

# Code of Conduct for Learners

Amended 15 November 2025



## 1. PREAMBLE

The discipline policy seeks to apply Biblical principles to the correction of children, to develop Christ-like character with an eternal perspective. We believe that the root word for discipline is disciple and that our discipline should always carry a central emphasis on mentoring young children to develop strong character that assists in right decision-making.

“Train up your child in the way he should go, and when he is old, he will not depart from it.”  
(Proverbs 22:6)

- The Code of Conduct of SUNWARD CHRISTIAN ACADEMY acknowledges the Holy Scriptures as paramount in the training and educating of our children.
- The Code of Conduct of SUNWARD CHRISTIAN ACADEMY acknowledges the Constitution of the Republic of South Africa (Act No 108 of 1996), the National Education Policy Act, 1996 (Act No 27 of 1996), the South African Schools Act, 1996 (Act No 84 of 1996), as well as SUNWARD CHRISTIAN ACADEMY Vision and Mission Statement, Statement of Values, Statement of Faith, School Values and the Philosophy of Education.
- The Code of Conduct of SUNWARD CHRISTIAN ACADEMY informs learners of the way in which they should conduct themselves at school in preparation for their conduct and safety in civil society. To achieve this objective, we acknowledge that the following is important:
  - self-discipline and obedience
  - responsible behaviour
  - mutual respect and self-respect
  - basic rights of educators to teach
  - basic rights of learners to learn
- This Code of Conduct aims to promote godly behaviour, to correct wrong-doing and to deter unacceptable behaviour as it:
  - prepares learners for adulthood.
  - provides the basic structure for a happy school community.
  - aims to establish a safe and secure environment.
  - ensures disciplined behaviour which is essential for the well-being of the school and the successful achievement of the school’s objectives.
  - endorses the basic rights of teachers to teach and to maintain an orderly learning environment, as well as the rights of learners to learn in a secure, non-threatening environment.
  - aims to promote a climate of mutual self-respect, self-discipline and responsible behaviour.
  - ensures that disciplinary action will be fair, appropriate, and consistently applied.
  - ensures that learners are informed of the alleged misconduct and afforded the right to be heard and respond to the allegations before a penalty is imposed.
  - ensures that in changing times the school can maintain a high standard of discipline, in keeping with Biblical principles and standards.

- **Definitions (For consistency and fair enforcement, the following definitions apply throughout this document):**
  - Bullying: repeated, intentional physical, verbal, social or electronic behaviour causing harm, fear or humiliation.
  - Sexual Harassment: unwelcome sexual words, behaviours, messages or contact that violates dignity or creates a hostile environment.
  - Demerit: a recorded minor breach of school rules.
  - Detention: a supervised disciplinary period imposed due to repeated or serious misconduct.
  - Suspension: temporary removal of a learner pending investigation or hearing.
  - Expulsion: permanent removal from the school following a due process and decision by the School Governing Body.
  - Serious Offence: behaviour that may justify suspension or expulsion based on safety, legality, or severity.

## **2. PARENT ACCOUNTABILITY**

2.1. It is primarily the parents' responsibility to ensure that their children conduct themselves, both within and outside of the school situation, according to Christian principles of controlled, courteous, and correct behaviour. The school will work in partnership with parents to develop godly character in the children.

2.2. The school will contact parents whenever a child's behaviour becomes a cause for concern and will endeavour, in a spirit of constructive partnership, to resolve the problem. The parents, however, remain the persons ultimately responsible for ensuring that their child meets the disciplinary standards required by the school and the parent body as a whole (as represented by the Board)

2.3. Parents must, on seeking admission for their child at the school disclose all relevant information regarding any previous disciplinary, learning, or behavioural problems. Failure to disclose relevant behavioural, educational, psychological or medical information leading to subsequent problems arising allows the school to reserve the right to request that the learners be removed.

2.4. Parents realise that from time-to-time children take issue with actions that they do not agree with and they are prone to criticise statements out of context. This being normal for children, parents undertake then to familiarise themselves with all necessary details, and where appropriate correct their child and support the staff. Parents undertake to approach the correct staff members to obtain all the necessary details.

2.5. Parents understand that building strong relations with the child's teachers to aid in the training of their child is as much the parent's responsibility as it is the school's. Parents commit to pray for the staff and the school programme and then co-operate with them in the discipline, accepting that the staff will attempt to display fair judgment in all matters.

2.6. Parents will lay a spiritual foundation through Godly example in the home and support the spiritual training in the school.

2.7. Parents will follow through with any work, assignments, or communications to be signed.

2.8. Parents will undertake to ensure that their child abides by the school's times.

2.9. Parents will undertake to ensure that they will co-operate in training the child to respect the school property and pay for irregular abuse of same.

2.10. Parents need to notify the school of a learner's absence. Without a valid doctor's note learners will receive ZERO for all tasks, tests, or exams due on those days. A valid doctor's note must be submitted on the day of return, to allow a learner to complete the assessment on a later date.

2.11. Parents will attend all parent functions and see to it that his/her child's appearance conforms with the school regulations.

2.12 Parents acknowledge that 'parent functions' requiring attendance will be reasonably scheduled and communicated in advance.

2.12. Parents must disclose any information pertaining to medical and/or psychological diagnoses as well as any barriers to learning.

2.13. Parents must provide a detailed list of chronic medication taken by students that will be on their person while at school. This includes medical devices, asthma pumps etc.

### **3. GENERAL PARAMETERS WITHIN WHICH THE SCHOOL'S CODE OF CONDUCT FUNCTIONS**

3.1. On school property

3.2. On a school outing/excursion off the property

3.3. Representing the school

3.4 Online or Electronic Communication, regardless of location or time, where the learner's conduct can reasonably be linked to the school, staff, or other learners, and brings the school into disrepute, or impacts the safety and well-being of the school community.

**This Code applies on school premises, during school activities off-site, when wearing school uniform, when travelling to/from school, and in online spaces where behaviour affects the school community.**

### **4. GENERAL SCHOOL RULES**

The rules of the school may be summed up in the following FUNDAMENTALS which should govern the conduct of SUNWARD CHRISTIAN ACADEMY pupils:

4.1 Have respect for others

4.1.1 Courtesy and consideration for others should always characterise pupils' conduct.

4.1.2 Bad language, blasphemy and verbal victimisation will not be tolerated.

4.1.3 Pupils must always show respect to seniors, staff, adults, and visitors of the school.

4.1.4. Pupils will not discriminate on the grounds of race, gender, religion, disability, or ethnic origin (culture) in any form or manner. Pupils will endeavour to associate with others from the parameters of acceptance and love.

4.1.5. Pupils will respect and adhere to the published and signed School Gender Policy. Learner conduct that conflicts with the school's values, culture, or Gender Policy, or that causes disruption or distress to the school community will be addressed through the disciplinary procedure. The School Gender Policy forms an inseparable part of this Code.

4.2 Be regular and punctual in attendance

4.2.1 Daily attendance at school is compulsory. School starts at 7:30 and closes at 14:00 after which learner support and extra-curricular activities will commence.

4.2.2 Punctuality, for all school classes and activities, is always to be observed.

4.2.3 Late coming is a serious offence. The school gate will be locked at 7:45 sharp and late comers will have to wait in the office until the start of the next lesson. Parents will be notified. If an assessment task is written in the lesson that the learner missed, the learner will forfeit the opportunity.

4.2.4 In the case of circumstances out of your control, please contact the school immediately so that arrangements can be made.

4.2.5 It remains the parent's responsibility to inform transport drivers of said times.

4.2.6 The school gates will only be unlocked at 14:00.

4.2.7 Learner support will be provided on a mandatory basis for some learners. These learners may only go home once learner support has been completed. Mandatory learner support will not exceed 90 minutes after the official school closing time (14:00) unless prior arrangement is made with the parent.

4.3 Be aware of social responsibilities

4.3.1 Every pupil is to conform to the Values and culture of the SUNWARD CHRISTIAN ACADEMY community. Each pupil should develop a self-discipline that ensures that he /she is an asset to the community.

4.3.2 Horseplay and foolish pranks are not acceptable.

4.3.3 Pupils must avoid doing anything which would bring the good name of the school into disrepute.

4.3.4 It is the responsibility of every pupil to report any contravention of the school rules to a teacher.

4.3.5. Pupils will adhere to the School Uniform Policy and all the school policies as included in the homework books handed out to learners. Learners and parents must sign each policy in the homework book.

4.3.6 Sharing of medication (prescription or over-the-counter medication) is strictly prohibited and will be dealt with by the Disciplinary Committee.

4.4 Take academic work seriously.

4.4.1 SUNWARD CHRISTIAN ACADEMY strives for academic excellence. Pupils are expected to apply themselves and take pride in their work.

4.4.2 Pupils who consistently fail to complete work or to hand in set assignments must expect to bear the consequences and to have this behaviour reported to parents.

4.4.3 Homework is expected of all pupils and must be conscientiously done each day.

4.4.4 Plagiarism (presenting the work or ideas of another as one's own without proper citation) is considered a serious offence of dishonesty. When evidence of plagiarism is found, the whole task or plagiarised section of the task will not be marked, dependent on the extent of plagiarism.

4.5 Participate fully in the life of the school

4.5.1 All pupils are expected to participate in the sport and the cultural activities as they are presented during the year.

4.5.2 When pupils commit themselves to an activity, they do so for the duration of that activity's season. Inability to fulfil an obligation must be registered with the relevant teacher/facilitator in good time so that alternative arrangements can be made.

4.6 Adhere to set procedures in designated areas

4.6.1 The Staffroom and staff toilets and kitchen are out of bounds for pupils.

4.6.2 Computer Centre: Any tampering with either hardware or software in a way which will negatively affect the use, will be considered as vandalism.

4.7 Show respect for property

4.7.1 Pupils are expected to take pride in the appearance of their school. No littering will be tolerated. Refuse bins must be used.

4.7.2 Pupils must respect the property of others. Theft is viewed in a profoundly serious light.

4.7.3 Care must be taken of all school property. Defacing of desks, furniture and buildings is strictly forbidden. Strict consequences will be followed. Medication will only be supplied if parents signed the consent form in the enrolment document.

4.7.4 Books and equipment on loan to pupils must be returned in good condition when called for. Any shortfall or damage must be made good by the pupil and/or by the parent/guardian with a fee of R250 per textbook or a reasonable fee for any other item that was on loan to the pupil.

4.8 Use of cell phones or other electronic devices

4.8.1 Sunward Christian Academy is a cell phone free zone. Cell phones may not be used in class for research purposes.

4.8.2 Cell phones may not be visible and may only be used after the school day; learner support or extra-curricular activities have ended. Teachers may confiscate these items when it is visible.

4.8.3 No earphones or headphones are permitted and will be confiscated.

**4.8.4 A release fee of R150 is payable for the return of confiscated cell phones and headphones/earphones that were confiscated. Items not collected within one term (approx. 3 months) will be donated or disposed of.**

4.8.5 Learners are not permitted to play games, watch videos and/or visit social media sites during school hours or when entering the school premises each morning after being dropped off.

4.8.6 Learners may not contact parents directly and vice versa. All communication must go through official channels as controlled by the school administration. Unauthorised communication between learners and parents/guardians during school hours using a cell phone or electronic device will result in the immediate confiscation of the device and a detention penalty.

4.8.7 Staff may not search a learner's device unless there is reasonable suspicion of criminal conduct or suspicion that it contains evidence of a breach of the Code of Conduct.

Devices suspected of containing the above-mentioned content must be handed to the principal or vice principal and police will be notified in the case of illegal content.

## **5. OFFENCES AND CONSEQUENCES**

### **5.1 OFFENCES LEADING TO A DEMERIT TO BE GIVEN.**

- When a learner is aware of misconduct and not reporting it.
- Any prank/off-topic conversation during class time.
- Incomplete homework.
- Books, stationery or equipment required for certain subjects is not at school.
- Books that are not neat with dates and headings missing and not showing the required work ethic.
- Diary not at school.
- Not being respectful towards fellow students, teachers and visitors to the school.
- Disrespectful attitude during assembly and when taking part in school activities.

- Being in a restricted area i.e. staffroom, behind the school building, staff toilets.
- Seen to be littering.
- When any electronic device, especially cell phones and headphones/ear pods is visible to any member of staff or prefects.
- Playing online games and being on social media platforms during school hours.
- Dishonesty when it leads to minor consequences.
- Lying to a staff member.
- Disrupting the classroom in any way.
- Eating any food or drinking during class time.
- Not changing classes quietly, quickly and in rows.
- Not handing reply slips in on time.
- Test/Exam/Assessment plan with marks not signed by parent/guardian.
- Being found out of class without an exit pass.

## **5.2 OFFENCES LEADING TO IMMEDIATE DETENTION**

- Arriving at school late three times.
- Not wearing the correct uniform or when jewellery is worn. (Confiscation and R150 to be paid before it is returned.)
- Not participating in school activities.
- When not doing duty that was given by a member of staff or position held at school.
- Tasks not handed in on time. (10% deducted per day, more than 2 calendar days late, 0% will be given)
- Writing on desks or defacing of school property. (Parents to pay for replacement desk.)
- Playing games on school computers.
- Serious/extreme disruption of lessons.
- Chewing gum.
- Leaving class without permission.
- Swearing and rude gestures.
- Copying or attempting to copy the work or tasks of someone else (a lesser offence than cheating in a test/exam).
- Copying homework or allowing homework to be copied.
- Work of another subject found in learner's books/work not being done in the relevant subject you are currently attending.
- Racism/remark about race with intent to hurt or cause harm.
- Not walking into the school grounds when dropped off and deciding to go somewhere else that is not considered school property. This includes holiday and weekend classes.
- Cheating in tests and exams.
- Use of a cell phone on school property and during excursions, concerts or any other activities where the school is represented.

### **5.3 OFFENCES LEADING TO SUSPENSION AS DECIDED BY THE DISCIPLINARY COMMITTEE.**

- Not attending detention or leaving detention early without permission.
- Attending detention for five times.
- Vandalising school property.
- Any form of bullying or harassment, including physical, verbal, social, and cyberbullying. Bullying is defined as repeated, aggressive behaviour intended to hurt, frighten, or intimidate.
- Continuous, extreme disruption of lessons.
- Blasphemy
- Bringing dangerous items such as weapons/knives/chemicals to school. Depending on the item, learner/s involved can be expelled.
- Use, possession, or distribution of tobacco products, alcohol, vaping devices (including all components and liquids), or any illegal substance.
- Forgery of official documents.
- Vulgar and/or obscene games.
- Threatening teachers or learners.
- Any form of sexual misconduct, including verbal harassment.
- Watching and/or distributing pornography. Depending on what was seen, it could lead to expulsion.

The detailed procedures governing the investigation, disciplinary hearing, and appeal processes related to suspension can be found in the Disciplinary Policy, which is provided to all parents upon admission.

### **5.4 ACTIONS LEADING TO EXPULSION AS DECIDED BY THE DISCIPLINARY COMMITTEE.**

- Theft of any kind, or serious fraud (e.g., forgery of academic records/medical notes).
- Unauthorised recording, photographing, posting, or distribution of images or videos of learners or staff where consent has not been granted, or where the content is private, degrading, or harmful.
- Bringing a dangerous item such as weapons/knives/chemicals to school.
- Sexual harassment (physical), inappropriate physical contact, holding hands, kissing, or any other intimate behaviour.
- Watching and/or distributing of pornography.
- Repeated offences where learners have been suspended three times. Depending on the severity and decision taken by the disciplinary committee.
- Physical assault or any act of serious violence against a learner, staff member, or visitor.

The detailed procedures governing the investigation, disciplinary hearing, and appeal processes related to expulsion can be found in the Disciplinary Policy, which is provided to all parents upon admission.

### **5.5 PROCEDURE WHEN ARRIVING LATE FOR SCHOOL WITHOUT NOTIFICATION.**

School starts at 7:30. Arrival after this time is regarded as being late and will not be entertained.

Parents/guardians must notify the school if their child will be late.

Report to the office, where learners will wait until the start of the next lesson.

Without the notification of the parent that a learner will be late, the learner will receive a demerit for being late. After three demerits the learner will receive detention.

**5.6 GENERAL BORROWING OF TEACHERS' BOOKS/EQUIPMENT AND NOT RETURNING IT OR BRINGING IT BACK IN A DAMAGED CONDITION, WILL RESULT IN A MINIMUM FINE OF R250 OR THE PRICE OF BUYING AN REPLACEMENT – WHICHEVER AMOUNT IS THE HIGHEST.**

## **6. ACADEMIC NEGLIGENCE**

Parents will ensure that their children will pack the correct books for the day; and/or complete homework and/or be equipped with the correct stationery and learning material.

### **6.1 Consequences of academic negligence**

- If a learner is absent on the day of an assessment task/test/exam a valid doctor's note must be handed in the very next day the learner returns to school. Failure to do so will result in a mark of 0% be awarded.
- If a learner did not hand in an assessment task on the given due date, he/she will be penalised with a deduction of 10% per calendar day for a maximum of TWO days, including weekends (Saturday and Sunday count as one day each). Thereafter a "0" will be awarded.
- Homework not done or incomplete as well as books left at home, will receive a demerit and parents will be contacted.

## **7. SCHOOL UNIFORM**

Refer to uniform policy for comprehensive regulations regarding school uniform and clothes permissible on civvy days as well as regulations regarding appearance and jewellery.

## SIGNATURE PAGE

THIS PAGE TO BE PLACED IN LEARNER'S FILE IN THE OFFICE

### SUNWARD CHRISTIAN ACADEMY CODE OF CONDUCT



I/We have read and agree to the Code of Conduct as received electronically on the EduPac portal and will abide by its stipulations. I/We accept any consequences as stated in the Code of Conduct should its stipulations not be adhered to.

I/We understand that the Code of Conduct was discussed with the learner during the first school day of the year or any such date the learner entered the school.

<b>Signed by Parent</b>		<b>Signed by Learner</b>	
Name		Name	
Signature		Signature	
Date		Date	

Acceptance to Sunward Christian Academy is dependent on the acceptance of this Code of Conduct.