



CODE OF CONDUCT AND DISCIPLINE

Northwest Christian School's (NWCS) Code of Conduct and rules are designed to ensure the development, happiness and safety of each learner. The Code of Conduct is based on Biblical Principles and Standards. (The rules are kept to a minimum).

A. Objectives – Learners:

At NWCS learners will endeavour to:

- become Godly children for tomorrow's world,
- develop their intellectual, sporting and cultural abilities,
- develop problem solving and thinking skills,
- improve their social skills and
- learn to care for those less fortunate than themselves.

Uniforms

1. Learners will wear the school uniforms correctly and neatly at all times.
2. Every learner is expected to be in school uniform at school functions. A hat or cap is part of the uniform and learners are encouraged to wear these outdoors.
(Refer to the updated Uniform List for rules & discipline measures on Uniform, Sports uniform, jewellery, hair and hair accessories.)

Behaviour

1. At NWCS we aim to glorify God through every aspect of our behaviour.
2. Good behaviour is to be promoted at all times eg. basic manners such as addressing adults courteously and saying "please" and "thank you".
3. NWCS aims to instill self-control and self-discipline.
4. Respect for staff members, parents, coaches, visitors, peers and their property are required. This has a bearing on the forming of attitudes towards authorities and God.
5. Learners are to greet all staff members, parents and visitors.
6. Learners need to
 - be punctual,
 - follow teachers' instructions,
 - apply themselves to their work,
 - complete work, assignments and test preparations on time,
 - refrain from being disruptive.
7. Learners need to respect the right of others to learn.
They should
 - not distract or ridicule their peers,
 - respect others' points of view.
8. **No physical or verbal bullying will be tolerated.**

(Consistent bad behaviour in a child is often indicative of a problem and parents will be asked to meet with the teacher, should such situations arise.)

Discipline

1. NWCS uses a Merit and Demerit system which promotes positive reinforcement and a positive approach to discipline.
2. Learners are encouraged to develop characteristics such as tolerance, patience, kindness and self-control in keeping with the Fruit of the Spirit.
3. Strategies for conflict management will be adopted by educators.
4. Disrespect, insolence and deliberate disregard of rules will be dealt with immediately.
5. Learners need to receive correction in the right spirit.
6. Learners should not interrupt staff when they are talking to each other/parents.
7. Serious and deliberate disciplinary issues will result in a Saturday Detention form 08:00 - 09:30.
8. Learners may be put on 'Daily Report' when less serious rules are broken.
9. Learners who have transgressed the Code of Conduct or School Rules will be dealt with promptly and objectively. Punishment will fit the offence so as to effect change in attitude or behaviour. Learners who have been disciplined should not feel rejected, but should be reminded that each day is a fresh start.
10. Parents may be requested to participate in an interview, where necessary counselling may be advised.

Extra Mural Activities

1. NWCS aims to foster healthy, balanced lifestyles.
2. Learners are encouraged to participate in the school's extramural programme.
3. Learners need to learn to respect the rules of sport and cultural activities.
4. Learners need to develop skills.
5. Learners need to adopt good attitudes towards winning and losing.
6. NWCS aims to enhance school spirit and develop camaraderie and team spirit.
7. Participants are expected to:
 - attend scheduled practices and matches,
 - adhere to the correct dress code.

General

1. Learners are expected to leave their classes in an orderly fashion before breaks, after assemblies and at the end of the day.
2. Learners may not be left to wait on the school property after school, unless they are participating in an extra mural activity. Arrangements must be made to use the aftercare instead.
3. Learners are cautioned not to loiter near the school gates or teachers' cars and are to be 'streetwise' regarding strangers.

4. Learners are not permitted to buy, sell or distribute anything on the school property in their own capacity. Queries must be addressed to the Principal or Deputy Principal.
5. Learners are to take pride in their school and be aware of litter and not to vandalize school property.
6. A register is kept for school attendance. Parents should contact the school should a learner be absent. A letter or doctors' certificate should cover all absenteeism. A doctor's certificate is compulsory when Cycle Tests or Exams are missed or for more than 3 days off school.
7. No chewing gum is allowed at school.

B. Objectives – Parents:

In their association with NWCS through their children, parents will undertake to:

- provide their children with the necessities for effective school careers,
- support their children in their studies and various school activities,
- uphold punctuality and the discipline structures of NWCS as children learn by example,
- serve on parent committees, as able, attend school functions, sport and cultural activities, parent meetings, as able,
- extend their own professional expertise to NWCS, when required,
- uphold and promote the name of NWCS.

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Parents at NWCS undertake to:

1. Support teachers in monitoring that homework gets done and checking test results. Communicate with Grade Heads, HODs or the Deputy Principal timeously regarding areas of concern before they become major issues. (NWCS undertakes to treat such approaches sensitively and confidentially in an effort to improve the situation.)
2. Encourage their children to participate fully in NWCS extra-curricular activities.
3. Uphold the Sports Code of Conduct. (Refer to the updated Sports Code.)
4. Endeavour to uphold moral and legal behaviour in their children as regards alcohol, cigarettes, substance abuse etc.
5. Be aware at all times of the whereabouts of their children and set parameters as far as timelines, transport arrangements, dress codes and appropriate behaviour is concerned.
6. Communicate with the parents of their children's friends to verify information and to hereby avoid manipulation.

C. Objectives – Educators:

Through their acceptance of employment at NWCS, educators will commit to:

- educate Godly children for tomorrow's world,
- utilize their professional skills for the purpose of educating individuals,
- advance their own career opportunities and those of the learners in their care,
- maintain professional contact with parents as individuals and as a body,
- provide care in whatever circumstances and for whomever requires it within NWCS.

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Teachers at NWCS undertake to:

1. Uphold the Mission, Vision and Motto of NWCS,
2. Maintain a professional bearing and manner and by so doing, set a positive example for all learners,
3. Be well-prepared,
4. Be fully conversant with the demands of the syllabi taught,
5. Be punctual,
6. Mark and return assignments, tests and examinations within a reasonable period of time,
7. Praise, encourage and motivate learners,
8. Help create a concept of team work/partnership with learners in the education process,
8. Confront learners who transgress the accepted code, administering punishment when necessary,
10. Discipline with dignity and follow the principles outlined in the discipline code,
11. Report serious misconduct to the Team Leaders,
12. Be sensitive to the individual needs and problems of learners.

General

1. Corporal punishment is not to be administered in any form.
2. Educators should be on the lookout for the development of negative character traits such as irresponsibility, bullying and intolerance. Learners need to be encouraged To display the Christian alternative.

D. Substance Abuse & Safety.

1. NWCS is a cigarette free, alcohol free, drug free and weapon free zone.
2. NWCS promotes responsible use of all forms of social media and technology. (Refer to the updated IT policy)
3. No form of inappropriate or explicit material / behaviour will be tolerated.
4. Suitable, age-appropriate education, guidance and monitoring programmes will be conducted at school.
5. Appropriate actions will be taken in cases of infringements of this policy.

6. The best interests of NWCS as a whole will be considered paramount.
7. All assistance given will respect the dignity and confidentiality of those concerned.
8. Parent responsibility will be recognized and emphasized throughout investigations.
9. NWCS reserves the right to:
 - arrange urine and/or other drug tests by an outside agency selected by the school for any persons identified by the Head/Deputy as possibly being involved,
 - use agencies and/or staff teams to monitor persons, belongings or grounds at any time, to identify any possession or usage of cigarettes, alcohol, drugs or weapons.
10. In cases of possession, usage, abuse or distribution, discipline will be meted out, as seen fit by the Head of the disciplinary enquiry at the time. Discipline may take the form of:
 - detentions and community service,
 - written or verbal warnings,
 - regular monitoring,
 - suspensions and expulsion,
 - referral to the SAPS,
 - or any other action deemed suitable at the time.
- 10.1.1 In every case, parents must be informed of their children's involvement and of what actions have been and will be taken.
- 10.1.2 Expulsions and suspensions will be according to the South African Schools Act, 1996, or other relevant legislation.