
SCHOOL RULES AND REGULATIONS

INTRODUCTION

The Code of Conduct of 3D Christian Academy, in accordance with the Constitution of the Republic of South Africa (Act 108 of 1996) and the South African Schools' Act (no 84 of 1996) (as amended), strives to uphold and protect the rights of the learners as individuals and as a group.

In accordance with Article 8(1) of SA Schools' Act, this Code of Conduct was accepted by the Governing Body of 3D Christian Academy only after due consultation with the parents, learners and educators of the school and revised and approved by the School Governing body on 3 January 2020.

The Code, in accordance with Article 1.8 of Notice 776 of 1998, published in the Government Gazette of 15 May 1998, is applicable to the learners not only when at school but at all times and places for as long as the learner is enrolled at the Academy. In accordance with article 8(4) of the S.A. Schools' Act (Act 84 of 1996), nothing contained in the Act exempts a learner from the obligation to comply with the code of conduct of the school attended by the learner. In compliance with the Code, it is thus expected of learners to obey the authority of the educators and leaders.

The academy is made up of a number of cultures and the Code of Conduct aims to promote and protect this unique character. It seeks to establish and maintain an attitude of respect, tolerance and reconciliation among learners themselves and respect for educators and other adults in the service of the academy.

In accordance with the Mission of the school, the Code of Conduct aims to provide the ideal atmosphere in which each learner will have the right and opportunity to learn, and to develop his or her potential to the full.

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The code wishes to nurture an attitude to life characterised by self-discipline, exemplary behaviour and a striving for maturity.

In accordance with the spirit of this Code of Conduct, it is expected of each learner to conduct him or herself in a manner which will promote the well-being and image of the school, as well as the selfimage of each learner.

Behaviour and conduct of learners

A learner may not be guilty of:

- neglect of duty; disobedience, rebelliousness, disruption of classes or of the school programme, vandalism, theft, dishonesty, lying, assault, bullying, intimidation, racism, fighting, indecent acts, bunking (playing truant), contempt or the undermining of authority,
- language use or the behaviour that, according to the principal, is of such a nature that it threatens the moral and ethical standards, discipline or social wellbeing within the school,
- any behaviour which is considered reprehensible by the headmaster,
- any breach of law which could lead to a confrontation with the justice system, such as contempt for the national symbols of the RSA (flag and anthem) and the academy symbols;
- any behaviour which could bring the academy's name into disrepute such as smoking, or the use of drugs, alcohol or volatile substances (e.g. petrol or thinners) on the school grounds or in public, (in civilian or academy clothing or at academy functions)
- participation in or promoting of Satanism;
- or being in possession of any of the following: matches, cigarette lighters, cigarettes, drugs, alcohol, pornographic reading matter or photos or videos, fire-arms, knives, toys, crackers and substances which could cause injury.

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- Inappropriate physical contact between learners is not permitted (e.g. kissing, hugging, promoting any sexual contact)

School and class attendance

Parents or guardians, learners, teachers and Academy Governing Body members are jointly responsible for ensuring that all learners attend school.

1. School hours are:
07:45 Opening and Register. All learners are to arrive at school before the official starting time.
2. School gates will be locked at 7:45 and only opened at 13:30. Exceptions during loadshedding or other wise arranged with school.
3. A learner who arrives late for school must contact Mr Hannes Visser (071 677 3385) and report to his office so that his or her name can be recorded, to allow him or her back into the system.
4. If a learner does not attend school regularly, the relevant teacher will report the absence of the learner to the parent and to the principal.
5. No learner is permitted to leave the school grounds without permission before school starts or during school hours.
6. Absence from school must be covered by an absentee note from a parent or guardian.
7. Classes missed will not be rescheduled. It is the students and parent's responsibility to get the worked missed up to date or make arrangements for additional classes; additional charges may apply.
8. Should a learner be absent from school for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor.
9. Any absence during a formal examination, test or task must be justified by a letter from a medical doctor.
10. Learners and parents are expected to make every effort to avoid making outside appointments during school hours.
11. Learners who are unwell during school hours must report to the office, from where the necessary arrangements will be made.
12. Truancy from school is prohibited and will be punished.

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13. Learners leaving a class during a lesson require written permission from the teacher in charge.
14. Casual visitors to the school are not permitted during school hours. 07:45 till 13:30.
15. Learners are obliged to attend religious ceremonies or tuition, and participate in Life Orientation, unless exemption has been obtained from the Principal.
16. Learners may not go to the toilet or other classrooms than allocated during classes without permission.
17. The moving between classes must proceed quickly, efficiently and in an orderly fashion. Keep left in corridors behind each other. The shortest route between classes must be followed.
18. Order must be maintained at all times throughout the school.
19. Learners must consult and respect the code of conduct relating to classroom behaviour.
20. No Cell phones are allowed. Cell phones will be handed in at the register teacher before school and handed back out after school.

Classroom conduct

Every learner is expected to:

1. be punctual:

- Learners must arrive at class on time, so that they are ready to start the lesson. Lateness is inconsiderate – it disrupts the efforts of both the teacher and the other learners.
- Learners must take out what they need for the lesson as soon as they are at their desk or table. This shows that they are mature, responsible and self-motivated.

2. be prepared:

- Learners must bring to the lesson what is needed for it, which includes the books, stationery and writing implements necessary, and the completed homework. It is important to be ready to learn and to contribute to the lesson.

3. be respectful:

- Learners must greet their teacher at the start and end of each lesson.
- Learners must respect their teacher and their peers by not talking when their teacher is talking. If learners wish to make a contribution to the lesson, they should raise their hands and wait for the teacher to invite them to speak. Learners should pay attention to their peers' contributions, and await their own turn to speak.

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- Learners should not pack away their books until the teacher has indicated that the lesson is over, as packing away disrupts the lesson and shows lack of consideration for their peers and their teacher.
- Learners should respect the property of their peers and of the school. They should not deface desks, remove drawing pins, use the whiteboard markers without permission, or fiddle with the laptop, computer, or computer projector. They should not borrow anything without permission.
- Learners should keep their classrooms neat and clean. Litter and paper scraps should be put in the dustbin and recycling bin respectively, not in the desk or on the floor. No one likes to work in a dirty or untidy environment.

4. be responsible:

- Learners should take responsibility for themselves and their own behaviour first, and should then encourage their peers to do the same.
- Portfolio due dates must be adhered to.
- No late portfolio work allowed.

5. be supportive:

- Learners should do what they can to make everyone in their class feel happy and accepted, and always be willing to widen their circle of friends to make sure that no-one is left out.
- With the permission of the teacher, they should offer to help anyone who may be having difficulty with the work.

Courtesy and general behaviour

1. A learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him or herself in a manner befitting someone who is in authority. He or she will respect the rights of other learners and will not abuse such authority bestowed upon him or her through his or her position.
2. All learners have the right to an education free from interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting with other learners or threatening them is forbidden.
3. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
4. Language that is seen as pejorative, discriminatory or racist is prohibited.

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5. Wilfully damaging, vandalising or neglecting of school property and the property of others, either by writing or by physical act, is prohibited. Theft of school- and private property is also prohibited.
6. All litter must be placed in refuse bins, recycling bins or wastepaper baskets.
7. Learners will obey the instructions of staff.
8. Learners must stand aside for staff and leaders and must stand up when being addressed by them.
9. Learners must greet staff (including administrative and cleaning staff) and visitors, and offer assistance where appropriate.
10. Yelling, shouting, whistling, hissing, foul language and horseplay are forbidden.

General behaviour: Stairways, corridors

1. Movement between classes should be brisk and uninterrupted. Loitering on the stairways or corridors is forbidden. Learners and educators should always keep left when moving around the school.
2. Learners are to show courtesy to passers-by by standing in line outside their classrooms.
3. Leaning over balconies and otherwise obstructing traffic is forbidden.
4. Learners may enter classrooms before school, during breaks and after school only if a staff member is present in the classroom.
5. Running in corridors or up and down stairways is forbidden.
6. Eating and drinking during lessons is forbidden.
7. The chewing of gum is strictly forbidden.

General behaviour: Toilets and change rooms

1. Loitering in the change rooms and toilets is strictly forbidden.
2. Learners should only visit toilets during lesson time in case of emergency.

School uniform and general appearance

1. Learners are expected to wear the official school uniform, and to be neat and tidy at all times.

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2. No additions to the uniform that are not in accordance with the regulations will be allowed.
3. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.
4. No unnatural colouring of hair or wearing of exotic hairstyles is allowed.
5. Hoodies must be clean; they should always be worn with the 3D Christian Academy shirt.
6. Shirts and Hoodies are to fit neatly. They are not to be baggy or stretched. To prevent stretching, sleeves are not to be pushed up over the elbows, and hands are not to be tucked inside the opposite sleeves.
7. On cold days prescribed hoodies are allowed – you may put a long-sleeved black shirt on underneath.
8. Hoodies/Jackets only allowed in winter. 1 May to 30 August.
9. Blue Denim/ black/ White/ Lime Green colour short/trouser/jean can be worn with the Academy Shirt and Hoodie. The short/trouser must be 4 fingers above the knee.
10. NO TORN JEANS
11. No hats or beanies allowed.
12. Neat shoes/sandals/sneakers or tennis shoes allowed.
13. No slippers/slip-ons with socks allowed.
14. No visible tattoos allowed.
15. Uniforms/ EGD bags/ Lunch Boxes/books water bottles left behind will be placed in the lost and found box – it can be purchased back from the school at R20. The fees will go towards charity.
 - Uniforms to be purchased at Mr. Hannes Visser: Banking detail: Standard Bank: NJ Visser, 063357674
 - 071 677 3385 or hannes@3dacademy.co.za

General

1. All items of clothing must be properly marked with the learner's full name.
2. In public, for example in the streets, a learner in school uniform must always wear the complete school uniform.

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3. When an article of clothing which does not form part of the school uniform is worn, an explanatory letter from the parent or guardian, signed and dated, must be presented to the grade head before or during the register period that same day.
4. No "headgear" may be worn.
5. Personal hygiene is essential at all times.
6. No smoking in school uniform after or during Academy hours, on private functions or just walking home.
7. No cigarettes, lighters, drugs of any sort may be on learners or the property. These items will be disposed of with the SAP.

Boys

1. Hair must be short, neat and well-groomed at all times.
2. No extremes of style will be allowed. Hair must be out of boy's face.
3. No long hair – ponytails.
4. No piercings allowed (e.g. nose rings, lip rings, earring).
5. Jewellery must not be overwhelming – only one bracelet or watch allowed.
6. All boys are to be clean-shaven. Sideburns may not extend beyond the middle ear.

Girls

1. Girls may wear limited jewellery (e.g. one set of small earrings, one bracelet and one watch).
2. Basic make-up is allowed. (Natural colours only)
3. Nails must be neat – natural colours – no extreme lengths of nails allowed.
4. Nail polish or the colouring of hair in an unnatural shade, are prohibited.
5. Hair must be clean, neat and well-groomed at all times.
6. Long hair must be tied back out of the face.
7. Hair may not hang over the eyebrows or the sides of the face.

Security, Open and closing Times

- Learners who is dropped off in front of the gate must enter immediately, no waiting/hovering in front of the gate.
- Supervision from 06:30 till 14:00
- Once learners have entered the property, no student will be allowed to leave the property until 13:30.
- Learners will only be allowed to leave earlier with a written permission slip from the principal.
- The principal will only issue a permission slip if it is arranged beforehand by the parent with a certified reason. E.g. death in the family
 - NO slips granted for appointments of
 - ☐ Drivers lessons/licences
 - ☐ Id/passport applications
 - ☐ Doctors/dentist appointments
 - ☐ Not feeling well
 - ☐ Students who doesn't feel good/well must go to the office. The needed treatment will be given.
 - ☐ Please note CCV cameras in place.

Gate 1 & 2 (remote controlled gates)

- ☐ The gate will be controlled by an allocated staff member, who takes responsibility for opening and closing the gate.
- ☐ The gate will only be opened for approved vehicles.
- ☐ No walk-ins allowed.
- ☐ Approved vehicles include:
 - Teachers/facilitators vehicles
 - Learners who have paid the term fees
- ☐ Vehicles that leak fluids that stain the paving will be fined R50.
- ☐ Allocated parking outside the gates are available for vehicles waiting for learners.
- ☐ **No** parking in front of gates.

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- **Students** with a valid driver's licence may apply to park inside the parking area for a term fee of R150 per vehicle and R100 per motorcycle.

STAFF Supervision

- Teachers/facilitators will have an allocated supervision roster.
- Areas include all outside break areas for learners.

Keys and Classroom times

- Learners will be allowed to enter classrooms only when a teachers/facilitator are present in the classroom. Only in class times.
- No learners allowed in classrooms before or after school.
- No learners allowed in classrooms during breaktimes. Except when otherwise arranged.
- Rainy days students will be allowed in their register class with the register teacher present.
- Facilitators/Teachers will keep the classrooms locked when they are not in the classroom.
- Facilitators are responsible for safekeeping of all facilitators guides and learners cellphones.
- Teachers/facilitators responsible for chairs and tables in their allocated class.
- All furniture & fittings as well as equipment is the responsibility of the teacher.

Tuck Shop / Vending Machine

1. **Orders**
 - Orders must be placed via google link when sent out.
 - Orders will be available at break.
 - Each learner is responsible for his/her own orders.
2. **Receiving of meals:**
 - By placing an order, its confirmed.

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- Orders will be prepared in the order sequence and issued by reading out the learners name.
 - Orders collected at the kitchen.
 - Sauces available at the kitchen are only for learners who ordered at the tuck shop.
 - Cutlery and serviettes are only for learners who ordered at the Tuck shop.
 - A microwave is available for all students to warm up food, even if it's not ordered at the Tuck shop.
3. **Problems with meals:**
- Any problems with the meals must be returned immediately to the Tuck shop leader.
 - The meal will be inspected and if the problem is find valid the learner will be refunded or a new meal will be prepared.
 - A problem with the meal that is not reported within 15 minutes, will not be considered.
4. **Payments**
- No meals or snacks will be given to a student without payment.
 - No credit.
 - Parents may pay money into the Tuck shop account for student to have fees in advanced. As the learner takes meals the amount will be deducted and record send to the parent.
 - Cash and Eft transactions only.
 - Bank details for Tuck shop: Standard Bank: NJ Visser, 063357674
5. **General Tuck shop / Vending machine rules**
- Tuck shop / Vending machine will only be opened before school from 7:30 till 08:00 and at break times only.
 - Learners will wait in a line along the wall to keep the passage open for learners passing by to classrooms.
 - Learners who misbehave in line will not be allowed to buy at the Tuck shop / Vending machine.
6. **Prices**
- Prices of products will be determined by the Board.

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- Cost will be made as low as possible to ensure learners can afford the meals and the Tuck shop will be supported.
- Price increases will only apply if stock prices increase.
- Price increase take place without notice.

Extra mural activities

Jukskei

1. Learners can participate in Jukskei, currently the only extra mural activity presented at 3D Christian Academy.
 2. **Pre-season:**
 - Jukskei rules must be studied by students who would like to participate in the sport.
 - Only students that is registered at 3D Christian Academy will be considered for the Jukskei teams.
 3. **Teams:**
 - Three teams will be chosen to take part in the school league. ○ One team consist of 4 players and one replacement. ○ The teams will be divided into different age groups. ○ Players will be given the opportunity to challenge each other for a position in the team. ○ Players who would like to challenge a current team member must make a booking at the office.
 - After the challenge the final teams will be announced for the weekends school league championship.
 4. **Fees:**
 - To be confirmed each year per player for the school season. This includes the league entry fees, coaching fees and use of Centurion Club courts.
 - **Excluding:** Transport, meals, skis, pens and additional clothes required as well as Gauteng affiliation and trials.
 - Fees must be paid at the beginning of the second term.
 5. **Practice:**
 - Practice takes place on Mondays and Thursdays from 15:00 till 17:00 at the Centurion Jukskei courts. ○ Attendance of 85% of the practices and all coaching clinics is a requirement to be considered to be in a team.
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- Absenteeism must be arranged in advance with the Head Coach.

6. Clothing:

- Players will be dressed appropriately for practices and have the proper Jukskei uniform on during coaching clinics and competitions. ○ Uniforms will be provided by 3D Christian Academy ○ Name badges must be worn during all competitions.
- If a player does not have the required uniform and name badge on, the player will not be allowed to play for the Academy for the day.
- Uniforms may only be worn on School occasions.

7. Skis:

- Players must purchase their own ski's. Price will be confirmed with Jukskei SA.
- Ski's will be painted, according to the schools colours, the day before the competition.

8. Team Spirit:

- Each player is responsible to promote team spirit. ○ Bad attitude, gossip, bad language, belittling or jealousy is prohibited. ○ Positive attitude and respect towards coaches, team players and parents must be adhered to at all times.
- Jukskei is applied in positive sportsmanship.
- Inappropriate physical contact between players is not permitted (e.g. kissing, hugging, promoting any sexual contact)

9. Parents and supporters:

- Interference from parents in regards to any decisions made by the Head Coach, will not be tolerated.
- Parents may put queries or complaints in writing to the office. ○ Parents who would like to be involved in the decision making must be qualified Jukskei coaches.

Bicycles, motorcycles and vehicles

1. Discs are issued at the office per term at a fee of R200 and motorbikes R100.
2. All vehicles are to be ridden or driven with extreme caution inside the school grounds.
3. Learners are not to touch, lean against or tamper with bicycles, motorcycles or vehicles parked anywhere on or off the school grounds.
4. 3D Christian Academy staff will have parking at no fee.
5. Vehicles that leak oil or any fluid that can stain the paving, will be fined R50.
6. Learners are not allowed to sit in their vehicle during class or break time.
7. Gate 1 and 2 will be controlled by allocated staff.
8. Learners must wait inside the property for their transport after school.
9. Learners will not be allowed to wait in the street.
10. Learners may not walk to any other location to be picked up (e.g. Spar). All learners must be dropped off and picked up at the Academy Gates.
11. Learners must enter the gates immediately to ensure everyone's safety.
12. Learners that walk home after school, must give written consent from a parent/guardian on enrolment.
13. Learners that is normally picked up by their parent/guardian/transport service after school, but due to unforeseen circumstances, needs to walk home, must give the office a written notice before school starts on the required day.

Valuables and personal belongings

1. The school will not be held responsible for theft of or damage to personal belongings on school premises, for example cell phones, bags, books, clothing, bicycles, etc.
2. Learners should not bring cell-phones, large sums of money or other valuables to school.
3. Learners may not bring computer games, iPods, earphones or similar electronic devices to school. (Only when required for CAT/EGD classes)
4. Arrangements should be made with the teacher in charge of extra mural activities for safekeeping of valuables during those times.

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School property, roads and grounds

1. Breakage of any school property must be reported immediately to a teacher or to the office.
2. All school property is to be treated with respect.
3. Learners are not to linger on the internal roads or on the pavements or walks adjoining school roads.
4. The school buildings and grounds are out of bounds out of normal school hours unless they are being used for extra-mural activities under the supervision of an educator or coach.
5. Trespassers run the risk of prosecution.

Restricted areas:

The following areas are out of bounds:

1. The main office, store room 1 & 2, photocopy room, administration offices and their passage, unless the learner has been sent on official business by an educator to this area.
2. Any area where examinations are being written.
3. Areas where vehicles are parked.
4. No ball games are allowed near the school buildings during school hours. During break times, tennis/ soft ball games are allowed only on the allocated areas

EXAMINATION RULES AND REGULATIONS

1. Rules and guidelines when examination papers are written

- Thoroughly read through the instructions of each paper and question. In the language papers, specifically, there are sections where you must choose between one or more questions. Other subjects may also provide a choice of questions to answer.
- Do not answer more than the required number of questions; only the first question answered from a choice combination will be marked.

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- Rule off after the completion of each question.
- Write neatly and legibly and use only one side of the answer sheet, unless stated otherwise. Also keep the margins clean for the marker to make notes in.
- All work, including rough work, must be done on the answer sheet. Remember to indicate which is rough work, otherwise the marker may mark the wrong work, which could negatively influence your results.
- Use only a blue ballpoint pen. The use of pencils is not allowed, unless stated otherwise.
- Ensure that all questions are numbered clearly and correctly. Learners must write down each question number in the middle of the page, above the answer.
- Page through the examination paper to see if all the pages are there, and printed correctly, before the start of the examination.
- No explanation of examination questions may be asked or given.

2. General examination rules and guidelines

- You may not assist other learners or accept help if it is offered.
- No questions may be asked.
- Exam paper instructions must be read 15 minutes before the exam starts.
- 10 minutes reading time allowed before examination starts. Nothing may be in the learner's hands to make notes in this time.
- You may not have books, memorandums, notes, maps, photographs or any other documentation or material in your possession during the examination, unless the subject requires it, e.g. a map for the Geography mapwork examination paper.
- No food or drinks are allowed inside the examination centre (except where necessary for diabetic learners and where prior arrangements have been made).
- No correction fluid (Tipp-Ex) is allowed.
- You will not be allowed to leave the examination centre within the first hour of the session, unless prior concession was granted, e.g. in the case of diabetes. Even then, there must be supervision of all learners at all times.
- You will not be allowed to leave the examination centre in the last 15 minutes of the allocated time for the exam.
- You are not allowed to remove answer books from the examination centre.
- All technological devices (cell phones, smartphones, tablets, laptops, etc.) must be handed in before the start of the session.
- You are not allowed to borrow anything from other learners (e.g. rulers, pens, erasers).

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- No hats
- No chewing gum/ or any chewing allowed.
- You may only bring a still bottled water into the examination centre, with no labels and must be see-through.
- You may not cause a disturbance inside or outside the examination centre, and may not break any rules.
- No pencil cases or tins will be allowed in the examination centre, unless they are completely transparent.
- You may not tear any pages from the answer book.
- Only calculators, as approved and prescribed, may be used during the examination, except in subjects where calculators are indicated as being prohibited.
- You may not disregard the instructions of the invigilator.
- Smoking is prohibited.
- Absent during the examination: Learner must bring or send a doctor's note before the close of the session for the exam missed.
- Exams may not be written before or after the exam roster dates.
- Examination rosters provided 3 weeks prior to exams. Alterations prohibited. Holiday planning must be made according to the roster.
- Portfolio assignments must be handed in on the deadline dates provided by each subject teacher.
- No late portfolio's will be accepted.
- All portfolios completed before learner will be allowed to write exams.

3. Practical examinations

- Software requirements
- The Department of Basic Education or the accredited independent assessment body establishes the minimum requirements for software to be used during the practical CAT and IT examinations. The requirements may be updated from time to time according to the specifications of the Department. The approved invigilator must ensure that computers are compliant with the practical examination guidelines and that all the required programs are installed on all computers to be used for the respective practical examinations.
- The following rules apply to Computer Applications Technology (CAT) and Information Technology (IT).

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- Take note:
 - Only approved hardware configurations and legal copies of software may be used.
 - The software being used must be exactly as specified.
- The following software is required:
 - Operating system: Windows 7 and upwards (not Windows XP)
 - CAT: Office 2010, 2013 or 2016 only.
 - HTML Editor e.g. Notepad++ 6.8.8 or 6.8.9.
 - Microsoft has ended support for IE8, IE9 and IE10. It is COMPULSORY to move to IE11 or to another web browser, such as Chrome or Mozilla Fire Fox, to ensure consistency with the HTML questions in CAT Paper 1. Or otherwise instructed.
 - IT: Learner files will be prepared using Delphi 10. Any database files required will be prepared using MS Access 2007 (mdb format) and upwards. The use of Fire Fox is recommended.
- Security measures to be taken include:
 - Computer certification
 - Invigilation during the practical examination session
 - Verification of CDs/DVDs
 - One day prior to the practical examination, the examination centre and/or shared networks to be used during the practical examination must be off limits to all learners. Before the start of a practical session, the following must be checked to ensure it is in working condition:
 - Electric cables
 - Plugs
 - Hardware and software
 - Antivirus software
- * Practical Consumers
 - Apron
 - Hairnet / hat
 - Longpants & uniform
- Before the start of the session, the invigilator must ensure that:

- All computers are “clean” – no programs or documents (other than those required by the practical examination), hidden files and/or examples of any kind may be stored or be accessible on the drives or the network.
- All e-mail and/or messaging systems are deactivated. ○ The regional settings for each computer are correct and have been set to South Africa:
 - Date and time
 - Units of measurement is centimetres
 - Computers are set up to save at five-minute intervals for every application
- Passwords, which are familiar only to the approved invigilator, should be used as a security measure during the practical examination session.
- If printing is required as part of the examination, the invigilator must ensure that:
 - Printers are installed ○ Printers print clearly
 - Sufficient paper is available for the printers
 - Take note: No cellphones, manuals and/or electronic documents are allowed inside the practical examination centre, unless stated otherwise. An experienced CAT/IT teacher must be present during all practical sessions, in case technical assistance is required. This teacher is NOT part of the invigilation team and may not work on any computer during the session, unless to provide technical assistance.

CONTROL AND DISCIPLINE OF LEARNERS

1. General

1.1 Disciplinary measures may be taken against a learner who contravenes the Code of Conduct.

1.2 In terms of the code of conduct an educator has the same rights as a parent to control and discipline a learner who attends the school, during any class, school function, school outing or school related activity.

1.3 Every educator is responsible for discipline at all times at school and at school- related activities. Educators have the full authority and the responsibility to correct the behaviour of learners whenever such correction is necessary at school. Corrective measures may become more severe with repeated infractions.

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- 1.4 In line with the principles and spirit of the code of conduct the management and educators have the right to announce rules verbally on an ad-hoc basis or otherwise, as necessitated by circumstances. The final decision with regards to such rules will rest with 3D Christian Academy Board.

2. Disciplinary procedure and punishment

- 2.1 A distinction is drawn between minor offences, serious offences (which may lead to suspension and/or expulsion) and academic offences.
- 2.2 In case of minor offences, corrective measures may be applied. These measures could include one or more of the following, but not limited thereto: a verbal warning from or a written reprimand by, an educator or a principal; supervised school work that will contribute to the learner's progress at school or the improvement of the school environment, provided that the parents are timeously informed and the security of the child is assured; performing tasks that would assist the offended person; agreed affordable compensation; replacement of damaged property; and suspension from some school activities, for example sport or cultural activities, or the taking away of school activities that are seen to be privileges.

3. Keeping Learners in class at break times

- 3.1 Educators may keep learners in class during break times only with the approval of the Principal.
- 3.2 The Principal completes the keeping in class letter and gives it to the learner to take home. A copy of the letter is given to the office who does the administration.

- 4. Serious offences, which may also be described as serious misconduct (Regulation 2(1) of PN 372 of the Provincial Gazette Extraordinary (Western Cape) dated 31/10/1997) will be dealt with in the following manner:**

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- 4.1. The Principal and educators concerned will investigate the incident and ensure that, according to the Act, it can be classified as a serious offence and that the learner is the guilty party.
- 4.2. If the Principal decides that the matter is serious and the learner concerned is guilty, then a special meeting is planned with the governing body to discuss the incident.
- 4.3. Parents of the learner will be informed in writing of the offence, and of the date when the meeting of the governing body will take place. A minimum period of five working days' notice of the meeting is required. Parents may request to move the date forward.
- 4.4. The governing body must follow the following procedure during the meeting:
 - 4.4.1. the alleged offence and circumstances surrounding the incident must be carefully investigated;
 - 4.4.2. The audi alteram partem-rule (hear the other side) must apply;
 - 4.4.3. the opportunity must be given to the members of the governing body and the parents and/or the legal representative of the learner concerned, to question the accusers concerning the incident;
 - 4.4.4. persons who complained or provided testimonies must leave the meeting after they have expressed their viewpoints;
 - 4.4.5. only members of the governing body who are not personally involved in the matter, must be allowed to take part in the decision-making process at the end of the meeting;
 - 4.4.6. the procedure, discussion and outcome must be detailed thoroughly in the minutes.
 - 4.4.7. In the event of a hung jury, the chairperson has the deciding vote; if the outcome of the corrective action is suspension, the parents must be informed immediately in writing;
 - 4.4.8. if the decision of the governing body is to have the learner expelled, then the parents are to be informed in writing immediately.
 - 4.4.9. A statement with reasons for the expulsion must be provided. The following information must also be included;

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- 4.4.9.1. a comprehensive report of the incident surrounding the alleged misbehaviour, as well as the reasons for the governing body's decision.
- 4.4.9.2. The complete minutes (with questions and answers) from the meeting where the decision was made.
- 4.4.9.3. Any other written remarks from the learner or parents or their representative (it can be a legal representative) relating to the incident.
- 4.4.10. The parents of that learner (or the learner) can appeal against the decision. They must do so within ten days of receiving the written decision.
- 4.4.11. Should the learner, parent or guardian fail to attend the disciplinary hearing without good cause or good reason, the proceedings will be held in his or her or their absence.

5. Offences that may lead to suspension (or even expulsion) include, but are not limited, to the following:

- 5.1. conduct which endangers the safety and violates the rights of others;
- 5.2. possession, use, transmission, or visible evidence of, narcotic or unauthorised drugs, alcohol, or intoxicants of any kind;
- 5.3. fighting, assault or battery;
- 5.4. immoral behaviour or profanity;
- 5.5. defying the authority of the educators or the leaders;
- 5.6. harmful graffiti, hate speech, sexism, racism;
- 5.7. theft or possession of stolen property including test or examination papers prior to the writing of those tests or examinations;
- 5.8. unlawful action, vandalism, or destroying or defacing school property;
- 5.9. disrespect, objectionable behaviour and verbal abuse directed at educators or other school employees or learners;
- 5.10. repeated violations of school rules or the Code of Conduct
- 5.11. criminal and oppressive behaviour such as rape and gender-based harassment;
- 5.12. victimisation, bullying and intimidation of other learners;

- 5.13. infringement of examination rules; and
- 5.14. knowingly and wilfully supplying false information, or falsifying documentation, to gain an unfair advantage at school.

6. A learner will be expelled if he or she commits any of the following offences, even if it is a first offence, unless there are exceptional circumstances which warrant the imposition of a lesser punishment:

- 6.1. Theft.
- 6.2. Bomb threats.
- 6.3. Assault of a serious nature or an assault committed with a dangerous weapon or object.
- 6.4. The possession of any object which could serve as a dangerous weapon.
- 6.5. Sexual offences.
- 6.6. The possession and/or dealing in, or providing of, and/or testing positive for, illegal substances. A positive test will be sufficient evidence.
- 6.7. The possession or detonating of fireworks or anything else that can have a traumatic effect on any person.

7. Plea Bargaining

In terms of the Criminal Procedure Act, (Section 105A, Act 51 of 1977), the prosecuting authority and an accused may enter into a plea- and sentence agreement. It is basically a plea-bargaining system where the accused is prepared to plead guilty, admits the relevant allegations and enters into a sentence agreement with the State. The written agreement is then presented to the court who must ensure that it was entered into freely, voluntarily and without undue influence.

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If the court is satisfied that the accused admits that the allegation in the charge is valid and that he or she is guilty, the accused is then convicted; secondly, if the court is satisfied that the sentence agreement is just, it is then confirmed by the court.

No evidence is led and this procedure expedites the finalisation of cases.

A similar procedure will be followed in instances where the learner concerned pleads guilty, the parents co-operate and expulsion is not considered.

The plea- and sentence agreement will have to be ratified by the School Governing Body or delegated person(s), before it is enforced.

8. Loco Parentis

- 8.1 The school is compelled to refer behaviour that constitutes a criminal offence to the SAP services for further action.
- 8.2 If a learner's behaviour is a threat to him- or herself or other learners, the school reserves the right to take the necessary steps to find treatment of an alternative placement for the learner.
- 8.3 The school reserves the right to refer a learner for counselling if his or her behaviour is deemed socially unacceptable.
- 8.4 Search: If the principal or an educator has reasonable suspicion, supported by sufficient information, to suspect the harbouring of any of the following, he or she has the legal authority to conduct a search of any learner, or of the property in possession of the learner, for a dangerous weapon, firearm, drugs, or harmful dangerous substance, stolen property, or pornographic material brought onto the school property. (A search may be performed in terms of the following Acts of general application: Control of Access to Public Premises and Vehicles Act, 1985, Act No. 53 of 1985; Drugs and Drug Trafficking Act 140 of 1992; Arms and Ammunition Act, 1969, Act. No. 75 of 1969; Education Laws Amendment Act no. 24 of 2005 and no. 31 of 2007; and Government Gazette Notice 1140 of 2008. During a search, the right to human dignity shall be observed and learners shall be searched in private by persons of their

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own gender, in the presence of at least one other person. A record shall be kept of the search proceedings and the outcome.

All the stipulations pertaining to disciplinary proceedings applicable to learners as set out in the South African School's Act (no. 84 of 1996), as amended, are incorporated and included in this Code of Conduct.