



CODE OF CONDUCT

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1. INTRODUCTION

The aim of this Code of Conduct (referred hereafter as the Code) is to promote and maintain a disciplined, happy and safe environment for learners of the Elite Learning Centre (referred to hereafter as the Centre). The Code sets out guidelines for acceptable behaviour as well as an indication of how unacceptable behaviour will be dealt with by the Centre. All learners must be conversant with the Code and are required to abide by it.

2. GENERAL APPEARANCE AND DRESS CODE

Although there is no prescribed dress code, learners are required to:

- a) Dress modestly and in keeping with that expected at an institute of learning;
- b) No revealing or inappropriate clothing is allowed;
- c) Girls are encouraged to wear a cloak over their clothes;
- d) No excessive jewellery;
- e) Refrain from wearing such attire as indicated by the Owner or a member of staff of the Centre as being unsuitable.

3. CENTRE TIMES

Learners are required to be punctual and adhere to tutoring session times.

4. ITEMS OF VALUE

The Centre does not accept any responsibility for the loss or safeguarding of any items of value including jewellery, pens, watches etc. So as to avoid any misunderstandings, learners should neither lend nor borrow any item of value.

5. UNSUITABLE ITEMS

Games, toys, gadgets, comics or any other item indicated by staff as being unsuitable may not be brought to the Centre.

6. CELLPHONES

Learners are not allowed the use of cell phones whilst at the Centre. For purposes of clarity learners may not use their cell phones during break time, between lessons or during free periods. The only exception is when they are authorised to use their cell phones for educational purposes for the duration of a specific lesson, by a tutor.

Should a learner stand accused in breach of the above cell phone policy, the following procedure will be applied:

- a) The owner or any other person appointed by the owner for this purpose, shall conduct an inquiry into the alleged breach to determine the validity or otherwise of the accusation.
- b) First offense:
 - i. The parent will be informed telephonically or via WhatsApp message the result of the inquiry and that cell phone has been confiscated.
 - ii. To secure the release of the cell phone a parent would need to come in to sign a document in terms of which the parent and learner acknowledge and confirm the understanding that should the learner repeat this offence, the procedure set out in paragraph 6(c) below will be applicable.
- c) Repeated offence:
 - i. The parent will be informed telephonically or via WhatsApp message the result of the inquiry and that the cell phone has been confiscated.
 - ii. The cell phone shall remain confiscated for a minimum period of 30 calendar days or until the end of the school term whichever is the longer period.
 - iii. The parent may request for the sim card to be removed and to be handed to them.
 - iv. No appeal shall be entertained.

7. LEARNING PROGRAMME

Learners undertake to make every effort to keep up with an agreed learning programme for each term.

Parents acknowledge that as a distance learner the work done at the Centre only a portion of the work that the learner needs to do in order to complete the syllabus. All learners must, in addition, do a sizable amount of independent work, at home, to complete the requirements of the syllabus.

The sessions at the Centre will be focused mainly key concepts, practical work, tests and examinations. Learners may request one-on-one sessions to address difficulties they may be experiencing.

Learners are required to timeously complete practical work, projects or assignments.

Parents agree to be actively involved in the monitoring and supervision of work at home.

Learners and their parents take full responsibility for the completion of work during periods of absence from tutoring sessions.

8. TUITION

It is the responsibility of Learners to present themselves at all tuition sessions.

9. FILING OF WORK

The proper filing of all work completed, tests, assignments or any document required to be filed in the POA folder is the responsibility of the learner.

10. COMPLYING WITH INSTRUCTIONS

Learners must abide with every lawful /reasonable instruction of any bona-fide representative of the Centre. Persistent failure to do so will result in the learner being deregistered from the Centre.

11. LITTERING

Littering in the Centre, passages, stairways, car park or any other area of the premises is unacceptable. Learners must make use of bins provided to dispose of unwanted items.

12. SMOKING

Smoking of any kind on the premises or the pick-up area of the Centre is not allowed. This includes vapes and e-cigarettes. Any cigarettes, vapes or any type of paraphernalia associated with smoking, found in the possession of a learner, will be confiscated and destroyed.

Smoking paraphernalia can be expensive. It is therefore in the best interest of a learner to ensure that any such items are not in their possession.

An excuse that an item, that is to be confiscated and destroyed, does not belong to the learner will not be accepted. Learners are warned not to be in possession of any

undesirable items that they do not own.

13. TEXT BOOKS

Learners are responsible for the safekeeping of their own text books.

Learners may not without first having obtained proper permission make use of any textbooks belonging to the Centre or another learner.

14. TIDINESS OF WORKSPACE

Learners are required to neaten up the workspace used by them before leaving. This may include filing work, placing books on the shelves, disposing of unwanted paper. The actual cleaning of the workspace will be done by cleaning staff.

15. VANDALISM

Vandalism, inappropriate use, or any form of abuse of any Centre property is not allowed. The cost to repair or replace the property will be charged to account of the learner.

Writing on desks is specifically not allowed. Any learner found writing on a desk will be fined an amount of R500.

Similarly, the vandalism of the property of another learner is not allowed.

16. USE OF COMPUTER EQUIPMENT

Learners must use all computer equipment and related facilities responsibly. And in particular:

- a) Computer equipment may only be used for educational purposes directly related to the curriculum.
- b) Surfing the net for private purposes is not allowed.
- c) Viewing or downloading of pornographic media or any other inappropriate media is considered a very serious breach of the Code.
- d) No printing, photocopying, scanning is allowed without permission.

17. LAWS OF THE COUNTRY, REGION AND CITY

Learners are obliged to obey all national, provincial and local laws of South Africa. Any violation of these laws may result in the involvement of the SAPS and subsequent prosecution.

18. MEDICATION

Learners on any form of medication must bring a letter to that effect. The onus is on such learners to keep their medication in a safe place while at the Centre. Learners are not allowed to dispense medication to fellow learners.

19. RELATIONSHIPS

Boy girl relationships are not allowed and may result in one or both learners being expelled.

20. EXAMINATION

Learners are required to write all tests under strict examination conditions. Copying, assisting fellow learners or cheating of any form is not allowed and is considered to be a very serious breach of the Code.

21. CONDUCTING BUSINESS ACTIVITIES

Learners are not allowed to conduct any business activity on the premises. This includes the selling and buying of any item of whatever description or nature.

21. BREACH OF CODE

Where a student stand accused of a breach of the Code:

- a. The owner or any other person appointed by the owner for this purpose, shall conduct an inquiry into the alleged breach to determine the validity or otherwise of the accusation. The particular circumstances in which the incident / breach took place as well as any mitigating or aggravating circumstances must also be taken into account in the inquiry process.
- b. The parent/guardian of the Learner shall be informed of the breach. This could be done telephonically, verbally or in writing, depending on the seriousness of the offence. Where the breach could result in the

deregistration of the Learner from the Centre, such notification shall be done in writing.

- c. The owner or any other person appointed by the owner for this purpose shall:
 - i. Discuss the results of the inquiry with the affected parent or parents as well as proposed remedy/sanction for the breach;
 - ii. Endeavour to reach consensus with the affected parent/s on the proposed remedy;
 - iii. Where in the opinion of the Owner, consensus is not likely or possible; the Owners decision on the matter with regard to both the findings and remedy/sanction shall be final.
- d. If in the opinion the Owner, the Breach of such a serious nature, the Owner may opt for deregistration of the student from the Centre. Such serious breach may amongst others include:
 - i. Possession, use or sale of any drugs or non-prescription drugs;
 - ii. Sale or distribution of prescription drugs;
 - iii. Possession, viewing, distribution or sale of any media considered to be of a pornographic nature;
 - iv. Any act that has or could potentially could endanger the lives of other students, the Owner or staff of the Centre;
 - v. Copying or any form of cheating or dishonest act in any examination. This includes helping another student to commit such a breach. vi. Repeated minor breaches. This may include non-attendance, lack of discipline, and lack of interest in doing work. Generally, any action or omission for which the Owner has issued a written notification of intention to de-register if in the opinion of the Owner there is insufficient attempt to remedy the breach.
- e. In respect of paragraph d above, the parent/guardian has the right to appeal the decision in writing. The Owner shall consider such an appeal and communicate the final decision to the parent/guardian.

DECLARATION BY PARENT / GUARDIAN

(Enter names in Block Letters)

In acknowledging receipt of and acceptance of the provisions of this Policy Document

I.....

Identity Number: parent/guardian of.
..... (name of child/ ward), agree to abide by the rules, regulations and disciplinary measures contained herein.

We have read and understood the Code of Conduct for learners at Elite Learning Centre. As parents/guardians of learners at the Centre, we undertake to support the Centre in upholding Code of Conduct for learners, not only while our child is under supervision of the Centre authorities, but also outside the Centre premises if such action brings the Centre and its ethos into disrepute. We accept that it is our duty to entrench and re-in force the Code of Conduct and hereby undertake not to undermine the efforts of the Centre in this regard.

In addition, we agree to the following additional conditions:

SEARCH AND SEIZURE FOR DRUGS/HARMFUL SUBSTANCES

In the event of the Owner or his/her representative, having reasonable suspicion based on sufficient information that my child/ward is in the possession of a dangerous weapon, firearm, drugs, any harmful dangerous substance, stolen property or any other item/s that is against Centre policy or detrimental to the Centre, Elite Learning Centre hereby reserves the right to conduct unannounced searches and seizures. I/We authorize the Owner or his/her representative to search my child/ward or any of his property provided:

- That such search shall be conducted by persons of the same gender of my child;
- That the search shall be conducted in a dignified manner;
- That such search shall be conducted preferably in the presence of at least one other person;
- And a record of such search proceedings and the outcomes in respect thereof be kept.
- In the case of reasonable suspicion of an offence the parents/learner is required to provide access to the media under question. (NB. These will be done in consultation with the parents and with confidentiality)

We indemnify the Owner and any bona-fide representative of the Elite Learning

Centre and hold them harmless against any damages which may arise as a result of search and seizure actions or inaction which may or should have been conducted upon my /our child /ward related to Drugs/Harmful substances.

Notwithstanding the above obligation, I undertake to ensure that my child/ward does not contravene in any way the code of conduct embodied in this document.

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Signature: Parent/Guardian

.....

Signature: Child/Ward
(Thumbprint if unable to sign)

.....

Print Full Name: Witness 1

.....

Signature: Witness 1

.....

Print Full Name: Witness 2

.....

Signature: Witness 2

.....

Date