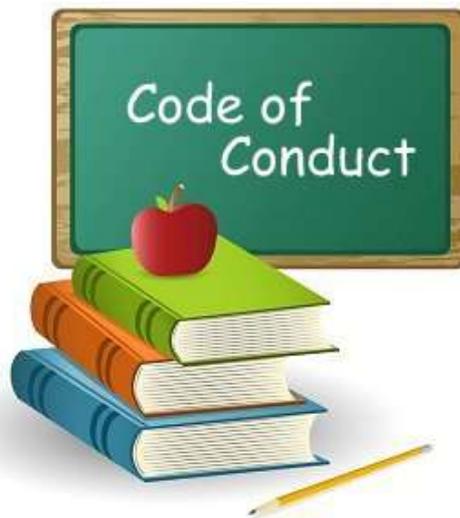




CHARIS CHRISTIAN SCHOOL

Founded on the Rock
Since 1997

CODE OF CONDUCT





CHARIS CHRISTIAN SCHOOL

Founded on the Rock
Since 1997

Purpose

Developing God-given potential and providing a strong education foundation for each child requires a safe, supportive and productive environment. Creating this conducive environment is the primary focus of the Code of Conduct.

Introduction

Each Charis Christian School's Learner should behave in a manner that will not bring himself, or the school into disrepute. At all times, the learner should maintain the standard which is expected from Charis Christian School. Each individual needs to be respected; he should therefore show the respect he/she wants for himself, to his peers, his juniors, his seniors, his staff, and his environment. All learners shall behave in a responsible, sensible, and tolerant manner; any action, which is destructive, discourteous or dishonest, is an offence.

The aim of this Code of Conduct is to establish and maintain order and discipline within the school. Although agreement to this Code of Conduct is compulsory for all registrations, it is the contribution of every person at the school that assist in creating a positive environment for the sake of our children's education and future. It has been drawn up in accordance with the Government Gazette of 15 May 1998 entitled "Guidelines for Code of Conduct for Learners" and is subject to the Constitution of the Republic of South Africa 1996, the South African Schools' Act, 1996 and Provincial legislation to reflect the constitutional democracy, human rights and transparent communication, which should underpin South African society.

The Code of Conduct informs the Learners of the way in which they should conduct themselves at school in preparation for their conduct and safety in civil society. It sets levels of moral behaviour for Learners and equips them with the expertise, knowledge and skills they are to demonstrate that would mark them as worthy and responsible citizens. It promotes the civic responsibilities of the school and it develops leadership. The main focus of the Code of Conduct is positive discipline; it is not punitive and punishment oriented but facilitates constructive learning. It gives equal recognition to positive attitudes, behaviour and contribution.

Attendance at Charis Christian School is considered an act of conviction, and therefore parents and students alike should prayerfully familiarize themselves with the content of this document.

Initials _____

1. Code of Conduct

Please note that this Procedure is not intended as an exhaustive guideline, and should not be interpreted in a rigid or inflexible manner but rather within the context and spirit conveyed by the code.

1.1 Servant Body:

The Servant Body has an important liaison function between learners and educators. A servant has an important responsibility in the implementation of the Code of Conduct. Whilst a Servant has no authority or right to punish other learners, they are given the responsibility to report all misdemeanors. Effective Servants will lead to effective discipline within the school.

1.2 Bullying

The Charis Christian School community will not tolerate unkind remarks or actions, even when these are not intended to hurt. To stand by when someone else is being bullied, is to support bullying. Learners should support each other by reporting all instances of bullying to a staff member or servant. This is not a matter of “splitting” on your friends – remember one should be protecting the victim, not the perpetrator.

Verbal harassment shall be defined as threats, gestures, or verbal attacks on persons including attacks at one’s racial, ethnic or religious background, physical or mental ability, appearance, as well as any form of teasing.

Physical harassment shall be defined as any conduct, which threatens or harms a person physically, or conduct, which causes physical distress. Acts of physical aggression will be viewed in a most serious light.

1.3 Drugs and alcohol

Charis Christian School strives to be a home of religious discipline with fair and just parameters and consequences, tempered with compassion where children can be trained and equipped to serve God and be prepared for a changing and ever more challenging world. We intend to do this within the framework of the National Education Department Draft Policy for the Management of Drug Abuse by Learners in Schools of 2002. The problem associated with the free availability of drugs and alcohol and the tendency to experiment with these substances permeates all sectors of our community and poses a threat not only to our own well-being, but also to the community as a whole.

Drugs and alcohol abuse, therefore, have the potential to undermine the ethos and achievements of our community and the cognitive capability of individuals within it. Notions of “soft drugs” and “safe drugging” although common, are misconceptions, and these forms of drug taking are often the start of full-scale abuse. Additionally, these practices are illegal.

In the context of Charis Christian School, a purely punitive approach to drug abuse runs contrary to our Christian ethos. Our approach to drug abuse is primarily focused on the provision of a supportive environment to learners in terms of education against experimentation, and support in the event of drug use. Substance abuse can lead to suspension or expulsion. The Principal may assist learners who voluntarily come forward for assistance and a rehabilitation contract may be entered into. Confidentiality will be respected at all times and learners who voluntarily enter into a rehabilitation contract will not be penalized in any way.

A drug screening programme may be run concurrently with the support program but no learner will be routinely screened unless his parents have given permission in writing. There are no punitive consequences to the drug screening program. In the event of positive results, strict confidentiality will be maintained and the Principal will inform the learner and his/her parents and he/she will be referred to professional drug counseling. All information received during counseling, support or as a result of the screening process is confidential. It does not form part of the learner’s school record and is not shared with educators, tutors or in references. If the learner has repeatedly not made use of the help offered to him, the Principal may consider suspension or expulsion of the learner and commence with the disciplinary progress. Any learner in possession of an illicit drug on school property, or who sells or purchases an illegal drug at school to/from a learner from of the school is guilty of a breach of the school’s code of conduct and this may lead to suspension or expulsion.

1.4 Cellphones

Although many parents view cell phones as a necessary tool in today’s times, we discourage them being brought to school. Pupils may bring cellphones to school for use after school, but neither the school, nor the educators can take any responsibility for care of loss or damage to the phones. Cellphones must be switched off at all times and kept in their schoolbags. The staff will confiscate cellphones if they ring in class or any school function, or if they are used in class or on the playground or on the sports field. The cellphone will be kept in the school safe for 5 school days. If a learner needs to contact his parents urgently, he must give the name and number to school personnel who in turn will place the call. Parents will be billed for all calls made on behalf of students. Parents may also contact the school to convey urgent messages to their children.

Initials _____

1.5 Abuse and Sexual Abuse

No pornography is allowed at the school. Any learner that is caught in possession of pornography material will be dealt with through the disciplinary procedures in the Code of Conduct. The material and the device on which the material is displayed will be confiscated by the school. The school Code of Conduct does not allow anyone to film anything on the school premises without the prior permission of the Principal.

1.6 Devotions

Weekly assembly sessions are held. These assemblies are compulsory for all students to attend. Daily devotions take place in the learning centres where the teachers follow different programs.

1.7 Motivational Achievement

The main emphasis at Charis Christian School is to motivate the students to achieve their highest potential in both the spiritual and academic fields. In order to accomplish this, a number of incentive programs have been implemented and serve as motivational factors in the student's school day.

A brief description of each is given below:

1.7.1 **Merit System:**

In order to encourage students to behave in a well-disciplined way and to achieve academic results in accordance with the pupil's ability, a merit system is in operation at Charis Christian School. Students are rewarded for displaying Christ-like behaviour and conforming to recognized norms at school. Students may earn permission to have a half or full day off without being marked absent from normal school activities.

1.7.2 **Privilege Status:**

Learners may apply for A, C, E privileges. The responsibilities and application procedures are comprehensively prescribed by ACE. Through these they are awarded certain privileges in the learning centre and at break time.

1.7.3 **Honor Roll:**

This is public **recognition of academic achievement** each quarter, and it requires completing of a pre-determined number of units in each subject. Additionally, each monthly Scripture must be memorized and one oral and one book report completed. Honor Roll is awarded in accordance with requirements stipulated by ACE. This is recognized by the child receiving a certificate and one full day off.

1.8 Attendance

Consistency in attendance is in the child's best interest as excessive absence will inhibit the student's progress. Students should be present and ready to line-up when the bell goes at 7:30. A student is considered tardy if he/she is not in the line-up at 7:35. Continued tardiness will necessitate a conference with the parents and principal, possibly leading to revocation of the student's privileges.

Absence for reasons other than for sickness and emergency will be excused only if written arrangements are made in advance with the principal/supervisor. In case of sickness or emergency, a phone call must be made to the school to report the absence before 10:00 on the day.

A written excuse signed by the parent, must be presented to the responsible staff member on the day the student returns to school. Doctor, dental, music and other appointments are to be scheduled after school hours. If in the opinion of the administration, the absences are unnecessary, the student will be considered truant. If a student is absent on three separate days, for reasons of sickness/ emergency during any school term, a doctor's certificate is required.

1.9 Lost and Found

The lost and found department of the school is operated from the administration department. Please ensure that all clothing and equipment are properly marked so that it can be returned to the appropriate owner. Clothing not claimed within one week will be handed to the second hand clothing shop to be sold.

1.10 Learning Centre Rules

Strict rules are laid down in the learning centres to ensure a disciplined environment for learning. These rules are displayed in each learning centre and students will be made aware of the do's and don'ts for each Learning Centre. One of the strong points of the Learning Centre is the fact that we teach students respect for others, both younger and older than themselves. We, as Christian educators, respect our students and their parents, and expect this attitude to be returned. Our standard is to never speak critically or disparagingly of anyone, in the school or out of it. It is only as we give respect that we can expect to receive it in return.

Initials _____

1.10.1 Students' Offices:

A student is not permitted to talk or be out of his office without permission.

He should not turn sideways or around in this office, tip back his chair, lean or sit on the office or divider, pass notes, or eat and drink in the learning centre.

Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned. Electrical outlets are for approved school equipment only. Students are responsible for any damage done to their workstation. This includes pen and pencil marks as well as other forms of vandalism.

Offices are assigned and changed only by the Supervisor, and each student must take care of his office.

A Supervisor must approve anything a student wants to place in the office.

No questionable articles or pictures are allowed. No student is ever permitted in another student's station, except under immediate supervision of a staff member.

1.10.2 PACES:

PACES are private property and are not to be shared among students.

PACES remains the property of the school. After a PACE is completed it must be handed in.

The student then waits until the next morning before receiving the test and an additional night before receiving the results and a new PACE.

Work in PACES is done in pencil and calculators are not permitted in the Learning Centre except at the Supervisor's station. (Calculator use is permitted after PACE 1096)

1.10.3 General:

Improper scoring procedures leading to scoring violations, extra red marking in your PACE, cheating in PACE work and in tests are seen as moral violations.

Arguing with the Supervisor, blocking your Progress Chart or Goal Chart and not having a PACE open and ready as required are seen as disobedience.

Disturbance in the Learning Centre or moving another person's chair or flag is seen as disrespect.

1.11 Playground Rules

All students at Charis Christian School will adhere to the following playground rules:

1.11.1 Six –inch rule (No "Brand bal", bull fighting etc.)

1.11.2 No cellphone on the person.

1.11.3 Cellphones are switched off and kept in the school bag.

1.11.4 No learners may fetch a ball from the street.

1.11.5 Learners must queue quietly in front of their L.C. after break and in the square in the mornings.

1.11.6 The staff member on duty needs to be visible for Servants and Learners during break times.

1.11.7 Follow the rules for morning exercises.

1.11.8 No balls, shouting or running in the square.

1.12 Clothing Regulations and Personal Appearance

1.12.1 Uniform requirements

1.12.1.1 Charis Christian School has a registered uniform for its Learners.

1.12.1.2 A uniform helps Christian youth not to be a stumbling block through immodesty or slovenly dress.

1.12.1.3 Uniforms help to eliminate competition in dress and improve a student's self-image and result in higher discipline and higher academics.

1.12.1.4 All clothing should be clean and neat and marked clearly with the student's name.

1.12.1.5 Shoes must be polished daily.

1.12.1.6 School uniform will at all times be worn with pride. This means that even after school hours, learners will be dressed as prescribed by the uniform rules and will have their shirts tucked in, ties properly fastened, etc.

1.12.1.7 Under no circumstances should the school uniform be worn incomplete or combined with civilian clothing.

1.12.2 Special events and outings

Students who attend official school activities either on or off school ground or after school hours must wear the school uniform unless instructed otherwise.

1.12.3 General appearance rules – Girls

1.12.3.1 Girls should wear their hair away from their faces and fringes touching the eyebrows are not allowed.

1.12.3.2 Girls' hair, longer than the shirt collar must be tied.

1.12.3.3 Girls may only use hair accessories in the colours of the school – navy, purple, white or blue

1.12.3.4 Learners may not colour their hair.

1.12.3.5 Girls may wear a small, gold or silver, single stud or loop earring (without stones).

1.12.3.6 Girls may wear one gold or silver signet ring on the right hand.

1.12.3.7 No nail or toe polish (not even transparent) may be worn at school.

1.12.3.8 No make-up, foundation, or mascara may be worn to school.

1.12.3.9 Nails may not be longer than 2mm over the fingertip and must be kept clean, neat, and short.

Initials _____

- 1.12.3.10 No facial piercings or tongue rings.
- 1.12.3.11 No visible tattoos.
- 1.12.3.12 Determining the appropriateness of a hairstyle, is at the discretion of the school.

1.12.4 General appearance rules – Boys

- 1.11.4.1 Hair must be short, clean and well-groomed in a school haircut.
- 1.11.4.2 No dread locks, mohawks or cornrows and no hair may touch the collar.
- 1.11.4.3 No afro's.
- 1.11.4.4 No decorative styles, braids or fluffed hair.
- 1.11.4.5 One straight line allowed, ≤ 5cm.
- 1.11.4.6 No steps/undercut/pageboy styles.
- 1.11.4.7 Short back and sides/fades may be worn.
- 1.11.4.8 Hair must be above the eyebrows.
- 1.11.4.9 No patterns in hair or eyebrows.
- 1.11.4.10 No facial hair, beards and/ or moustaches are permitted. Boys must be properly shaved at all times or they will be assisted to shave at school with clean, sanitised equipment.
- 1.11.4.11 Sideburns may not grow lower than the middle of the ear.
Nails may not be longer than the fingertip and must be kept clean.
- 1.11.4.12 No earrings or studs are allowed.
- 1.11.4.13 No facial piercings or tongue rings.
- 1.11.4.14 No visible tattoos.
- 1.11.4.15 Learners may not colour their hair.
- 1.11.4.16 No rubber/leather/plastic bands around wrists/ankles or neck.
- 1.11.4.17 Determining the appropriateness of a hairstyle, is at the discretion of the school.

1.12.5 Friday Civvies – R5 fee (not compulsory) (Standard Uniform for Gr. R)

On Fridays learners may wear the Charis purple golf shirt, with a plain, dark, blue denim and proper dark tekkies.

1.12.6 Birthday and Merit Civvies - Boys and Girls (no exceptions will be entertained.)

Learners may wear civilian clothing on their birthday or as a merit reward.

Here are some guidelines to follow for this privilege:

- 1.12.6.1 Only official school caps are allowed to be worn. Caps may not be worn when entering the Learning Centre or Chapel.
- 1.12.6.2 Clothes must support our school's Christian Character.
- 1.12.6.3 Stomach/middle/shoulders must be covered at all times (no spaghetti string tops)
- 1.12.6.4 Skirts or shorts must conform to the normal school uniform lengths.
- 1.12.6.5 Hair must be tied according to school regulations.
- 1.12.6.6 Normal school rules apply regarding appearance, hair, jewelry and makeup.
- 1.12.6.7 No skimpy, tight fitting clothes may be worn.
- 1.12.6.8 Appropriate underwear must be worn and may not be visible.

1.12.7 PT Clothes (Learners dress in PT uniform for the physical training days only) (Standard Uniform for Gr. R)

- Shirt: Purple Charis golf-shirt
- Pants: Charis shorts
- Socks: Navy or black ankle socks (no secret socks)
- Tekkies: Proper tekkies, black or navy (no Sneakers allowed).

1.12.8 SUMMER UNIFORM

GIRLS: Grade 1 - 6

- Shirt: Purple shirt
- Skirtpants: Navy blue skirtpants
- Tops: Charis tracksuit top or jersey for rainy/cool days
- Socks: Navy or black ankle socks (no secret socks)
- Shoes: Black lace-up or buckled school shoes (shoes and socks are optional)

GIRLS: Grade 7

- Shirt: Purple shirt
- Skirt: Navy blue skirt (with short navy or black ski pants)
Length – Please note front and back same length. Maximum of 4 fingers from floor when in kneeling position.
- Tops: Charis tracksuit top or jersey for rainy/cool days
- Socks: Navy or black ankle socks (no secret socks)
- Shoes: Black lace-ups or buckled school shoes.

Initials _____

BOYS: Grade 1 - 6

Shirt: Purple shirt
 Pants: Navy blue school shorts
 Tops: Charis tracksuit top or jersey for rainy/cool days
 Socks: Navy or black ankle socks (no secret socks)
 Shoes: Black lace-up school shoes (shoes and socks are optional)

BOYS: Grade 7

Shirt: Purple shirt
 Pants: Navy blue shorts or long grey pants, with black belt
 Tops: Charis tracksuit top or jersey for rainy/cool days
 Socks: Navy or black ankle socks (no secret socks)
 Shoes: Black lace-ups school shoes

1.12.9 WINTER UNIFORM**GIRLS: Grade 1 – 6**

Shirt: Purple shirt (navy polo neck may be worn under purple shirt)
 Tracksuit: Full Charis tracksuit
 Tops: Navy jersey or navy drimac
 Socks: Navy or black ankle socks or navy stockings or tights (no secret socks)
 Shoes: Black lace-up or buckled school shoes
 Accessories: Navy scarf and gloves

GIRLS: Grade 7

Shirt: Purple shirt with tie
 Tops: Charis tracksuit top/navy jersey
 Skirt: Navy blue skirt. Length – Please note front and back same length.
 Maximum of 4 fingers from floor when in kneeling position.
 Pants: Navy long pants
 Socks: Navy or black ankle socks or navy stockings or tights (no secret socks)
 Shoes: Black lace-ups or buckled school shoes
 Accessories: Navy scarf and gloves

BOYS: Grade 1 – 6

Shirt: Purple shirt (navy polo neck may be worn under purple shirt)
 Tracksuit: Full Charis tracksuit
 Tops: Navy jersey or navy drimac
 Pants: Grey long pants with black belt
 Socks: Navy or black ankle socks (no secret socks)
 Shoes: Black lace-up school shoes
 Accessories: Navy scarf and gloves

BOYS: Grade 7

Shirt: Purple shirt with tie
 Tops: Charis tracksuit top/navy jersey
 Pants: Grey long pants with black belt
 Socks: Navy or black ankle socks (no secret socks)
 Shoes: Black lace-ups school shoes
 Accessories: Navy scarf and gloves

Initials _____

1.13 Physical Education and Sport

1.13.1 Physical Education

It is our policy that no student is excused from physical education without a doctor's or parent's written permission.

1.13.2 Sport

Charis Christian School promotes sport to be a fun way of having fellowship within a Christian environment, as well as being part of a body of Christian Schools, interacting with other schools. Sport creates opportunities for children to find and to develop their God given talents on the sport field. Charis Christian School sees sport as a great character builder: To teach students how to win in a modest way and to lose gracefully. Constantly raising the level of participation and coaching, as well as the improvement of facilities and acquiring more and better sport equipment will achieve this.

1.14 School's Beginners Age

Grade RR: Ages 4 – 5; Step by step with Tiny Tots Program

Preschool: Ages 5 – 6; Preschool with Ace and Christi – Reading Readiness Program

Grade 1: Ages 7 – 8; ABC's with ACE – Learning to Read Program

(Subject to results of Reading Readiness Test, this is a prerequisite for students entering Grade 1.)

1.15 Goals

The responsibility for scholastic achievement is placed on the student in the ACE program. If a student works diligently at school, he should have limited homework. The goals that are set by the student or supervisor are no more than what the child is capable of completing during the school day. Should the student not meet his goals for that day, he will be required to complete the work at home. If the student takes more than 5 pages homework regularly, the supervisor must help the student to set reasonable goals. Should your child have homework, it is recorded in the homework book.

The homework book is to be signed by the parents every day and, returned the following school day, even if there is no homework. Students desiring to do extra work at home (more than today's goals) may be given permission to do so. They may work as far as the next score strip in the PACE, provided they do not go past a supervisor's initial. All homework pages must be scored and corrected the following day.

1.16 Homework

Under the supervision of the Supervisor, the student sets reasonable goals, which can be achieved in a prescribed period of time. This gives the student the responsibility for his learning, so that he learns how to plan his work and to set meaningful goals. The goal chart is designed for daily entries of one week's work. It is pinned on the student's bulletin board in front of him. Each day, as he completes his goals in each subject, he enters reasonable goals for the following day. Parents must support the reasonable goals set by the supervisor.

1.17 Merits

Merits will be given for academic achievement, scripture verse said and for showing exceptional Christian Character, kindness, helpfulness etc.

1.18 Demerits/Detention

Demerits are given for the following violations in the learning centre (e.g. Carelessness, lack of responsibility, disturbance in class, procedural mistakes, moral violations and discipline.) Three demerits will lead to detention and is served during break times.

Three or more detentions in one term are an indication that a student may need more direction in the development of principles of character and will lead to a Parent/ Principal conference and possible suspension.

1.19 Suspension

Accumulating demerits and or moral violation may lead to suspension after Principal/Parent/Teacher conference. Serious transgressions will resolve in immediate suspension or permanent expulsion from the school.

Suspension may not exceed five school days.

1.20 Off- location Trip Procedure

In the development of programs for children in-group settings, we strive to provide experience that offer enrichment, that are appropriate to the child's development and individual needs, and offer opportunities to expand knowledge. These opportunities can be enhanced by participation in appropriate off- location trips, which maximize community resources. Trips are planned:

Initials _____

- 1.20.1 To provide concrete experiences which enhance or reinforce learning objectives such as language development;
- 1.20.2 To expand the child's knowledge and experience;
- 1.20.3 According to the child's developmental level;
- 1.20.4 To encourage social interaction;
- 1.20.5 To encourage the development of individual interests.

1.21 General Rules

- 1.21.1 Food
No food may be consumed in the learning centre.
- 1.21.2 Bullying/Fighting n
Gripping, criticizing, fighting, hurtful jesting and teasing, disrespect and insolence at any student or staff member will not be tolerated.
- 1.21.3 Property
Marked on, damaged or defaced property belonging to the school, staff or other students will be replaced at the offending student's expense.
- 1.21.4 Language
Use only words that glorify God. Swearing, which includes derogative speech, name calling, rude language, etc. will be treated as a moral violation.
Ephesians 4:29 "Do not let any unwholesome (corrupt) talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen"
- 1.20.5 "Six – inch Rule"
All students should keep "hands off other students" and maintain the "six- inch-rule" at all times. This rule is to protect the younger children against bullying and the senior students against possible charges of sexual harassment. "Holding hands", "petting", and "pairing off" by students will be taken in a very serious light, and could result in the dismissal of those students from the school.
- 1.20.6 Banned
Guns, knives, matches, lighters, cigarettes, alcohol, undesirable magazines or pictures, CD's and electronic devices are prohibited from the school premises.
- 1.20.7 Closed Campus
Students may not leave the school property during school hours without the parent signing out the child in the class/office. If the parent cannot collect the child, written permission for somebody else to collect the child must be handed in at the office.
- 1.20.8 Off Limits
 - 1.20.8.1 Other student's offices
 - 1.20.8.2 Learning Centre control stations or files
 - 1.20.8.3 Learning Centre and Hall when staff is not in attendance
 - 1.20.8.4 Administration office and files
- 1.20.9 Transportation
Cars, motorcycles and bicycles should be locked. All students must stay out of and off vehicles from arrival time to departure. Only licensed drivers are permitted to drive cars and motorcycles to and from the school.
- 1.20.10 Visitors
All visitors must report at the main office. Parents and prospective parents are encouraged to visit the school. Call us in advance to make sure we are able to accommodate your visit, and we will be very happy to give you a tour of the school.

1.21 Awards Ceremony

All students are to attend the awards ceremony, which is held at the end of the school year. Each student will receive an award and attendance is compulsory.

Special achievement by children during the year will be recognized as they occur. The Principal reserves the right to include such achievements in his/her address at his/her discretion, and usually this will be done only for achievement in sport that Charis Christian School offers and competes in on a local basis, and SACCSA Sport – and then only for outstanding achievements.

1.22 Grievance Procedure

It is required that all grievances that a child or parent might feel they have with the school, the staff or another pupil, be handled as follows:

Initials _____

1.22.1 Academic Issues:

- 1.22.1.1 Must be addressed in the first instance to the Supervisor concerned in writing.
- 1.22.1.2 If this results in an unsatisfactory response, the issue must be taken up with the School Principal.
- 1.22.1.3 If again no resolution is found, the parent has the right to address the issue directly to the School Council.
- 1.22.1.4 In all of the above it will be verified if the previous step has taken place before the process will be continued.
- 1.22.1.5 Christian character must be practiced in all instances.

Be Prepared:

Outline all the facts of the matter (time, names, exact details, etc.)

To hear the other side of the story, and to engage in a reasonable and positive confrontation (where necessary) to achieve a Godly solution.

Please Avoid:

An emotional outburst

Taking sides

Discussing the matter with anyone other than the proper authorities

Making vague statements (e.g. “lots of parents feel.....”)

1.22.2 Personal Issues

Any grievance that a parent may have with a member of the administration or teaching staff must be handled as follows:

- 1.22.2.1 The grievance must be addressed to the teacher/administration staff concerned.
- 1.22.2.2 If this results in an unsatisfactory response, then the issue must be taken up with the Principal.
- 1.22.2.3 Should there further be no resolution; the Principal must refer the matter to the Council of Charis Christian School for their consideration. However, please note, that the Council at all times protect the interest of both the parent and school staff and will be unbiased in its decision which will be final.
- 1.22.2.4 Parents will not be allowed to go directly to the learning centre, or see any of the teachers during school times unless they have made an appointment via the school’s secretary.

1.22.2.5 Parents may not reprimand/discipline another student or a His Servant directly.

1.23 Photos of learners

- 1.23.1 We would love to continually improve our website and Facebook page for parents to be informed and promote our school. Please be assured that we will make it a priority to act responsibly with the selection and placement of images/videos of your child. Kindly indicate one of the options below with a ✓.

I _____ the parent of _____

give permission _____ **OR** object _____ for images/videos of my child to appear on internet based platforms.

Parent’s signature

Date

Approved and signed for and on behalf of Charis Christian School and duly authorized thereto.



**Mrs. S. Briel
PRINCIPAL**

CODE OF CONDUCT – TEAR OFF SLIP

I/We _____ parent/s of _____ in grade _____

agreed to, accept and sign the Code of Conduct on this _____ day of _____ 20 _____ in Pretoria.

**Signature of Parent/Guardian
(Father)**

**Signature of Parent/Guardian
(Mother)**