



Guidelines and Rules

Every learner at ELOHIM is bound by this Code of Conduct.

General Rules

- Learners shall support Vidette le Roux, Eunice Liebenberg and all staff members of Elohim in establishing and maintaining good order and an environment and conditions in which the process of facilitating and learning can take place.
- In their dealings with one another, learners shall be required to show mutual respect and tolerance. In particular, learners shall refrain from any conduct calculated to harm the physical, mental or moral welfare of any other learners, or which may have that result.
- ELOHIM managed facilities are smoking free, drug free, alcohol free, weapon free and gun free.
- Educators have the right to make and display rules regarding classroom conduct in their own classrooms and insofar as these rules do not interfere with this Code of Conduct, Centre Rules or the rights of the learners, learners must adhere to these rules.
- The rules regarding property are applicable to all ELOHIM properties which includes: the land and buildings occupied by the Centres and any permanent or relatively permanent fixture or fitting on or in such land or buildings including equipment, books, materials, motor vehicles, and the like, owned by the Centre, hired by the Centre or stored by the Centre, the property of members or staff, fellow learners, visitors to the Centre and others. These rules apply to property on the Centre premises, in the vicinity of the Centre, at or in the vicinity of the venue of any Centre activity, as well as any mode of transport, conveying learners to or from Centre or Centre activity.
- ELOHIM and all staff reserve the right to take disciplinary action against a learner for misconduct that took place 'off-site' (e.g. after Centre hours and/or off-Centre premises) and/or which may have a negative impact on the Centre and/or other learners as a result.
- Every learner has a right to education and the Centre respects this right.
- Although the Centre will make an attempt to make parents/guardians aware of any notices issued to learners, through SMS, WhatsApp or email, it is the responsibility of the learners to ensure that parents/guardians receive notices.
- Every matter shall be dealt with on its own merits and the offences and consequences below are guidelines that may/ may not be followed by ELOHIM.
ELOHIM reserves the right to terminate services and/or agreements, between ELOHIM and the parent and/or learner, at any given time.

Contact Details

info@elohimcentres.co.za
www.elohimcentres.co.za
082 423 2342

Paarl Centre

30 Main Road
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7646

Durbanville Centre

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Eversdal
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Learners must in general at all times:

Adhere to ELOHIM'S dress code at the Centre and during all events.

- Girls should have no **cleavage** showing
- No **underwear** should be seen, top or bottom
- No super short **dresses**
- No super short **shorts**
- No **bikinis** allowed during swim time, only full costumes

Learner Code of Conduct

Every matter shall be dealt with on its own merits and the offences and consequences below are guidelines that may/ may not be followed by ELOHIM.

ELOHIM reserves the right to terminate services and/or agreements, between ELOHIM and the parent and/or learner, at any given time.

VERY SERIOUS MISCONDUCT

ELOHIM RESERVES THE RIGHT TO EXPELL THE LEARNER AND REFUSE FUTHER ATTENDANCE

SERIOUS MISCONDUCT

FINAL WRITTEN WARNING AND CONTACT WITH PARENTS
EXPELLED FROM ELOHIM

MINOR TRANSGRESSIONS

WRITTEN WARNING AND CONTACT WITH PARENTS
FINAL WRITTEN WARNING AND TEMPORARILY SUSPENDED FROM ELOHIM
EXPELLED FROM ELOHIM

VERY SERIOUS MISCONDUCT

1. Violent, abusive, intimidating or threatening behaviour (verbal or physical) and/or fighting, assault (threatened or actual) and/or victimization, bullying or initiation of any sort including cyber bullying or intimidation, regardless of the electronic platform.
2. Harassment (sexual or racial or religious or other grounds) and/or Discrimination against another (sexual or racial or religious or other grounds).
3. Issuing a bomb threat or arson (attempted or actual) and/or behaviour that may pose a danger to the safety and welfare of others (at Centre or at Centre events)

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4. Being in possession of /or under the influence of weed, alcoholic, hallucinogenic or dangerous / prohibited substances that produce a psychoactive effect. Distributing, storing or consuming any of these substances (at the Centre or at Centre events or in close vicinity of the Centre during Centre hours) and/or Strong suspicion of habitual use (abuse) or regular use of medication, drugs or alcohol at Centre or at Centre events.
5. Being in possession of another's property without their knowledge or consent, or attempting to remove another's property without consent or their knowledge and/or Theft or attempted theft and/or Sale of another person's stolen property.
6. Committing an act of insubordination or continual insubordination or gross insubordination and/or cheating, plagiarizing, copying or tampering with test or exam results, or reports or assignments and/or being in possession of or distributing material or information that may give an advantage in a test or an exam and/or extortion, bribery, corruption or fraud (attempted or actual) and/or being an accomplice to, colluding, conspiring, assisting, abetting or instigating dishonesty, or fraud, or theft and/or Inciting, advising or rewarding others to commit a dishonest act and/or serious breach of Centre security procedures, or unreasonably refusing to submit to a search and/or off-site criminal misconduct that disrupts or substantially damages the Centre/learner relationship and the facilitating process.
7. Obscene, indecent or sexually explicit behaviour or gestures, or attempts to make unwanted physical contact and/or sexual harassment, inappropriate sexual innuendos or graphic comments and/or committing a sexual offence and/or Intentional and offensive, insulting, abusive, racist or lewd behaviour and/or storage, creation, sale or distribution of pornographic, or obscene, or offensive material, publications, symbols, email, text / SMS / WhatsApp / MMS, cartoons or objects, or material that incites violence.
8. Sabotage, malicious or wilful damage to Centre's or others' property and/or unauthorized occupation of any Centre property or facility, or having the effect of depriving others from using this property or facility.
9. Actions that expose others to serious danger or injury, or expose the Centre or the areas surrounding the Centre to potential accidental loss or damages - whether due to wilful, grossly negligent or unintended acts and/or unsafe acts or behaviour that endangers the safety and welfare of others.
10. Serious misconduct or actions that may bring the reputation of the Centre, learners or other stakeholders into disrepute.
11. Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence.

SERIOUS MISCONDUCT

1. Playing of dangerous, obscene, insulting or demeaning games and/or malicious teasing and/or partaking in any form of gambling or similar gaming activities while on the Centre premises.
2. Inappropriate behaviour or comments in public or at Centre events that bring the Centre into disrepute and/or abuse of Centre's privileges.
3. Smoking cigarettes (on the Centre premises or at official Centre events or in close vicinity of the Centre during Centre hours)

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4. Forgery or falsification of Centre documents and reports and/or lying/dishonesty and unfair behaviour (with less serious initial consequences)
5. Vandalizing property or equipment (Centre or others) including but not limited to damaging, marking, defacing, improper use and/or not taking due care of property or equipment. Removing any of the Centre's property from the Centre premises without the prior consent of Elohim staff.
6. Acts or behaviour designed to create a hostile or threatening Centre environment, and/or wilful disruption of Centre activities, interference with Centre authorities and/or conduct designed to be prejudicial to good order or discipline at the Centre.
7. Any misconduct by the learner that is considered by Centre authorities to warrant more than a verbal reprimand or an ordinary warning.

MINOR TRANSGRESSIONS

1. Disregard for rules, directions and instructions or for any persons in authority. Defiance, disrespect, and/or discourtesy toward Centre authorities, parents, visitors or counselling and/or reprimand. Being unreasonably intolerant of others, and their personal beliefs, traditions, appearance or of diversity and/or persistent violation of Centre Rules (with less serious initial consequences).
2. Use of excessive force when playing games and/or playing games in an area where others may be injured or where property may be damaged and/or riding skateboards, wheelies, bicycles or motorbikes in areas where such activities are prohibited, or in a manner that may cause injury to others or damage to property.
3. Noisy or disruptive behaviour, disturbing the activities of others during class or break time and/or highly disruptive or unruly classroom behaviour which may include walking around the classroom and/or other classrooms without permission from the tutor and/or trespassing or entering Centre premises without permission or without supervision.
4. Swearing and use of vulgar, profane (foul) language.
5. Tardiness or littering and/or poor grooming, unhygienic personal habits, improper use of Centre facilities or ablutions and/or hair, dress or apparel that is not in accordance with Centre standards or rules and/or eating or drinking during class or Centre events / activities when consumption is not permitted.
6. Failure to keep the Centre premises (including but not limited to) toilets, classrooms, hall and/or playground in a clean and neat state and/or blocking the drain and/or toilet pan with paper or any other material or substance and/or leaving the bathroom taps running and/or placing posters and/or stickers and/or graffiti on any Centre's surface/property or areas surrounding the Centre's premises without the written authority of Elohim Staff.
7. Tampering with the possessions or equipment of others. Use of Centre equipment without permission (with no serious consequences).
8. Refusal or failure to complete homework tasks and/or assignments on the due date and/or failure to keep and maintain a homework book and/or being wilfully obstructive and/or poor application to studies, Centre work or assignments. Failure to have the correct learning materials during lessons.

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9. Refusal to deliver and return any form of paperwork between Staff and Parents. Unreasonable and unexplained refusal to attend or participate in Centre activities or compulsory events and/or general uncooperativeness.
10. Truancy, poor timekeeping practices and/or unexplained absences from classes or from compulsory events or activities and/or failing to make prior arrangements and/or receive prior permission when absent, especially on days when assignments needs to be handed in, tests or exams needs to be written and/or orals needs to be done and then on return to the Centre, failing to present a note from the learner's parents explaining the absence.
11. Absence and/or leaving class or Centre premises without permission and/or persistent late-coming or early unauthorised departure from class/Centre without a notice from the parent/guardian.
12. Persistent misuse of personal communication devices during Centre activities (use of electronic devices is only permitted when an educator grants the learner permission)
13. Bringing a motor vehicle or motorcycle onto the Centre's property without written consent from the Staff members and/or failure to follow any instructions given by the Staff members when granting permission. Driving a motor vehicle or motorcycle in a manner that creates a risk and/or harm to other persons on/around Centre property failing to produce the learner's valid driver's license on request from an educator/staff member. Transporting other students registered at Elohim without written permission from their parents and/or Elohim Staff.
14. Failing, when in the classroom during lessons to greet the educator and each other and/or leave the learner's desk neat and tidy when leaving the classroom and/or maintain silence when requested to do so and/or be well mannered, disciplined, cooperative, attentive and/or responsive
15. Any other infringement not mentioned herein that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures.

DECLARATION

I hereby confirm that I, _____, parent/guardian of

_____ (the learner registering with Elohim) have read the Code of Conduct and Learner's Pledge and I undertake to ensure that the learner follows the Code of Conduct and attached annexures.

I agree that, should the learner commit any of the above transgressions, the Centre will have the right to follow the above disciplinary procedures and I agree that my child and I will comply with the imposed sanction and Elohim has the right to cancel our contract/agreement at any given time. My child and I will not be able to make use of their services any longer. We agree that if anything should happen to me or my child or any of his/her property/possessions, Elohim (or any person employed by Elohim or owners of Elohim and/or learners at Elohim), will not take any responsibility for it, no matter what the case.

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PERSONAL PLEDGE BY LEARNER

I, as learner at Elohim, acknowledge that I form an integral part of the Centre and I recognize that my behaviour, actions and attitude reflect both on me as an individual and as a member of the Centre. I know that my main priority at the Centre is to study and learn and to succeed academically, as well as to take part in physical activities and to grow as a person. As part and as a representative of this Centre, I undertake to:

- Attend regularly and punctually.
- Allow every other pupil the right and opportunity to study and learn.
- Refrain from any action that might disrupt a class or jeopardize learning.
- Use every opportunity to learn from my teachers, fellow learners and my homework.
- Conduct myself in a manner that upholds the principles of the Centre's reputation.
- Report all incidents of misconduct immediately to a member of staff.
- Maintain a neat and tidy environment when acting as a supporter or spectator at any Centre activity or event.
- Do my homework and assignments punctually, neatly and to the best of my ability.
- Do my best each day to improve my work by learning from my mistakes and using them to my benefit.
- Refrain from attempting to leave the classroom for any reason whatsoever (unless deemed valid by the facilitator/tutor) during instruction/study/facilitating/class time.
- Refrain from any action which discredits the Centre, myself, fellow learners and my family.
- Make maximum use of the facilities at Centre and to display respect for those facilities.
- Do all I can to preserve Centre property for the use and benefit of all present and future learners of the Centre.
- Return all equipment/property, made available to me for my use and enjoyment at the appointed time, to the Centre in the same condition in which it was when it was handed to me, fair wear and tear excepted.
- Compensate the Centre or other persons for the loss of or damage to any property due to my negligence.
- Be loyal to the Centre and display loyalty in my behaviour and speech.
- Uphold the traditions and the rules of the Centre.
- Uphold the qualities of truth, motivation, discipline and hard work.
- Strive to develop emotionally, socially, spiritually and academically in all of the opportunities that are presented to me at Centre.
- Be an active member of the Centre through participation and ensuring that I meet all Centre commitments, including financial, academic, sporting or social commitments.
- Show respect to all people's rights, including the right to equality and dignity.

I acknowledge that I have read the contents of the Code of Conduct and Disciplinary Policy and I undertake to comply with them and be bound by the contents of the Code of Conduct, Drug and Alcohol Policy, Centre Disciplinary Policy and the Personal Pledge.

PARENT NAME AND SIGNATURE

LEARNER NAME AND SIGNATURE

DATE

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