

POLICIES AND PROCEDURES DOCUMENT

For

DUNAMIS CHRISTIAN SCHOOL

A division of

DIFC EDUCATION CENTRE

OUR CONSTITUTION:

- a. We believe in the original text of the Old and New Testament as fully inspired by God and accepts it as the highest and final authority for faith living.
- b. The Education centre, started out of necessity and a desire to provide children with the best care and input to assist them in reaching their potential.
- c. We believe strongly that our children are the future of this country. They need all the support and encouragement available, to enable them to be successful now and in the future. Dunamis Education Centre was founded with this envisaged.
- d. All children have the right to become the best that they can be. We will constantly strive to make this a reality, by creating an environment for children to discover themselves. A child with a sense of purpose and self worth is precious and in today's society a rarity.
- e. We are focused on rendering an excellent service in the community at a very high standard. The School focuses on reaching families who would normally not be able to have their children part of such a Centre.

RELIGIOUS POLICIES

- a. The doctrinal basis of the School is the Scriptures of the Old and New Testaments and the infallible Word of God.
- b. Moreover, this School is committed to the following basic principles for Christian education.
 - The Bible. That God by His Holy Word reveals Himself; renews man's understanding of God, of man himself, of his fellow man, and of the world; directs man in all his relationships and activities; and therefore, guides His people also in the education of their children.
 - Jesus Christ. That Jesus Christ is the Creator of all things, the Redeemer of men fallen into sin, the touchstone of all truth, and the sovereign ruler over all areas of life.
 - Christian Education. That the purpose of Christian education is to better enable the student to appropriate the mind of Christ, so that he might understand and respond to reality in accordance with Biblical teachings.
 - Parents. That the primary responsibility for education rests upon parents to whom children are entrusted by God and those Christian parents should accept this obligation in view of their relationship which God established with believers and their children. (Genesis 18:19; Deuteronomy 6:6-9)
 - Church. That because God's covenant embraces not only parents and their children, but also the whole Christian community to which they belong, and because Christian education contributes directly to the advancement of Christ's Great Commission (making and training disciples, Matthew 28:18-20), it is the obligation not only of the parents, but also of the church to establish means of Christian education, and to pray for, work for, and give generously for the support of such means.
 - Schools. That in accordance with their responsibility to provide Christian education for their children, parents and churches may, through the agency of a board, employ Christian teachers of Godly character who manifest ability to educate children morally and intellectually in light of the Word of God.

CODE OF CONDUCT LEARNERS

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

Our discipline policy aims to apply Biblical principles to the correction of children, in order to develop Christ-like character. We believe that the word discipline is rooted in the Biblical word/concept of disciple.

Therefore our discipline will always focus on the mentoring of children to develop strong character and empower them in decision-making.

Code of Conduct

The Learner’s Code of Conduct at Dunamis Christian School informs learners of the way in which they should conduct themselves at school and in preparation for their conduct when they leave school and enter our society. Our discipline measures are therefore based on the expectations that the Code of Conduct sets for each learner.

In order for to achieve these objectives we acknowledge that the following is important:

- It is the basic right of learners to learn
- It is the right of educators to teach
- Mutual respect between all stakeholders
- We cannot control other people’s behavior, we can only control our own (self-discipline)
- Corporal punishment is illegal and will not be tolerated

School Rules

The following basic school rules can be used as a guideline for what is expected and what will not be tolerated.

Disciplinary measures depend on the severity of a transgression.

a. General Conduct: Honesty and Integrity

As children of Christ we have a duty to be honest, truthful and respectable.

- Learners are expected to be honest in their behavior at all times.
- Learners are expected to act as ambassadors for the school and promote it in a positive way. Showing the school or member of the school in a bad-light in behaviour, speech, writing or via social media will not be tolerated.
- When a learner observes an offence taking place, he/she is expected to report it to a teacher or principal. Hiding another's offence only makes the situation worse as the transgressor will continue his/her bad behaviour which may lead to more serious consequences.
- Stealing is considered a very serious offence. It is wrong for a learner to take someone else's property without consent.
- Cheating with homework, tests, exams and assessments is an act of dishonesty and will not be tolerated.
- Learners are expected to behave during classes and at all times show respect to their peers and educators.
- Learners must follow all necessary instructions given to them by teachers.
- No tantrums, retaliations or other disrespectful behaviour will be tolerated.
- When encountering any teacher, staff member, parent or visitor to the school, learners must greet them in a good manner and show respect at all times.
- Learners must greet teachers when entering or exiting a classroom.
- Learners must stand up when another teacher visits their classroom, except during assessments.
- Profanity, blasphemy, crude language, rude hand gestures, indecent jokes or discussions, explicit paraphernalia and all other non-Christian like behaviour will not be tolerated.

b. Appearance

Learners must at all times take pride in their appearance. Neatness and cleanliness instils a sense of self-respect and pride in learners. We expect parents to support us in this matter.

Summer Uniform should be worn from 01 January until 01 May and then again from 01 September onwards. Winter uniform should be worn from 01 May until 31 August.

- Uniforms must always be neat and clean. No torn clothes allowed.
- Boys Hair: No fancy hairstyles allowed, e.g. mowhawks, mullet, etc.)

Boys' hair must not touch the collar of the school shirt at the back.

Ears must be open and hair must not hang over the top of the ear.

Hair must not be longer than 3 cm at the top.

- Girls' skirts may not be higher than four finger width above the knee and no lower than the knee.
- Girls' hair must be tied up neatly as soon as it reaches the bottom of the school shirt's collar.

Only hairbands, elastics and clips in navy, light blue, white and/or black may be worn. No colourful bows, glitter, flowers or any other trimmings are allowed.

If a girl has a fringe, it must be no lower than the eyebrow. No bangs or loose bits are allowed in the face. All loose hairs must be pinned away from the face.

Hair must always be clean and neat.

No highlights, dyed hair or peroxide allowed. No extreme hairstyles.

- Nails: No nail polish may be worn to school.
The length of the nails must not pass the fingertips.
- Make-up: No eyeliner, lip gloss, or any make-up of any sort is allowed.
- Hygiene: Children must be clean when coming to school, wash their hands regularly and make sure they wipe their mouths after lunch.

It is advisable that Gr. 4-7 learners wear sufficient deodorant and bring deodorant with them to school to use after breaks, P.E., etc.

- Chewing Gum: No chewing of bubblegum is allowed on the school premises. No gumballs, candy balls and sherbet as it stain their mouths, lips and clothes.
- Jewellery: No jewellery (including bracelets, ankle bracelets, rings, necklaces, toe rings, etc.) is allowed.

Only one small round stud in the bottom lobe of each ear is allowed.

No earrings on boys are allowed.

Learners may wear a watch to school.

- Civvies Days: No see through clothes may be worn. No spaghetti strap tops or revealing clothing will be permitted. No short mini-skirts or shorts will be allowed. No inappropriate/ offensive wording on clothing will be allowed. Any learner who is inappropriately dressed will be sent home to change.

c. Attendance

The school does not and will never condone parents to keep learners away from school for insignificant reasons. Missing class results in a learner falling behind in class work. Teachers cannot hold the rest of the class back to represent a class to a learner who had been absent. Naturally leniency is given due to illness, death in the family, etc.

Please also note that learner attendance records are submitted to the Department of Education. They reserve the right to contact parents/guardians whose children are too frequently absent. They may also require the school to enquire on their behalf.

- Learners are not allowed to stay away from school unless it is for a necessary reason. In such case a parent must contact the office with due notice and valid reasons for the child's absence.
- Learners who had been absent are themselves responsible for catching up missed work and for getting the necessary homework given in his/her absence.

- If a student is going to be absent during a test or exam a sick note is required from a qualified doctor. Once the note is presented, they will be allowed to write the sick test. If there is no sufficient time in order to conduct a sick test, an absent mark will be given, which means the child's absence will not affect his/her overall mark. However, if the note is not presented, the child will receive 0% for said test/exam as per regulations.
- Learners may not skip classes or wander around the school premises aimlessly between classes.
- Learners may not leave the school premises unless a parent or guardian had signed him/her out by the office. Such collections will only be permitted if valid reasons are given by the parent/guardian.
- Learners must be at school on time (07:30). Learners who arrive late must report at the office and state valid reasons.
- Learners are expected to make haste when moving from one class to the next. Tardiness will not be tolerated as it results in lost class time.
- No learners are allowed to leave class without consent.
- Parents must inform the school if a child may not participate in a physical and/or class activity and give good, valid reasons.
- Attending field trips is compulsory as it bears significance to particular subjects. Learners who cannot attend must give valid reason in writing from parents.
- During field trips and other excursions, learners are not allowed to wander off on their own.

d. Leadership

- Dunamis Christian School aims to treat all learners as equals, but may appoint learners who display exceptional leadership skills in positions of authority. This gives such learners the opportunity to develop these leadership skills in a positive and progressive way.

- Learners placed in positions of authority, e.g. prefects, class captain, group leader, tutor, etc. may never abuse their position to justify abusive, discriminatory, oppressive or prejudiced behaviour.
- Learners must respect the authority such learner may have and cooperate with them in order to create a positive, harmonious learning environment.
- Learners in positions of authority may never take matters into their own hands. When faced with disruptive learners, mischief or bad behaviour; such learners must report these matters to their teacher who will deal with it.

e. Responsibility towards our Environment

Cleanliness and tidiness creates harmony and forms an organised learning environment. It also reflects a learner's self-image and self-worth.

- Learners are expected to work neatly and present neat work to their teachers.
- Learners are expected to clean up after themselves.
- Littering harms the environment. Learners are expected to use the available recycling and regular trash cans available for litter.

f. Electronic devices

Bringing unnecessary devices to school creates a lot of disruption and conflict at school. Due to the constant distraction it presents to learners, it is preferred that learners do not bring cell phones to school.

However, if parents deem it necessary for their children to have a cell phone at school, all children are required to book in their cell phones at their registration teacher in the morning. Cell phones may then be collected at the end of the day. Although every precaution will be taken, Dunamis Christian School assumes no liability whatsoever for the safekeeping of cell phones belonging to students.

- In case a learner violates this rule, his/her cell phone will be confiscated until the end of the day and disciplinary action may be taken.

- PSP's, tablets, laptops, portable music or video players should not be brought to school. Dunamis Christian School will not accept any responsibility in the event of damage, loss or destruction of such devices.

g. Personal Property

Dunamis Christian School will not take responsibility for any personal property that learners may lose on the school premises. Parents are expected to instill a sense of responsibility in their children by teaching them to take care of their property.

Lending and borrowing of personal items are not condoned nor instructed by the school.

- All personal property must be clearly and adequately marked. This includes the uniform, socks, shoes, stationery, books, school bags/backpacks, lunch boxes, etc.
- When a learner loses or misplaces an item, he/she alone is responsible for the retrieval of said item. The teachers and other staff are not obliged to search for lost items especially in the case of unlabeled items.
- When losing something, a learner should report it at the office in case it was handed in by someone who may have found it.
- Learners are expected to be honest. When finding someone else's property, learners must hand it in by the school office from where it will be given to its owner. However, this can only be done if the item was clearly marked. If not, the item will be kept in the lost and found section for no longer than 7 days; after which it will be discarded.

h. Crime and Violence

Criminal activities and violence of any sort will not be tolerated. In case a crime had been committed, authorities will be notified and parents will be held culpable.

- Bullying is not allowed and completely unacceptable. This includes verbal bullying, emotional bullying, physical bullying, cyber-bullying and social bullying.
- Learners must refrain from all forms of abuse. This includes verbal abuse, physical abuse, sexual abuse and social abuse. Any action a learner performs against another that could potentially cause harm is considered abuse. This included teasing and taunting.
- Assault against peers or teachers will be dealt with sternly and may lead to expulsion.

i. Discrimination

Learners of Dunamis Christian School may never display any form of discriminatory actions or verbal statements. We are all creations of God and must respect the uniqueness and individuality of one another.

- No hate speech, prejudiced remarks or statements or any form of discrimination will be tolerated.
- Learners are expected to accept, tolerate and respect the various differences of others.
- Teasing and taunting is not allowed.
- Learners must strive to give uplifting comments towards others rather than make harsh and critical comments.

j. Weapons and substance abuse

Dunamis Christian School puts the safety of our learners first. Transgressions that threaten the safety and general well-being of our learners will be dealt with sternly.

- No weapons are allowed at school. This includes guns, pocket knives, BB guns, slingshots and all other objects that may willfully be used to harm another. Learners who do not comply may face expulsion.
- No fireworks are allowed at school. Fireworks contain explosives which threatens the safety of everyone at school.
- No alcohol, drugs, tobacco or unauthorised medication is allowed.

k. Vandalism and Arson

Learners are expected to respect the property of the school, teachers, parents and peers.

- No vandalism is allowed. This includes graffiti, wilful destruction of property and negligent use of school equipment. This applies to the school premises and equipment, aftercare facilities, vehicles belonging to teachers, parents or visitors, the school bus and any venue learners may visit during excursions.
- Learners may not use school equipment in a careless manner. Damages incurred due to deliberate or careless actions will be repaired or replaced at the parent's expense.
- Learners may not take lighters, matchsticks, flint rocks or magnifying glasses to school. Arson will be dealt with harshly.

l. Homework

Learners are expected to write down their own homework in every class. In the Foundation Phase teachers will ensure that learners have any homework given, written in their homework books.

Intermediate learners must take responsibility for writing down their homework. Teachers will not take responsibility for learners who neglect to do so.

Homework is given to learners to practice skills and test understanding. It is imperative that learners complete all homework and assignments as it also

counts for marks that contribute to the end-of-term reports. Parents must please follow up on learners to ensure that these get done.

It is assumed that upon entering in contract with the school (acceptance of admission) parents and learners agree and promise to honour the Code of Conduct of Dunamis Christian School.

2.2 Disciplinary Procedures

a. Merit System

The school makes use of a merit system where learners can earn merits for good behaviour and/or academic improvements or lose merits for failure to adhere to the school code of conduct. This is represented by “dunami” system. Essentially “dunami” represent our term for merits.

When learners lose a certain amount of merits disciplinary action will take place. The behaviour and performance of learners cannot solely depend on the school and teachers. Parents carry a large amount of that responsibility as well. Therefore it is important the school, learners and parents work closely together to get the best out of a child.

Additional positive-discipline measures may also be implemented from teacher-to-teacher. This may include class/ inter-house challenges, sticker or stamps in books.

The school additionally uses “Top-Ten Awards” and “Leadership Awards” for exemplary behavior. These are awarded termly in conjunction with our end of year Awards Evening.

b. Disciplinary Procedures

Below is a conceptual framework for our discipline procedures at Dunamis Christian School. For a full-description of disciplinary actions and procedures, please see Dunamis Christian School’s full disciplinary policy.

Disciplinary Action: A Disciplinary Hearing

- When serious offences are committed and verbal and/or written warnings are inadequate, the disciplinary committee (comprises principal and H.O.D.'s) will hold a disciplinary hearing before a decision is taken on what sanction should be imposed.
- The hearing will be conducted in a fair way and accountable way. The aim of the school will always be to assist the learner and guide him/her towards reaching his/her potential.
- During the hearing all parties will have the opportunity to be heard.
- The disciplinary committee will make a final decision.

Disciplinary Action: Suspension

After a fair hearing the Principal may suspend learners from the school, as a correctional measure, for a period not longer than one week. The School reserves the right, but is under no obligation, to suspend a learner for a serious offence without following other actions, including disciplinary hearing. Serious offence in this context would be interpreted to include, but is not limited to:

- Blasphemy, profanity.
- Conduct that mimics occultist practices.
- Physical or verbal attack on a fellow learner or staff member.
- Verbal threats or verbal attack on a learner or staff member (that has the potential to disturb the good order).
- Gross insubordination towards teachers or the administration.
- Possession of dangerous objects.
- Possession of dangerous/illegal substances, specifically including alcohol and tobacco.
- Possession of explicit or pornographic media or material, including electronic media.
- Damage to or theft of property.
- Continuous harassment of peers after being reprimanded.

Learners may only be suspended, in terms of this clause, by the principal or the person in his/her place in the event of his/her absence.

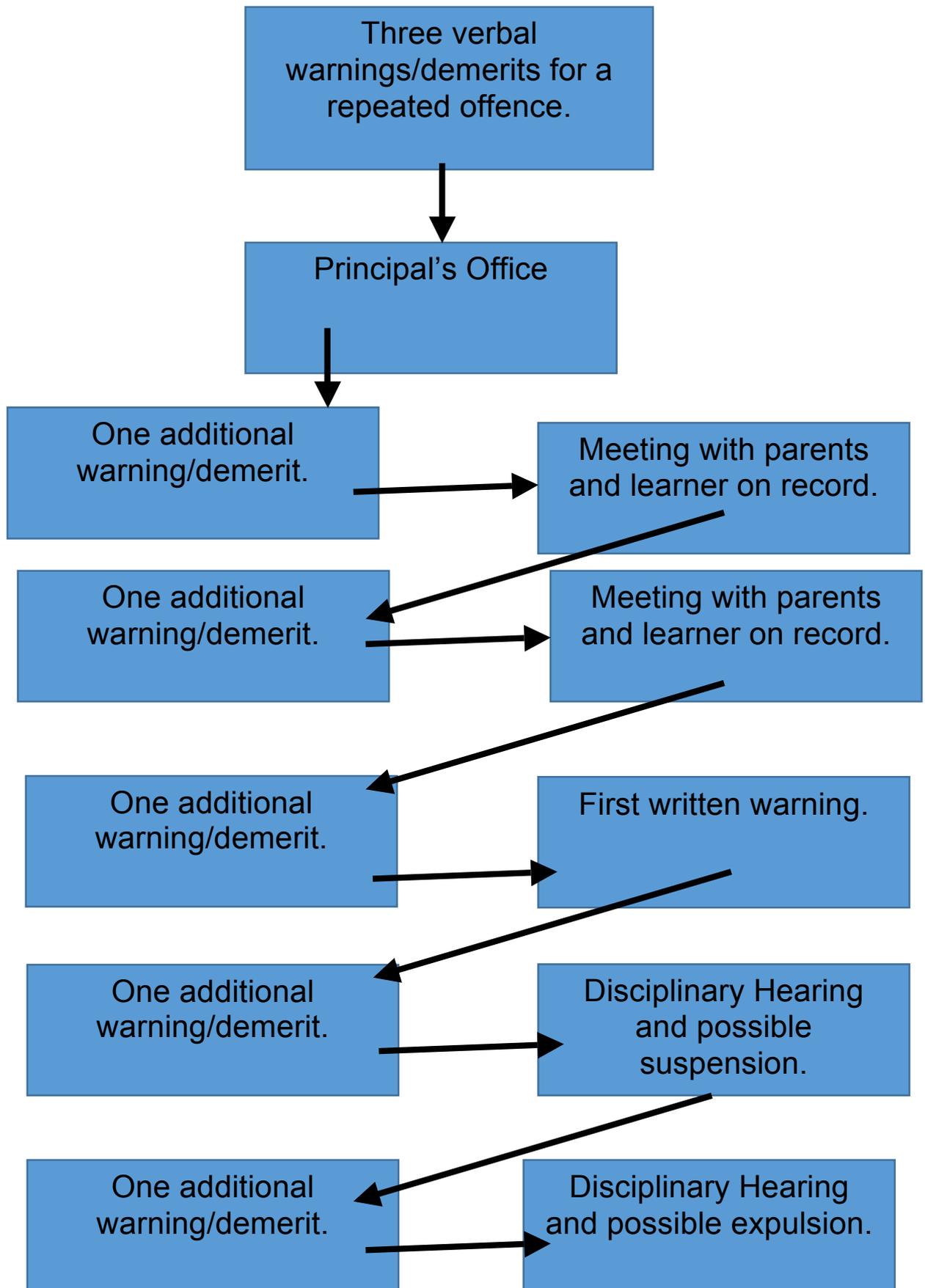
Disciplinary Action: Expulsion

Immediate expulsion may be used in the case of serious offences or a series of repeated offences.

Serious offence in this context would be interpreted to include, but is not limited to:

- Blasphemy, profanity.
- Conduct that mimics occultist practices.
- Physical or verbal attack on a fellow learner or staff member.
- Verbal threats or verbal attack on a learner or staff member (that has the potential to disturb the good order).
- Gross insubordination towards teachers or the administration.
- Possession of dangerous objects.
- Possession of dangerous/illegal substances, specifically including alcohol and tobacco.
- Possession of explicit or pornographic media or material, including electronic media.
- Damage to or theft of property.
- Continuous harassment of peers after being reprimanded.

Learners may only be suspended, in terms of this clause, by the principal or the person in his/her place in the event of his/her absence.



UNDERTAKING BY PARENTS AND LEARNERS:

I 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, I undertake that should such occur, I will familiarise myself with all necessary details, and where appropriate, I will correct my child and support the staff. I will approach the correct staff members to obtain all the necessary details. I/We further realise that building strong relations with my child's teachers to aid in the training of my child is as much my responsibility as it is the school's, and I will pray for the staff and the school programme, co-operate with them in the discipline and accept that the staff will attempt to display fair judgment in all matters.

I/We will follow through with any work, assignments or communications to be signed.

I/We will undertake to ensure that my child abides by the school's times.

I/We will undertake to ensure that we will co-operate in training the child to respect the school property and pay for irregular abuse of same.

- I/We will send written reasons for absence or tardiness.
- I/We will attend all parent functions, and see to it that my child's appearance conforms with the school regulations.
- I/We will assist in publicising the school and its programmes amongst friends.

I believe that the school's staff will endeavour to provide adequate care for my child and I absolve the school of all responsibility for mishaps, except for uncontrolled and careless supervision.

I realise that attending Dunamis Christian School is a privilege and not a right. It is my intention to abide by the decisions and support the discipline of the administration.

MEDICAL POLICY

- 1) That the Principal will be informed immediately in the event of contagious diseases at home and that my child/ren will be taken to a doctor before sending them back to school with the doctor's note.
 - a) I will notify the school if my child is sick for more than one day.
 - b) I will provide all medicine in the event of any indisposition, e.g. diarrhoea, colds, cough, etc. with full prescriptions.
- 2) In the event of an emergency the children will be stabilized, the parents will be notified and children will be taken to the nearest Medical centre.
- 3) Although all precautionary steps will be taken to ensure the safety of children, the school and personnel shall not be held liable in the event of any kind of injuries. The school shall also not be held liable for payment of medical accounts.

FINANCIAL POLICY AND PROCEDURES

- 1) **School fees are payable in advance by the 2nd of each month. No financial concessions will be granted for leave or absence of any other kind. The full amount must be paid in advance at all times including December and January.**
- 2) One calendar month's written notice is compulsory for termination of agreement
- 3) Payment methods:
 - a) ***Electronic Fund Transfers***
 - i) Proof of Payment must be faxed to:
 - ii) Attention: **Rina Vorster @ 086 428 4900** / or mailed to:
rvorster@difc.org.za
 - iii) REFERENCE: eg. Name/Surname
 - b) ***Direct Bank Deposit***
 - i) Proof of Payment must be faxed to:
 - ii) As above in point a.
 - iii) REFERENCE: eg. Creche + Name/Surname

c) **Cash payment**

- i) At school office. You must receive a receipt.
- ii) Credit or Debit Card facilities
- iii) Main office building @ 55 Piercy avenue, Lambton.

d) **Cheque payment**

- i) No cheques will be accepted.

2) Bank Details

- a) Name of Account: Dunamis Christian School
Standard Bank, Germiston, 011642
Account number 020552904

3) Monthly statements

- a) Check monthly account sheet carefully, should you have a query, please notify **the Financial Administrator (Rina Vorster)** in writing:
 - i) fax: **086 428 4900** or email: **rvorster@difc.org.za**, within a period of 7 days from receipt of the account sheet.
- b) Rectifications
 - i) No rectifications will be made afterwards.
- c) Penalties
 - i) R 100 penalty is added when monthly installment has not been paid by the 2nd of the month.
 - ii) After the 2nd of each month, if the full payment has not been received, parents will be asked to withdraw their children until such time when the full outstanding balance has been paid. At this time the child will be deregistered.
 - iii) The Learners place in school will be kept for 2 weeks from this time.
 - iv) If monthly fee has not reached us within this period, the Learner will lose his / her place, and will not be able to return.
- d) Fees are payable monthly in advance
- e) Termination of involvement
 - i) Either party is expected to give the other 1 month written notice, except in the case mentioned in Par. C ii) above.

4) Total year fee

Should you pay the total year fee by latest end of February 2020, you qualify for 7.5% discount on the total amount.

5) Discount

Should you have more than one child at Dunamis Christian School, you qualify for a discount on your total monthly fee.

6) Two children	7) 6%
8) Three children	9) 12%
10) Four or more children	11) 18%

12) Please see [Annexure](#) for current school fees and costs of stationery and arrangements for books.

RESPONSE by PARENTS AND LEARNERS

We, _____ the parents of _____ (Name and Surname):

- understand and accept the educational philosophy, objectives and aims of the Code of Conduct of Dunamis Christian School.
- Support the Vision and Mission Statement of the school.
- Undertake to explain and discuss the content of the Code of Conduct with our child/ren to ensure clear understanding.
- Will co-operate with educators in a spirit of partnership in the training of our child/ren.
- Understand and accept that wilful disobedience of the Code of Conduct or wilful defiance of the principals and ethos of Dunamis Christian School, may result in our child/ren's dismissal from the school.
- Understand that we have the right to withdraw our child/ren from Dunamis Christian School if at any time we can no longer work together in a spirit of unity and all reasonable avenues of communication are exhausted.

We, the parents of _____ (Name and Surname of Student) have discussed this Code of Conduct with him/her and

we have made sure that he/she fully understands the content and implications of this document.

- He/she is willing to accept and adhere to this Code of Conduct and understands that if he/she wilfully disobeys the Code of Conduct, he/she might be dismissed from the school.

Signed: _____ (Parent) Date: _____

Signed: _____ (Learner) Date: _____