



EPS Learner Code of Conduct

Introduction

In keeping with Eunice's motto, the school's educational programme promotes self-discipline and self-improvement as prerequisites for optimal personal growth.

Eunice recognises the necessity of providing a safe, orderly and stimulating educational environment in order that quality opportunities are afforded for personal development, community involvement, leadership and co-operative teamwork. The school aims to render a supportive atmosphere conducive to learners extending themselves intellectually and personally.

In striving for high standards of modern educational excellence, Eunice opposes any form of discrimination and prejudice. Eunice acknowledges learner rights and responsibilities which every lady, on admission, is both entitled to and agrees to accept.

As with any organisation, it is necessary to have a set of rules and regulations in order that all are able to co-operate and interact beneficially. A formal, written set of rules is normally unnecessary for the majority of ladies who conduct themselves sensibly and in a manner which is mutually advantageous. However, there are learners who need the guidance of rules, regulations and instructions.

The Code of Conduct and School Rules apply to all school-related and school-sponsored activities, including sport, cultural and recreational activities; also tours, trips, dances, functions and meetings, and on transport to or from school, or to or from school activities. Any request for a deviation from the Code of Conduct based on religious beliefs, cultural rights or medical conditions must be sent in writing to the School Governing Body (sgbsecretary@ehs.co.za) that will consider the request.

The rules also apply in public, off the school premises and/or outside of school hours, if the learner can be identified as a member of the school.

It is not possible to list the behaviour required of learners in every circumstance. However, it is required of all learners to act, dress and behave sensibly, decently and in accordance with the codes of behaviour generally accepted in the community served by the school. This is so even if such actions or behaviour are not specifically either required or barred in terms of the other sections of this code. Throughout this code, the concept or term “behaviour” includes behaviour or actions in physical, written or verbal form, through signs or gestures, as well as cyber-behaviour, with all expectations and prohibitions applying equally in cyberspace.

Instructions at weekly assemblies supplement the rules, all of which are reviewed annually.

Fundamental Principles

Parity: The education process in general, and this policy, must aim at the development of a national democratic culture with respect for the value of all of our people’s diverse cultural, religious and linguistic traditions.

Community Building: Contribute to the advancement of cultural competence and adherence of different worldviews in a shared civil society.

Diversity: In the interest of advancing informed respect for diversity, Eunice has a responsibility for promoting multi-cultural knowledge, understanding and appreciation among the school community.

Openness: Eunice, together with the broader society, play a role in cultural formation and transmission, and must promote a spirit of openness in which there will be no overt or covert attempt to indoctrinate into any particular culture.

Accountability: As systems of human accountability, belief systems cultivate moral values and ethical commitments that can be recognised as resources for learning and as vital contributions to community building.

A learner:

- Is to be treated as an individual with respect and fairness;
- Is to learn in and be part of an environment free from discrimination and harassment;
- Is to pursue her educational goals in a friendly atmosphere and a supportive and stimulating environment;
- has access to the educational resources of the school;
- has ready access to assessment procedures and progressive results;

- has reasonable access to counselling;
- has access to complaints and appeals procedures;
- is to be treated in accordance with the current policies and procedures of the school.

Learners take responsibility:

- to uphold the school's values of consideration, appreciation, responsibility, accountability and honesty;
- to not infringe on the rights of others.
- to act appropriately in public to uphold the school's reputation.
- to extend consideration and fairness to all members of the school community.
- to be punctual and attend school consistently
- to cooperate with educators and exhibit exemplary behaviour in the classroom.
- to uphold academic standards and adhere to deadlines for homework and assignments
- to care for and return school materials like library books and textbooks
- to display integrity at all times

Any form of behaviour that is to the detriment of the school and/or hostel's good standing will be assessed by the Disciplinary Committee. Any form of behaviour that is to the detriment of another person's wellbeing will be assessed by the Disciplinary Committee.

Integral to this Code of Conduct are the provisions of the Constitution, the SA Schools Act and other Laws, and the School's various behavioural codes, incorporating or including the School Rules. Any criminal action by a learner, whether at school or not, will be regarded as a breach of this Code of Conduct, and the school will be entitled to take action against, and impose sanctions on, a learner found guilty of any criminal act.

Respect, Diversity and Camaraderie

1. Language
 - 1.1. The language of instruction from Grade 00 - 7 and during co-curricular activities is English
 - 1.2. Communication across cultures is encouraged.
 - 1.2.1. When learners find themselves in a given social situation they should include peers in the conversation even if they do not speak or understand the language spoken by the majority of learners in the group.
 - 1.2.2. If a few learners are not able to engage in the conversation because they do not understand the language then the group needs to reach a consensus about which language should be spoken in order to accommodate all parties.
 - 1.2.3. Learners should not hesitate to share their different languages or act as translators. (This is merely one multilingual approach to learning a new language which in turn will foster relationship-building at school.)
 - 1.3. The use of bad language (slovenly, rude, foul, threatening, blasphemous, sexist, racist or discriminatory) is not permitted.
 - 1.4. Insulting comments or ridicule must not occur in person or via social media or any other means.
2. Ladies should, at all times, respect one another, visitors, staff and their seniors.
3. Apply cell phone courtesy at all times. (Please refer to the Electronic Device Policy)
4. All learners must adhere to reasonable instructions given by staff or Learner Representatives.
5. Smoking (i.e. hubbly bubbly or vaping), drinking alcohol, taking intoxicating and/or illegal substances is prohibited as set out in the illegal substance policy.
6. Learners may not be in possession of any substance. (Please refer to the Illegal Substance Policy)
7. Weapons are prohibited.
8. The possession of objectionable reading material (insulting and offensive content - likely to cause division) is prohibited.
9. Learners should, at all times, take responsibility for their peers' safety and adhere to safety measures put in place by the school.
10. No one may show disrespect to the national symbols of the country or to the codes of the school.
11. Ladies should, at all times, respect school property, gardens and equipment as ambassadors of our school.
 - 11.1. Ladies should use provided paved pathways to move
 - 11.2. Learners may only use corridors and paved areas to move between classes and/or buildings. (Avoid pebbled surfaces)

- 11.3. Violence, vandalism, and cruelty, theft, harassment and hurtful behaviour of any kind will not be tolerated.
12. Anything belonging to another person, body or organisation, including this and other schools, may not be damaged, defaced, spoiled, polluted, used, taken, stolen or borrowed without the express permission of the owner.
13. Learners must respect school and co-curricular activity hours.
 - 13.1. Punctuality and attendance of the whole prescribed school day is compulsory unless otherwise arranged with the Deputy Principal,
 - 13.2. A learner may not be absent from class or leave the school premises during school hours without the permission of the Headmistress or Deputy Principal/Headmistress. Signing out slips must be collected from the front office, by the parent or the guardian should the learner have to leave the school grounds during the course of the school day.
 - 13.3. Absenteeism from school or Eunice House without prior permission is regarded as a very serious offence.
14. Any form of initiation is prohibited.
15. Any form of hurtful behaviour is strictly prohibited. (Please refer to the Hurtful Behaviour Policy) Bullying / Cyber bullying occurs when any person is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another person in person or by using any form of ICT facility.
 - Any person who is subjected to cyberbullying must report it immediately to their Class teacher, Grade Head or a Deputy Principal.
 - Any person who is aware that another person is engaging in, or is the target of cyber bullying, must report it immediately to their Class teacher, Grade Head or a Deputy Principal.

Style, Individuality and 'Can-Do' Femininity

16. Learners must, at all times, take pride in their personal appearance.
 - 16.1. The dress code of a learner must comply with the guidelines set out in the Appearance Guidelines.
 - 16.2. Eunice ladies look and feel PROUDLY GREEN by means of excellent personal grooming.
 - 16.3. Eunice ladies must, at all times, present themselves in the best possible way when in uniform. Learners are to wear full school uniform whenever representing the school.
 - 16.4. On no account may school uniform be combined with casual dress.
 - 16.5. Headphones and earphones are not part of the school uniform and may not be visible in class without permission from an educator. When wearing earphones, do so by showing consideration to people around you.

- 16.6. Headphones and earphones may be worn on a bus when on tour but should be removed and packed away before getting off the bus.
- 16.7. All items brought to school are to be clearly marked. The school uniform must be kept in a good condition and be worn with pride.

Excellence

17. Learner behaviour must be exemplary at all times.
18. Academic progress must be the priority of every learner in order to maintain a high academic standard. Absenteeism when assessments are written is strongly discouraged. The Eunice Catch-up Policy applies at all times.

Service

19. Grounds and venues must be kept in a tidy condition free from litter. Learners are expected to take an active part in achieving this. (Chewing gum on the property is prohibited.)

General

20. Out-of-bounds areas: Staffroom, staff bathrooms, staff workroom, sports facilities (during school hours), as well as staff and visitor parking areas.
21. Be mindful of noise levels close to classrooms when teaching is in progress (during or after hours)
22. Learners may not wander/wait outside the school gates while waiting to be picked up after school.
23. Learners may not leave the school premises, after school, without their school bags. This is a serious offence.
24. Littering is prohibited.
25. Inappropriate public display of affection such as: hugging, kissing, holding hands, touching is not permitted by learners and guests.

Appearance Guideline (Dress Code)

Our school colours are green, gold and blue. The green represents growth, progress and promise; the gold – the wealth of our heritage and the collective contribution of thousands of old girls; and the blue, the limitless goals to which we can aspire and the exciting challenges of the future.

Summer uniform includes: Eunice green style dress with white collar and high ankle socks.

Winter uniform includes: Eunice green panel dress, Eunice tie, long sleeve white shirt, vests (non-compulsory), chocolate brown opaque tights (only).

All year uniform includes: Green washable blazer with Eunice pocket badge, Eunice green ready-made V-neck jersey with badge, Eunice green pullover, Eunice branded school bag or a navy blue bag, sports bag, Eunice green hair-accessories, Brown school shoes (lace-up or bar) and a house shirt (Murray - Red, Brebner - Green, Steedman – Purple, Sewell - Blue)

Sports uniform

Active wear includes: Eunice tracksuit (compulsory), Eunice shorts, skort for tennis, netball, hockey and squash, Eunice Sport shirt, sport socks for hockey, Eunice swimming costume, Eunice swimming cap and Eunice branded sports bag.

Active Casual wear includes the Eunice branded scarf and mittens / gloves

General Sports clothing includes the hockey, netball, tennis and squash skort and sleeveless shirt.

General appearance:

Learners will be excluded from special events (like Awards ceremony ,assembly, Academic assembly) if their appearance is not in line with the code of conduct.

A learner's photos will not be published in the magazine or official publications if they do not comply with appearance guidelines.

1. School attire must be clean and maintained at all times. All clothing items must be labelled clearly. Fabric/laundry markers may not be used.
2. Personal hygiene must be maintained at all times.
3. Green hot pants are recommended when wearing a dress.
4. Dress length:
 - 4.1. From knee height to 10 cm above the floor when kneeling upright.
 - 4.2. Proper adjustment of length is required.
5. No oversized jerseys are to be worn. Jerseys are not to be tied around waists or shoulders. Neither pushed up sleeves nor "thumb holes" are allowed.
6. Blankets may not be wrapped around the body when standing or moving from one place to another. Only branded, green Eunice winter blankets and the accompanying bag, may be used when on the grounds and/or in uniform during winter months.
 - 6.1. Tracksuit tops may not be worn in place of blazers.
 - 6.2. Only sport shoes (no sneakers and/or slops and/or slides) may be worn with the tracksuit.
7. Shoes and socks:
 - 7.1. Regulation brown lace-up shoes or bar shoes.
 - 7.2. White socks need to be folded once and not be worn up to the calf.
 - 7.3. No secret socks or ankle socks are allowed.

- 7.4. Only chocolate brown opaque tights may be worn with the winter uniform which can be purchased at Woolworths or the school clothing shop.
8. Eunice tracksuits:
 - 11.1 may only be worn to school during the winter once learners have received permission to do so.
 - 11.2 Tracksuits must be worn with the school shirt and tie, as well as sport tackies - not sneakers or Tomy Takkies.
9. No hoodies or beanies may be worn as an addition to the uniform (especially tracksuits) during winter.
10. Civvies days: A civvies day is optional and should be viewed as a privilege.
 - 10.1. Aim
 - 10.1.1. To raise money for a specific cause. This means that in order to wear civvies a donation has been paid via the Karri App before the actual civvies day.
 - 10.1.2. To support a cause.
 - 10.1.3. To enjoy the day.
 - 10.2. The Eunice School uniform may not be combined with civvies or altered in any way unless a specific arrangement applies. Birthday accessories are allowed.
 - 10.3. Civvies Day Dress Code Guideline
 - 10.3.1. Clothing should be neat, clean and in good taste, contributing to a positive learning environment.
 - 10.3.1.1. No revealing clothes - including short shorts and torn clothing, exposed stomach or cleavage,
 - 10.3.1.2. No slippers or sleepwear.
 - 10.3.1.3. No high heeled shoes.
 - 10.3.1.4. Nails and toenails must be kept clean and neat.
 - 10.3.1.5. No combining civvies with school uniforms.
 - 10.3.2. Learners may wear make-up (barely-there look) as long as a natural look is achieved. No excessive make-up is allowed.
 - 10.3.2.1. Face paint that fits the theme for the day allowed.
 - 10.3.2.2. No jewellery allowed
 - 10.3.2.3. Hair must be styled and out of the face.
11. Badges:
 - 11.1. Only house badges and school badges awarded in the current year / season may be worn.
 - 11.2. No fashion badges or non-school activity badges may be worn.
 - 11.3. Name badges are compulsory for learners Grade 4 - 7). Lost or stolen badges must be replaced at their own cost. Name badges should be worn on the left side of the blazer, tracksuit, jersey and/or dress collar.
 - 11.4. The only other badges that may be worn are: Hostel Badge, Captain Badge, Monitor badge, Progress/Department badge.

Hair regulations:

12. General:
 - 12.1. Hairstyles should complement the school uniform.
 - 12.2. Hair must be kept well groomed, neat, styled and clean at all times. No messy styles or out-of-the-ordinary styles are allowed.
 - 12.3. Bob hairstyles must be clear of the collar and long sides must be pinned back.
 - 12.4. Hair must be kept back (out of the face).
 - 12.5. No bangs and/or loose hair is allowed.
 - 12.6. Hair must be tidy and fully tied.
 - 12.6.1. Hair should be neatly plaited or neatly tucked in at all times when the length allows/requires it.
 - 12.6.2. 1 or 2 neat ponies / buns are allowed.
 - 12.6.3. No half ponies or half and/or untidy buns are allowed.
 - 12.6.4. Dreadlocks and braids should be tied with a green ribbon or a lock.
13. Hair accessories:
 - 13.1. Only be black, brown, bottle green or clear accessories are allowed.
 - 13.2. Hair pins/hair clips /hair bands/ elastics should match the colour of the natural hair.
 - 13.3. No hair jewellery is allowed, other than one clear, small bead per braid, to maintain the ends of braids from twisting out.
14. Additions or changes to natural hair:
 - 14.1. Extensions:
 - 14.1.1. May not be longer than the upper buttocks when tied in a ponytail.
 - 14.1.2. Ends must be neatly fused and/or cut.
 - 14.2. Hair Colour:
 - 14.2.1. Hair should reflect the tonal value of the natural hair roots.
 - 14.2.2. Colour, highlights and weaves must reflect the tonal value of the natural hair roots.
 - 14.2.3. No two-tone hair colour allowed.
 - 14.2.4. Extensions should complement natural hair colour.

Jewellery and other additions to appearance:

15. Watches should complement the school uniform.
16. Smart watches are allowed except during formal assessment periods and exams
17. Medic-Alert bracelets are compulsory when a medical condition is diagnosed.
18. No decorative chains are allowed.
19. The following earrings may be worn in the lowest piercing on each earlobe:
 - 19.1. One plain, small (maximum size: 7mm), round gold or silver stud.

Any other earrings will be confiscated for one week if worn when in uniform.

20. Tattoos may not be visible at any stage during school or school-based activities
21. Make-up or permanent make-up are not allowed. No false eyelashes or lash extensions are allowed.
22. Nail regulations:
 - 22.1. Nails may not protrude beyond the fingertip.
No nail tips or nude colour are allowed.
23. Eunice Accessories:
 - 23.1. Only Eunice tog bags to be used at school or at sporting events.
 - 23.2. A navy-blue bag OR Eunice- branded school bag permitted.
(Learner support material and textbooks are expensive and need to be properly protected. Fashion- branded bags are highly susceptible to theft and therefore place books and personal items at risk).

Disciplinary procedure

At Eunice, educators aim to place learners at the centre of every situation and to guide them to take responsibility for their behaviour and academic progress. The goal is to teach learners to take responsibility for their behaviour and academic success and to shape responsible learners who are prepared for their future. Thus the focus is on restorative discipline rather than on punishment.

If a learner refuses to accept responsibility and is unwilling to work through the process with the educator only then may the following disciplinary procedures be followed:

1. Line of Communication
 - 1.1. Disciplinary concerns are reported to the relevant Grade Head.
 - 1.2. Investigation. The principle of Audi Alteram Partem (Let the other side be heard) will always be applied.
 - 1.3. Mediation
 - 1.4. Verbal warning
 - 1.5. Written warning
 - 1.6. Final written warning,
 - 1.7. Internal inquiry / hearing
 - 1.8. SGB inquiry / hearing

All serious disciplinary cases are handled by a member of the Executive team (Mrs du Preez Grade 1-3, Mrs van der Merwe Grade 4-7). The Disciplinary Committee is appointed by the School Governing Body.

2. Levels of Transgressions

- 2.1. Level 1 transgressions: Appearance. Teachers report habitual transgressors to the relevant Grade Head who will follow up on progress. If the learner does not rectify the issue regarding her appearance within a given timeframe then a verbal warning will be issued and a meeting will be scheduled with the learner.
- 2.2. Level 2 transgressions: Educators report habitual transgression of level 1 matters to the relevant Grade Head who interviews the learner. Subject teachers manage classroom discipline and transgressions that hamper academic progress such as homework not done, extra classes not attended or not wearing a name badge.
- 2.3. Level 3 transgressions: Educators report habitual transgression of level 2 matters to the relevant Grade Head who interviews the learner. A verbal or written warning will be issued. Sanctions will be implemented, should her behaviour not improve.

2.4. Level 4 transgressions:

Reports of level 4 transgressions (serious misconduct) are submitted to the Deputy Principal. Transgressors will be requested to submit a written report on the incident; all parties involved will be interviewed. A final written warning will be issued based on the nature of the transgression OR an internal inquiry will be requested OR a notice will be issued for an SGB tribunal hearing according to Departmental requirements.

The governing body may, on reasonable grounds and as a precautionary measure, suspend a learner who is suspected / accused of serious misconduct from attending school, but may only enforce such suspension (only after the learner has been granted a reasonable opportunity to make representations to it in relation to such suspension) in the following manner:

Where a learner is accused of committing the following acts of serious misconduct

1. Reports of, but not limited to, bunking, hurtful behaviour (bullying/cyberbullying), insubordination, dishonesty, defamation of character (individual or the school) or any form of physical violence.
2. Possession of dangerous object on the school premises or during any school activity, theft and/or possession of stolen goods;
3. physical assault of a learner, employee, or other person related to the school, with the intention to cause grievous bodily harm, or the imminent threat to commit such an act, while on school premises or during any school activity, or in any circumstance that could reasonably be connected to the school;

4. any form of harassment, including sexual harassment of a learner, employee or other person related to the school, including via electronic and social media;
5. repeated offences related to bullying, or the imminent threat to commit such an act;
6. the illegal possession of a drug, vaping or liquor or illicit possession of any dependence-producing drugs; or the conveyance thereof;
7. supply dependence-producing drugs at school and to learners, which occurs on a school premises or at a school activity,
8. the repeated disruption of the school programme, or the imminent threat to commit such an act;
9. serious transgressions relating to any test, examination or examination paper; fraud;
10. theft or any other dishonest act to the prejudice of another person;
11. the possession of a dangerous object while on school premises, or during any school activity, or in any circumstance that could reasonably be connected to the school;
12. the possession or distribution of pornographic material; engaging in sexual activity on school premises or committing an act of sexual assault, or the imminent threat to commit such an act; and
13. any other serious act contemplated in Schedule 1 to the Criminal Procedure Act that prejudices the constitutional rights of learners, employees, or other persons related to the school, such learner may be suspended only after the learner has been granted a reasonable opportunity to make representations in relation to the accusation of such serious misconduct; or where a learner is accused of committing the following acts of serious misconduct
 - a. murder and attempted murder;
 - b. culpable homicide;
 - c. any sexual offence including rape;
 - d. robbery;
 - e. theft;
 - f. assault with intent to do grievous bodily harm;
 - g. breaking or entering any premises with an intent to harm a person;

and the learner has been formally charged by the South African Police Service, the governing body must suspend such learner immediately without granting the learner an opportunity to make representations in relation to the accusation of such serious misconduct.

It remains the responsibility of **all educators** to maintain discipline and order at Eunice. This is the foundation of a positive and effective learning environment which has, over many years, contributed to high standards at Eunice.

