep left in the corridors and carry your bag in the hand away from the wall.
3. **There must be silence at all times inside the building.**
4. No learner may go to the toilets in between classes or during a period without the permission of an educator.
5. No running, shouting or playing inside the building is allowed.
6. No learner is allowed in the class before the start of the school day or during break times. This is only allowed when it rains.
7. During assembly, bags should be left in the register class.
8. During breaks, bags should be left in the class where the learner needs to be after break for the next lesson.
9. When any adult enters the room, all stand immediately as a gesture of courtesy.
10. There must be absolute silence when you move to the Hall for Assembly and during Assembly time, as well as when going to class for the start of day.
11. Learners to greet all the Ethembeni Staff or any other visitor when they meet them in the corridors or on the school grounds as a sign of courtesy.
12. Learners must be silent whilst inside the school Hall during Assembly unless asked to sing.
13. No booing at other learners is allowed during a performance or prize giving in the Hall as it is a sign of disrespect.
14. All learners are to treat each other and the Staff with respect at all times.
15. Bullying is totally prohibited at Ethembeni.
16. All the bags must be on the floor during each lesson, **NOT** on the table or on the chair.
17. Learners must always have their books for the relevant lesson on their desks immediately at the beginning of a lesson.

### General:

1. As a gesture of cordiality, we greet one another politely and in a friendly way at all times.
2. **No learner or staff may be absent from school without a valid reason.**

3. **Absence of learners:** A letter from the parent must be handed in at the office on the first day of return to school. A medical certificate should be handed in at the office when an exam, test or any portfolio activity was missed.
4. Appointments with doctors, etc. must be made **AFTER** school.
5. No learner may enter **PIER 14**.
6. All traditional regalia e.g. headbands, arm- bands, neckbands, ankle bands as well as ear-bands etc. must not be visible, so as not to offend each other.

**School building and premises:**

1. No papers or rubbish may be left on your desk, on the floor underneath your desk, in the corridor or on the terrain. **EVERYBODY** must attempt to keep the building and terrain neat and **NOBODY** passes rubbish without picking it up and placing it in a rubbish bin.
2. Learners are prohibited from writing on, scratching or damaging desks or any other piece of furniture, or any other surfaces such as walls, etc.
3. Learners are responsible to clean their own classes. The class teacher shall co-ordinate this process.

**Books:**

1. Learners buy their own stationery.
2. Only pencil may be used in text books.
3. All text books must be covered with plastic.
4. Writing books must be covered with paper and/or plastic.
5. All writing books must be neat at all times.
6. To protect their books, learners must have a solid and firm bookcase/bag. No canvas bags without proper support are allowed.
7. Only the name and surname of the learner may be written on the outside of the school bag.
8. At all times write neatly and legibly.
9. No borrowing is allowed.
10. Any lost books must be paid for by the learner.

## **DISCIPLINARY PROCEDURES:**

**DISCIPLINE:** Discipline needs to be maintained at Ethembeni and the classroom to ensure that education proceeds without disruptive behaviour from any of our learners. Every educator is responsible for discipline at all times at the school and at school related activities. The educators at Ethembeni have the full authority and responsibility to correct any form of unacceptable behaviour from our learners. Its goal is to teach and lead learners to self-discipline and to protect the rights of others.

Disciplinary action should be guided by the following:

- It should be expeditious, fair, just, corrective, consistent and educative.
- Parents shall be informed, when deemed necessary, so that they may assist in the corrective and educative process.
- It should not violate the rights of learners.
- It should not contravene the laws of the land or the South African Schools Act of 1996.
- It should be reasonably administered;
- It will not expose the learner to any form of abuse.

## **CATEGORIES OF OFFENCES:**

### **Category 1: Less serious/ Minor offences**

#### **Examples:**

- Disobeying the dress code;
- Homework not done or incomplete, work not handed in on time;
- Copying homework;
- Unacceptable behaviour in class: shouting; back-chat; disruptive;
- Writing on desks; littering; out of desk;
- Bringing unwanted items to school: Cell phones; CD's; Walkman, video;
- Eating in class;
- Late-coming or loitering;
- Absent without informing the school;
- Absent on the last day/s of term;
- Reply-slips or other documentation not handed in;
- Being in class before school and during breaks;
- Not cleaning the class.
- Leaving class without permission;
- Visiting the tuckshop in between classes;
- Wearing incorrect uniform;
- Not adhering to the uniform code of conduct;
- Being Noisy in the building or corridors;

### **Category 2: More serious offences**

#### **Examples:**

- Repeatedly committing less serious offences;
- Being defiant;

- Disorderly, insulting or insolent behaviour, e.g. swearing, lack of respect for authority or property;
- Defamation of character, e.g. malicious gossip;
- Physical or emotional abuse;
- Absenteeism without reason and bunking class;
- Being in possession of objectionable reading, visual or musical matter while under the jurisdiction of the school or in school uniform;
- Dishonesty: copying tests; exams; missing tests or examinations without a valid reason;
- Undermining a teacher's or student leader's authority;
- Misbehaviour in public while recognizable as an Ethembeni learner;
- Entering Pier 14;
- Bullying;
- Leaving a teacher's classroom without permission;
- Intimate physical contact between learners;
- Leaving the school grounds during school hours;
- Inviting strangers onto the premises.
- Wears the traditional regalia visibly without covering it up.
- Being witness to incorrect behaviour by other Ethembeni learners but not reporting to the school.

### **Category 3: Serious misconduct**

#### **Examples:**

- A learner who has been convicted by a court of a criminal offence;
- Possesses or uses or is selling or is under the influence of intoxicating liquor or drugs on the school grounds or while wearing the school uniform or at any school activity;
- Smoking on the school premises or in public **OR** caught in the possession of cigarettes or lighters/matches **OR** being in the presence of other smokers **OR** selling cigarettes **OR** any other illegal substance to other learners **OR** being in possession or use legal substances that may have the same effect as that of illegal substances on one's body;
- Is guilty of assault, theft, gross insubordination or immoral conduct or in the possession of stolen property;
- Has been repeatedly absent and bunking school;
- Physically abuses another learner;
- Uses the social media platform to undermine or demine another learner;
- Infringes on another learner's / other learners' well- being.
- Intentionally and without just excuse:
  - seriously threatens, disrupts or frustrates teaching or learning in class;
  - engages in a conspiracy to disrupt the proper functioning of the school;
  - insults the dignity of a staff member;
  - repeatedly 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 a potentially dangerous item to threaten any person;
- Engages in any act of public indecency.
  - Endangers the safety and / or violates the rights of others;
  - Fights;
  - Threatens fellow learners or educators, or intimidates, victimizes or bullies such persons;
  - Uses hate speech;
  - Applies any graffiti;
  - Vandalises or destroys school property;
  - Repeatedly violates school rules or the Code of Conduct;
  - Conducts himself or herself in a disgraceful, improper or unbecoming (improper) manner;
  - Is guilty of offensive or oppressive behaviour;
  - Continuous disruptive behaviour;

#### **CONSEQUENCES OF OFFENCES:**

Learners must recognize that they will be obliged to suffer the consequences of misconduct, as listed below depending on the category of offence.

#### **POSSIBLE CONSEQUENCES:**

- Detention after school hours;
- Writing out of lines;
- Sweeping of classrooms;
- Packing of books;
- Picking up litter;
- Writing out of a passage;
- Supervised school work - contribute to learners' progress;
- Cleaning of toilets;
- Verbal/ written warnings;
- Researching and writing assignments relevant to the offense;
  
- Drawing/ Compiling posters for the relevant offense;
- Daily report system;
- Calling in of parents by SMT;
- Temporary suspension from class;
- Isolation from class;
- Performing of tasks that will assist the offended person;
- Agreed affordable compensation, or the replacement of damaged property;
- Disciplinary hearings;
- Confiscation.
- Sending a learner home to dress appropriately.
- Expulsion from Ethembeni to another school.

#### **SEARCHES:**

The Principal, or any other educator, upon reasonable suspicion (sufficient information), has the legal authority to conduct a search of any learner or property in the possession of the learner for dangerous weapons, firearms, drugs, harmful or dangerous substances, stolen property, or pornographic material brought onto the school property. A search may be performed in terms of the following Acts of general application:

- **Control and Access to Public Premises and Vehicles Act**, 53 of 1985;
- **Drugs and Drug-Trafficking Act**, 140 of 1992;
- **Arms and Ammunitions Act**, 75 of 1969.

During a search, human dignity shall prevail and learners shall be searched in private by persons of their own gender, preferably in the presence of at least one other person. A record must be kept of the search proceeding and of the outcome. (**Government Gazette no 22545 of 2001 - "Regulations for Safety Measures at Public Schools"**.)

**NOTE:** It will be the Principal's prerogative to suspend a learner from attending school for a period of time after a fair hearing if he/she deems it necessary for the safety or in the interests of other learners.

**DISCIPLINARY HEARINGS may be of two sorts:**

**Internal Disciplinary Hearings:**

- Will be conducted by members of the SMT and the appropriate educator.
  - An Internal Disciplinary Hearing could follow warnings, repeated occurrence of prior offences, or when more serious transgressions have been committed.
  - The Internal Disciplinary Committee may impose a suitable punishment, or decide that the case is serious enough to be referred to a Formal Disciplinary Hearing.
- 
- The Internal Disciplinary Committee will record its findings and this record will be kept by the Principal in the Confidential Learner's File.

**Formal Disciplinary Hearing:**

- A Formal Disciplinary Hearing will be held where the offence is one of serious misconduct which could have been referred by an Internal Disciplinary Committee or where the learner is in defiance of the Internal Disciplinary Hearing.

The procedure followed must comply with the prescribed regulations as printed in the **Provincial Notice No. 32 of 25 June 1999 - Provincial Gazette Vol. 6 no. 415 (Extra-ordinary)**. Copies of this notice will be made available on request.

A summary of the procedure follows:

- An investigator appointed by the Principal will gather evidence to enable the Principal to determine whether there are grounds for a Formal Hearing.
- The investigator draws up a charge, setting out particulars of the transgression.
- Written notice is given to the learner and his/her parents to attend the Formal Disciplinary Hearing. The nature of the transgression must be defined in the notice.

- At least five school days must be allowed between the handing over of the notice and the Hearing.
- The committee appointed by the SGB will consist of five members (The Principal, one educator member of the SGB, two parent members of the SGB and one learner of the RCL.)
- No person other than the accused learner, his/her representatives, his/her parents/guardians, members of the Disciplinary Committee and the investigator may be present.
- At the conclusion of the hearing, the Disciplinary Committee will submit a report of the Hearing and its recommendations to the SGB.
- The SGB, shall, after considering the findings and recommendations, impose a penalty or summary suspension if it considers it appropriate, or make recommendations to the Head of Department (Bhisho) on the appropriate action to be taken in terms of Regulation 3.6(4).
- Subject to Provincial Law, a learner may only be expelled by the Provincial Head of Department.
- A learner has the right to appeal against the findings and recommendations of the SGB. This appeal must be lodged with the Principal, who will forward it to the Head of Department for submission to the MEC.

**Police intervention** may be solicited (asked for) by the school for serious misconduct that constitutes a breach of the law.

## **DRUG POLICY:**

### **INTRODUCTION:**

The Ethembeni Enrichment Centre, its management and education staff, in collaboration with the pupils and parents of the Schools, hereby agree to the following drug and related substances policy being applied and enforced at the Ethembeni Enrichment Centre.

### **POLICY:**

1. Ethembeni Enrichment Centre and all premises connected to the school, including but not limited to the classrooms, recreational areas, tuck-shop, sport fields, administrative areas, parking and access areas, passages and toilet facilities are drug free zones. This entails that no substance use or abuse, possession of illegal or not permitted drugs on school premises or being at school under the influence of alcohol or illegal drugs is allowed.
2. Substance abuse / illegal drugs means any unlawful, intoxicating or stupefying substances, these include but are not limited to tobacco and use of vaping, whether nicotine or not, alcohol, prescription drugs, tick, any so-called recreational drugs, dagga and other hard drugs, or any combination of legal substances which may create the same effect as the illegal substances or any such substance as it may be defined by law from time to time.
3. Substance use (unless where specifically allowed by a competent school authority) and / or abuse is prohibited and severe action will be taken against perpetrators. Ethembeni follows a zero tolerance policy towards any substance use or abuse. Learners are to

understand that even use of such substances that they may regard as moderate or socially acceptable are not allowed on the premises e.g. vaping etc.

4. Learners who are experiencing difficulties with such substance dependency are however invited to timeously, and before any transgressions in terms hereof, approach a suitable or designated person at Ethembeni for the appropriate intervention, counselling or assistance.
5. Learners are to understand that Ethembeni will not, for purposes hereof, draw any distinctions between categories of users, distinctions between suppliers of such substances or the users thereof, or any such distinctions and all such transgressors may be treated as serious offenders, and dealt with accordingly. It is to be understood that this policy is applicable also in instances where the learner is guilty of a transgression hereof while in school clothes but off the school premises as defined above, or even where such learner is off the school premises but guilty of such a transgression in circumstances where such learner can be identified as being a learner at Ethembeni.
6. Ethembeni approaches its responsibilities towards the parents and learners in its care very seriously, and consequently Ethembeni will enforce and manage this policy strictly and consistently.
  
7. Without limiting the policy in any manner, and simply by way of illustrative example, Ethembeni Enrichment Centre will not tolerate:
  - The sale, distribution, use or possession of any illegal or prohibited substance;
  - The possession of drug-related equipment such as cigarette papers, pipes, vapors, matches, lighters, bottle ends, foils or other paraphernalia related to substance use or abuse;
  - Performance enhancing drugs or the inappropriate use of mood enhancers, solvents, inhalants, aerosols and similar agents;
  - The consumption of alcohol (including any social or derivative drink that may contain alcohol) and the smoking of tobacco.
8. If a learner is involved in the possession, promoting, distributing, dealing or selling any of the abovementioned substances, Ethembeni will institute appropriate and decisive action against such perpetrator(s), which action may include (but not limited to) criminal sanctions, civil claims, suspensions and / or expelling such learner(s) from Ethembeni Enrichment Centre.
9. Ethembeni will from time to time draft, amend, update a suitable procedure as far as the effective management and enforcement of this policy is concerned. As a general guideline, and without in any manner limiting Ethembeni Enrichment Centre's rights amend and implement such procedure as it may regard to be necessary under the prevailing circumstances, the following procedure will be followed:
  - 9.1 Any learner(s) reasonably suspected of being in contravention hereof will be required to have a drug or related test administered. **Only tests administered at school will be regarded as valid.**
  - 9.2 If a learner tests positive for a substance use, the learner will first be interviewed by senior school management to determine the nature and extent of the learner's involvement and response. Such test ensuing consultation process will, occur in the presence of such learner and sometimes even in the absence of a parent(s) / guardian.

9.3 Legal representation at such process or consultation will be allowed, unless such representation will cause an unacceptable gathering of the facts of incident.

9.4 Based on the results of such a preliminary meeting, Ethembeni will take the necessary action, which may include any, some or all of the following processes:

- Inform the learner and parents of a pending disciplinary hearing;
- Give the learner a 30 (thirty calendar) days period to allow the substance to be out of the system;
- After the 30 days the learner will be tested again;
- The learner will be sent to isolation if tested positive for the second time. The isolation will last for a period of 30(thirty) days. The learner will be expected to come to school and keep up with all the work done by approaching the different subject teachers and submitting all tasks done whilst in isolation.
- After isolation the learner will be tested again before being allowed to be in class.
- If positive for the third time the learner will then be removed from school and the parent will be advised to send the learner for rehabilitation.
- The learner will only be allowed back provided they test negative when they return and also if there is space available at school.
- After all intervention the matter will be referred to the Superintendent General;

10. Drug testing and searches will be conducted in such a manner and at such times as regarded as appropriate by Ethembeni. No warnings of such test will be given, and Ethembeni reserves the right to conduct such tests on a random basis. Given the nature of the problem being addressed any searches in this regard will be conducted without the presence of learners' parents being allowed. In signing this policy the parent(s) grant their ongoing permission to Ethembeni to conduct such searches.

11. Ethembeni reserves the right to report any transgression hereof, where such transgression constitutes a criminal offence, to the relevant authorities including the SA Police Services.

12. Learners and parents are to understand that while Ethembeni will in any incident take into consideration all relevant factors, it will ordinarily be disposed towards expelling a learner for a transgression hereof. Learners and parents are to also take cognizance of the fact that such a penalty may very well be deemed appropriate for a first offender.

13. Prescription drugs must also be approached in a responsible manner. It is an unfortunate fact that such prescription drugs, while of course generally beneficial, can be abused to similarly adverse effect, and such abuse will in all respects be seen as a transgression in terms hereof. Ethembeni needs to be informed clearly and preferably in writing if any learner needs to bring prescription drugs to school. Learners are in any event not allowed to bring more than one day's dose to school.

14. Ethembeni is aware that drug abuse, as defined herein, has social consequences, and that young learners that are in transgression hereof need not only be punished by that they may also request assistance. Where practically reasonable Ethembeni will seek to assist with any such declared problems, if such dependency related challenges are brought to Ethembeni's attention prior to any offence in terms hereof being detected. It is to be understood that Ethembeni is in no manner obliged to an offending learner to

offer any dependency related intervention or counselling after the detection of an offence in terms thereof.

15. The effective detection and prosecution of an offence in terms hereof can necessitate certain disbursements of a technical and medical nature in order for THS to be able to present conclusive and acceptable evidence of such an offence. Ethembeni reserves the right to recover any such reasonable and necessary costs incurred in proving such a transgression, where such a transgression is actually proven, from an offending learner or his/ her parents.
16. All attendances in terms of this policy including all procedures, tests, searches, discussions, proceedings, documents and findings in terms hereof will be treated in the strictest possible security and confidence by Ethembeni, and Ethembeni hereby asserts its rights of authorship and ownership in all such information, how so ever gathered or obtained. All parties involved in such process of the management and implementation of this policy, including the learner(s) affected and their parents, are similarly bound by such confidentiality.

#### **PUNCTUALITY:**

We as Ethembeni Enrichment Centre believe in Punctuality, therefore we declare that Late coming is unacceptable. All learners are expected to be at school by **08h10**. Gates will be locked at **08h30**. All learners should be lined up by **08h20**. First lesson starts at **08h30** every day from **Monday to Friday**.

#### **PROCEDURE:**

1. First bell must ring at **08h15** for lining up;
2. Second bell must ring at **08:30** to start First lesson;
3. Gate keeper (Educator on duty) must be at the gate by **08h25**;
4. Gates must be locked at **08h30**;
5. Learners who arrive late must have their names recorded on the class list and must be given permission slips to enter their classrooms;
6. Learners need to proceed immediately to class;
7. Gate keeper to leave the gate at **08h45**;
8. All learners who arrive later than **08h45** must proceed to the Office;
9. School Secretary to record the late comers on the detention list and offer class permission slips;
10. When it is raining **ALL** late comers must report at the Office.

## CONSEQUENCES:

1. All late comers should stay for 30 minutes detention after school on the same day of the offense.
2. The Educator responsible for Gate duty should be responsible for controlling and supervising detention for that day.
3. All late comers will forfeit participating in the scheduled extra-mural activity on that day.
4. Learners who are late up to 3 times in a week or 3 occasions in 1 month should go for 2 hour detention on the last day of the week or last day of the specific month.
5. Learners who are habitually late in a Term or in a Week i.e. more than 3 times will have to serve community work decided by the school's management team (SMT) on the school grounds.

## ABSENTEEISM:

We as Ethembeni believe that school attendance is **COMPULSORY** and we declare that Absenteeism with no valid reason will not be tolerated.

## PROCEDURE:

1. Parents must call and inform the school of a child's absence before **08h30** latest by **09h00** on that day.
2. Learners must hand in the following day a signed letter from the Parent when absent for 1 day, explaining the absence of the child;
3. A doctor's note/ medical certificate must be submitted to the school when learner has been absent for 2 days or more.
4. Medical certificate must be submitted when a learner has missed an Exam, Test or any Portfolio activity (SBA task).
5. Learners are expected to attend all lessons for the day and may **NOT** bunk or stay absent from any lesson for any reason.

## CONSEQUENCES:

1. Failure to produce the required documentation will result in Learner:
  - Being sent to detention after school for the duration of days absent;
  - Sweeping of classrooms;
  - Picking up of litter;
  - Packing of books
2. Parents will be called in to discuss learner's absenteeism with the school management team. (SMT).
3. Learners who are absent with **NO VALID REASON** might not write and the end of the Year.
4. Learners who are absent for more than the stipulated number of school days by the Department will exclude themselves from the school's register.

5. Absenteeism will be handled in compliance with the **SASA of 1996**.

## **RESPONSIBILITY OF PARENTS:**

**We as Ethembeni Enrichment Centre believe that Parental Involvement is the key to being a successful school. Parental Involvement is COMPULSORY. The school cannot function without the parents' co-operation in honouring their financial obligation to the school.**

## **PARENT'S CODE OF CONDUCT**

The positive contribution that parents can and do make to a school are vital if we want to remain an educational institution of note in the community. Without parental involvement, co-operation and commitment to a partnership of excellence within the school, the institution cannot flourish and continue for excellence.

The purpose of this policy is to remind parents, caregivers and visitors to our school about expected conduct. This is so we can continue to flourish progress and achieve in an atmosphere of mutual understanding.

### **Guidance**

As well as following guidance set out in our Code of Conduct for learners, we expect parents, guardians and visitors to:

1. Respect the ethos and school pride of our school.
2. Be an example and friendly towards the learners and staff.
3. Support the school in all disciplinary actions.
4. Be willing to volunteer and assist.
5. See that learners are attired properly.
6. Understand that both teachers and parents need to work together for the benefit of their children.
7. Encourage their children to be responsible and accountable at an age appropriate level.
8. Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behavior.
9. Correct your own child's behavior especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
10. Approach the school to help resolve any issues of concern through the correct channels.
11. Seek to clarify a child's version of events with the school's view first in order to bring about a peaceful solution to any issue.
12. Avoid using staff as threats to admonish children's behavior.

**In order to support a peaceful and safe school environment the school cannot tolerate parents, guardians and visitors exhibiting the following:**

1. Disruptive behaviour which interferes or threatens to interfere with the operation of a teacher's classroom, the administration staff, maintenance staff, office area or any other area on the school grounds.

2. Using loud/ or offensive language, swearing, cursing, using profane language or displaying temper.
3. Threatening to do actual bodily harm to a member of school staff, stakeholder, visitor, fellow parent/guardian or pupil regardless of whether or not the behaviour constitutes a criminal offence.

Damaging or destroying school property. Abusive or threatening e-mails or text/voicemail/phone messages or other written communication. Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social media sites.

4. Displaying any form of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
5. Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences.)
6. Smoking and consumption of alcohol or other drugs whilst on school property.
7. Any illegal substances or objects being brought on to school premises.

Should any of the above behavior occur on school premises the school may feel it is necessary to contact the appropriate authorities and if necessary, even ban the offending adult from entering the school grounds.

With regard to your children's behavior parents will be informed of serious misconduct through a letter, text message or phone call and a meeting will be set up to discuss the issue. Details of the misconduct will be made available. Parents are required to make arrangements to resolve all issues.

### **What we expect from Parents**

#### **Visit to the school from Parents:**

1. Right of Admission reserved - South African Schools Act 84 of 1996 "No person shall without the permission of the Principal of HOD (Director of Education) enter into any Public school premises....."
2. Parents have the right to visit the school where their children have been admitted, but such visits may not disrupt any of the school activities. **Please make an appointment to see the principal or the teacher.**
3. Parents must please report to the office when visiting the school.
4. Parents are required to make appointment with the Principal of the school for a personal appointment and state the reason for the visit. Also state the other persons who may be involved during the visit.

5. If a meeting has been arranged, you will need the report to the office. Upon entering and leaving the school premises, all parents and visitors must first report to the office, all parents are requested to sign in or out. A visitor's book will be kept for daily visits. For the safety of our children all visitors/parents will need to carry identification.
6. Parents can visit their child's teacher if they have made appointment before/after teaching time. If the teacher is available to see them during admin periods, these meetings can be held. All meetings need to be recorded on the interview sheets.
7. Teachers are not available during teaching hours to receive telephone calls, unless it is an emergency. Please leave a message with the secretary if the teacher is unavailable.
8. Parents must exercise patience if they come to school unannounced.
9. Learners must come to the office when their parents wish to:
  - ❖ Hand over their keys
  - ❖ Give a message to them
  - ❖ Hand over their lunch, medicine, clothing items, etc.
10. All learners leaving early must be collected by their parents/guardian and sign a register or complete the necessary forms.
11. Please do not collect your child from the classroom.

**General issues:**

1. Send your children to school ready to participate and learn.
2. Parents must inform the school about medical information e.g. illness and medical aid membership.
3. Requests for a learner to miss school must be submitted in writing to the Principal. Where possible, medical and dental appointments should be made out of school hours.
4. No learner will be allowed to leave the school premises during school hours without the Principal authority. Learners who need to leave the school earlier (for whatever reason) a request must be in writing to the Principal.
5. No teacher will send a child home without the written permission from the Principal.
6. Holidays must be planned to coincide with school vacations and NOT during the term
7. Inform the school about changes address, telephone numbers of both parents (home and work). There must be at least TWO other contact numbers.
8. Children must be dropped and fetched at the gate. Please collect your children promptly from school.
9. The school will not be held liable for any claim, losses, injuries and expenses suffered by parents or learners which were not caused by negligence of the school or the responsible teacher.
10. Parents are liable to pay school fees as determined by AFHCO.
11. Parents are expected to get involved in the education of their child/ ren at school (e.g. assist with sport, attend meetings, assist teacher in class with reading, etc.)
12. Homework books or workbooks must be signed when sent home
13. Avail yourself for Parent / Teacher meetings to discuss your child's progress at the end of every term.
14. Notices and SMS s are an essential method of communication between the school and home. All newsletters and SMS s sent to the parents by the school must be treated as important and must be read by the parents. Ask your child to ensure that notices handed out at school are given to you. It is expected of you to get involved in your child's learning process, check and sign homework books, message books and read all circulars. Follow up with your children. When reply slips are attached, these must be signed by the parents or guardian and returned promptly to the class teacher.
15. Parents must collect the end of Term Reports at school on the assigned days determined by the school if requested by the school. If reports are issued to learners they will sign a register to the effect.

16. Help with reading at home regularly. See to it that your child reads regularly and uses the reading diaries/ journals.

**Prepare your child for school:**

See that he/she

1. Has a good night sleep;
2. Has a good breakfast;
3. Has a packed lunch;
4. Has a neat uniform. Insist that he/she be dressed and groomed in a manner consistent with the school's dress code;
5. Has all stationery requirements;
6. Has all books neatly covered with the plastic covers provided;
7. Has a place for study and ensure homework assignments are completed;
8. Shows respect for all staff members and their fellow pupils;
9. Understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment;
10. Knows the school rules as included in the Learners Code of Conduct and help him/her to understand them;
11. Is supported to deal effectively with peer pressure;
12. Always remember that children learn by example; "Do as I do not as I say."

Any concerns you may have about the school must be made through the appropriate channels by speaking to the Class Teacher, Grade Leaders, the Head of Department, the Executive Staff or the Principal, so they can be dealt with fairly, appropriately and effectively for all concerned. (If you are still not satisfied with any action taken the Principal will refer the matter to the EDO mediation and resolution)

**We trust that parents/caregivers will assist our school with the implementation of this policy and we thank you for your continuing support of the school.**

This policy is to be handed to each learner and the parents/ guardians will be required to sign it as acknowledgement that they have read and understood it, and that they have agreed to abide by this policy. Such parents/ guardians are invited to discuss any questions that they may have regarding this policy with Ethembeni Senior Management prior to so signing and acknowledging the terms and application of the policy.

**NOTES TO PARENTS:**

- A. Parents of all learners are required to agree to the Ethembeni Enrichment Centre school policy as abovementioned. Parents must kindly understand that the policy must be consistently applied and that there can be no exceptions or uneven application of such policy. The policy will remain in force indefinitely until specifically amended or terminated by Ethembeni.
- B. **Parents are invited to contact the school if additional clarity on any aspect of the policy as above is required.**
- C. As of the 30 June 2005 the abovementioned policy will be effective and fully in operation in all aspects.

SIGNED AT \_\_\_\_\_ ON THE \_\_\_\_\_ AS  
INDICATING ACCEPTANCE OF THE ABOVEMENTIONED SCHOOL POLICY OF  
ETHEMBENI ENRICHMENT CENTRE.

\_\_\_\_\_

PARENT(S) OF LEARNER AS REFLECTED BELOW:

LEARNER DETAILS:

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

Reviewed 2017

---