



Application No. _____

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Paradigm Education Centre Student and Parent Handbook

Mount Zion Eco Estate
Southgate
Phoenix
Tel – 031 5307820

Paradigm Education Centre Mission Statement

The mission of Paradigm Education Centre is to provide an exceptional educational program for each individual from a biblical perspective challenging the whole student and equipping each student to serve God and others in a global society. It's motto *"Touching one live at a time through education"*

Paradigm Education Centre - Statement of Educational Philosophy

1. God is the source of all truth and the Bible is given by Him as our supreme and final authority.
2. Because each student is created in the image of God with unique physical, social, emotional, intellectual and spiritual gifts, he/she is a valued individual within the community whose primary purpose is to glorify God.
3. The student will model what he/she sees; therefore, by God's grace, all faculty and staff should strive to be Christian role models.
4. A variety of instructional strategies and learning activities should provide appropriate challenges for all PEC students.
5. All aspects of our educational program will be taught from a Biblical perspective.
6. The student is personally responsible and accountable for his/her behaviour and personal integrity.
7. The student learns most effectively in a safe, structured, healthy environment.
8. Paradigm Education Centre works in partnership with parents/guardians in education, yet the final responsibility for the child's academic and spiritual development is at home.
9. The commitment to continuous school improvement is imperative in order to enable each student to become a confident, self-directed, life-long learner.
10. Paradigm Education Centre emphasizes spiritual development, academic excellence, and extra-curricular activities as a means to glorify God in a global society.

Paradigm Education Centre Statement of Faith

1. We believe the Bible is the written word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice
2. We believe that all aspects of our lives are to be lived to the glory of God under the Lordship of Jesus Christ.

Head of School's Welcome to Paradigm Education Centre (PEC)

Dear PEC Students and Parents,

It is my privilege to welcome you to the school year at PEC. We believe that God is at work here and are excited to be a part of what He is doing. Our mission is to provide an **exceptional** educational program from a **biblical perspective** for each student, and our faculty, staff, and administration are committed to doing that with Christ-honouring excellence.

Our educational program is **exceptional**, which is defined as “superior or unusually good.” PEC superior program starts with our faculty, who do a great job of teaching in such a way that not only the minds of our students are impacted, but also their hearts and lives. Students are challenged toward excellence in all areas of their lives – academically, spiritually, physically, and socially.

What makes PEC unique and a one-of-a-kind school in this area is that our school program, while both **exceptional** and **uses electronic media**, is also taught from a **biblical perspective**. This Christian worldview in our program helps students to develop a personal relationship with the Lord Jesus Christ and prepares our students to see the world from God's perspective and to use their talents and abilities to serve and honour the Lord in their lives.

While we at PEC are thankful that you have entrusted us with the education of your children, we also are aware that we cannot do it alone and desire to be partners with you in their education. So please pray for us, support us, and get involved with us in the education of your children. Let us know when you have questions or need information. We will regularly attempt to communicate with you and ask that you regularly attempt to communicate with us as well.

As a means of informing and communicating, PEC provides you with this handbook, which is filled with the school's purpose, procedures, and operational policies. Please be familiar with the types of information that are found in this handbook and refer to it when you have questions or need information. Please note however that the School Board of PEC, in its sole discretion, reserves the right to change any policy or procedure as needed at any time.

I am excited to begin my time as the Head of Paradigm Education Centre, and look forward to getting to know and work with you. It may take me a while to learn your names, but keep introducing yourself to me until I get it right. Please let me know when I can help you in any way. Blessings on a great school year!

In Christ's Service,

Sushie Pillay (Mrs)
School Administrator

1. **ADMISSIONS/ENROLLMENT**

Paradigm Education Centre admits students of any religion, race, colour, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of religion, race, colour, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship program, athletic or other school-administered programs.

In order to be academically eligible for enrolment in grades 3–12 at Paradigm Education Centre, a student must pass an entry test with a score of 80% or more. The final determination of enrolment relative to academic standing rests with the Head of School.

A. Guidelines Used for Admittance to Paradigm Education Centre

1. PEC does not grant admittance to any student who is under serious disciplinary action from any school or school district

at the time of his/her application. And if PEC comes to know at a later stage that the parents or student withheld this information at the time of enrolment has the right to expel the student and hold them liable for the outstanding payment for the balance of the current year.

2. PEC cannot meet the needs of and therefore does not grant admittance to any student who has spent time in a school specifically designed for behavioural corrections.
3. PEC does not grant admittance to a student if the student, parents or other family members historically have **not** been cooperative with previous educational institutions.

Primary acceptance or non-acceptance of a student to Paradigm Education Centre is made by the head of school. Non-acceptance decisions may be appealed to the Chairman of the School Board and then to the School Board, if necessary. Both the Chairman of the School Board and the School Board retain the right to turn down an appeal based on the individual circumstances of a case.

B. Age Requirements

- Students entering play school must be three years old by June 1st.
- Students entering Grade R must be five years old by June 1st.
- Students entering Grade 1 must be six years old by June 1st.

D. Application Policies

All the forms necessary for application are available from the school office or the school. The application must be filled in completely, the application fee paid and enrolment check given to the school. The signed Statement of Application Commitment, Statement of Cooperation, and Statement of Financial Commitment. New students applying for entrance into the upper school may be required to undergo a baseline evaluation at the discretion of the head of school. All new students in the grades RR-2 will be required to undergo a baseline evaluation. All new students to the Grade 3 - 12 will be required to undergo an entrance evaluation to determine if the student is adequately prepared to be successful in the program for which they are applying.

Applications will not be considered complete unless all required criteria, including all forms, fees, evaluations and interview have been completed. The application fee will be deposited immediately and is not refundable. The enrolment fee will not be deposited until the enrolment or re-enrolment is approved by the head of school and board chairman. The enrolment fee is refundable if the student is not accepted to the school.

2. ATTENDANCE

There exists a direct relationship between student success in the classroom and regular attendance. It is impossible to replicate the quality of education a student misses when making up work following an absence. It is imperative to the educational development of the students that they attend school as often as possible. In addition, failure to attend school may result in one or more violations. For these reasons we strongly encourage that medical appointments, family trips, and other activities be scheduled outside of regular school hours whenever possible. Failure to meet the minimum standards of our attendance policy may prohibit a student from advancing to the next grade.

A. Number of Allowable Days Absent

Students are limited to twenty (20) periods of absence per yearlong subject, whether excused or unexcused. For a one (1) semester course, students are limited to ten (10) periods of absence, whether excused or unexcused. All absences must be verified by a note from the parents or doctor's office, with the specific reason for the absence being listed in the note. See the next section for the list of excused absences. Students with good academic and attendance standing may be excused for extenuating circumstances with prior approval from the head of school. Students with excessive absences may not receive credit for the course and may have to take a credit recovery class, at their own expense, whether the course is passed or not.

Doctor's excuses must include the date a student is allowed to return to school and reason for the absence. The parents of a student who has a chronic medical situation that results in excessive absences in a school year must work with the head of school to determine an approved educational make-up plan. All excuses should be submitted within three (3) days of the student's return to school. If an excuse is not received with the three-day period the excuse is automatically considered unexcused.

B. Excused Absences

- Student absences, with verifying note from the parents, will be considered excused for the following reasons:
- Illness
- Medical appointment

- Death of a family member
- Extreme weather conditions
- Head of School prior approval

Middle and high school students will be expected to present a note from home explaining the reason for their absence on the day they return to school. Students should present the notes to the teacher of the student, who will determine whether the absence is excused or unexcused and mark the appropriate response.

C. Make-up Work

Students have three (3) days to make up assignments when returning from an absence. This may be extended to one (1) week for absences of three (3) days or more. Any request for additional time to make up work should be due to extreme circumstances and approved by the Head of School. Assignments due the first day of the absence should be turned in as soon as the student returns.

D. Consequences for Excessive Absence

- A disciplinary notification will be e-mailed by the teacher for the first unexcused absence.
- A letter will be sent home by the administration notifying the parent of a second unexcused absence.
- A parent conference will be required following a third unexcused absence.
- All additional unexcused absences will require student attendance to Saturday school at a cost of to be determined. The fee will be forfeited if the student fails to report as scheduled.
- If a student in grades 7-12 obtains more than ten absences in a semester he/she may be required to take a credit recovery class for each of the core courses whether the course is passed or not. The cost of each course will be determined by the Tutor.

E. Tardy Policy (Late Arrivals)

Lower School (Pre-School – 2nd grade) students are required to report to school and be in their classroom by 8.00 am. If a student does not report to school on time, the student must be signed in by their parent through the school office. Any student who is late to school more than two times in a twelve-week grading period will be referred to a school administrator. Possible consequences include a warning, parent notification, referral to the counsellor, or required parent conference.

There are two different types of tardies for students in the Upper School (3rd – 12th grades):

3. **Late to School - Upper School students are required to report to school and be in their first period class by 8.00 am. If students are late to school / first period (defined as between 8.00 and 8.30 am) more than two times during a twelve-week grading period, they will be referred to the office. Once a student has been referred to the office for being excessively tardy to school, it will be treated as a Category II violation.**
4. **Late to Class - If Upper School students arrive at school later than 8.30 or if they are late to any class after arriving on campus, they are considered late to class and this will be treated as a Category II violation each time it occurs.**
5. **NOTE: THE GATES WILL BE SHUT FROM 8am TO 8.30am BECAUSE OF ASSEMBLY / PRAISE & WORSHIP. THEREFORE ANY CHILD ARRIVING AFTER 8AM WILL HAVE TO WAIT UNTIL 8.30am AND THEN PROCEED TO THE OFFICE TO SIGN THE LATE REGISTER. PARENTS MUST WAIT WITH CHILD FOR SECURITY REASONS.**

Students who do not attend school on a particular day because of illness may not participate in any extracurricular activities that day. The students must have been in attendance at least four periods of the school day in order to participate in extracurricular events after school on that day.

3. CHECKING IN/OUT

The school attendance records, including checkout information, are legal documents and therefore must be kept with exceptional accuracy. It is absolutely necessary that only the proper people sign students out or in from school. Particularly in these times of mixed and blended families, it is incumbent upon us to have a much stricter policy and operation of the sign-out procedure. Even if you do not have such legal issues, your adherence to this policy benefits those who do, as it adds to the integrity of our system. Only designated adults on a student's emergency card may validly sign students in/out (see exceptions for student drivers). If it is necessary for a student to arrive late, the parent must come directly to the office and sign their name on the IN/OUT sheet. More importantly, if the student must leave school early, the parent must sign the IN/OUT sheet. Parents should never go to their child's classroom to withdraw them unless specifically authorized by the head of school. Student signatures are not valid and will be treated as such with the exception of the following circumstances:

4. SCHOOL OPENING AND CLOSINGS

It is the responsibility of the head of school to decide the date when the school will open and close for each semester. The head of the school retains the right to close or open the school in between the semester for special occasions be it a special holiday or if there is a training session for the Teachers. Parents will be advised via the school communications regarding the closure or the opening of the school. If the school is closing earlier than the set time then Parents must make provisions to have their children picked up at the designated time, the school will not be held responsible for their child after the set time was advised by the school.

5. RELATIONSHIP OF SCHOOL TO FAMILIES

We believe that according to the Bible, the parents will be held accountable to God for the education of their children. This means that the parents must decide what educational institutions and other services they will use to fulfil that responsibility. However, the responsibility and authority to decide what is taught, when it is taught and how it is taught at PEC is that of the session and their proxies. We believe that the session will be held accountable for the quality of the education we offer in regards to general and special revelation. While parents may hold us accountable to do what we say we are going to do, they do not have the authority to dictate policy or the operation of the school. Our hope that the services and opportunities we provide at PEC can assist parents in fulfilling this responsibility for the education of their child.

We also believe that the parent will be held accountable to discipline and train their child up in the way they should go. While our staff and faculty, most of whom are parents themselves, will be sympathetic and understanding of this responsibility, we as a school and faculty will not assume the role of parent. We will implement a school disciplinary policy, which has been devised for a Christian community in the raising of a child. However, the school can only be responsible for the implementation of policy, not for the child's adherence or disobedience to the policy and rules of the school. We are a school and it is our expectation that the parents do everything in their power to maximize the time a teacher has to teach. This means that the parent disciplines their child and instructs them in proper school behaviour so that the teacher can spend their time teaching.

6. CELL PHONES AT SCHOOL

Students are not allowed to use cell phones or Apple Watches (or like devices) during the school day. They are not to be seen or heard from 8.00 am until close of school day.

Violations of this policy will result in the confiscation of the cell phone for 24 hours. At the end of the school day, if parents so desire, the cell phone can be retrieved until 8.00 am the next morning with a payment of R 50.00 the first offence, R 100.00 for the second offence, R 150.00 for the third offence, and R 200.00 for the fourth offence. After the fourth offence, the student may not bring a cell phone into the school building for the remainder of the school year.

7. CONTACT INFORMATION

The school uses physical addresses, phone numbers and emails as required contact information. If any of this information changes while enrolled, re-enrolled or pre-enrolled at PEC, please contact the school office by phone, email or letter indicating what contact information should be changed, removed or added.

8. VISITATION ON CAMPUS

Any visitor on campus must go directly to the office. To go anywhere on campus and/or have student contact, a visitor must sign in and receive a guest pass. Safety of the students requires that we are aware of every person on campus. This includes parents who need to speak with their children or bring items to their children. Not only are there serious safety concerns but the disruption to class and the normal functioning of the school can be significant. The school has the right to deny anyone permission to have access to the campus and will do so if the school feels it is in the best interest of any or all of the children, faculty or staff.

9. COMPLAINTS AND GRIEVANCES

A complaint or grievance can be made when there is a lack of action or an action on the part of the school or one of its representatives, that fails to comply with school policy, oversteps the bounds of school policy, violates ethical standards, or does not represent the understood common values of our school. A parent's opinion on teaching style, classroom management, grading procedures, or general demeanour is usually not a violation of operating procedure, but a difference of opinion. A coach's decision on playing time, position, or even if a student is on the team is also a matter of opinion. Teachers and coaches will be allowed to teach and coach as God has gifted them. When someone brings a complaint or grievance, it must be established that the action is required, forbidden, or unethical. It must also be established with credible evidence, which may include corroborating testimony. A parent may not make a formal complaint against any school employee unless they have had direct contact first with

that employee. Parents cannot make a formal grievance or complaint based on hearsay or second-hand information. They cannot make a formal grievance or complaint on behalf of another parent.

All complaints or grievances concerning an employee should be brought to the appropriate school employee/coach/athletic director. Scripture is very clear that we are to go directly to the person with whom we have an issue. If a parent hears something from another parent or from a student, including their own child, it is only hearsay and possibly gossip until they hear it or experience it directly from that teacher. This includes their children. If a parent confronts a teacher based solely on the testimony of their child, they are not in compliance with this policy. They must meet with the teacher to ascertain the validity of what their child reported to them. If a parent establishes through direct contact with the teacher or coach that there is a problem and that problem cannot be resolved between the two of them, the parent may then approach the most immediate supervisor.

If complaints or grievances regarding personnel or policy implementation are still unresolved after contact with the head of school, a request may be made to appeal to the chairman of the school board. If proper cause is shown, the chairman of the school board may then bring the issue to the attention of the school board for review.

Even though the school board's function is to make policy, we ask parents not to make contact with individual members of the board.

11. HALLWAY - PASSAGES AND STAIRCASES

1. There should never be running, horseplay or rowdiness in the halls, passages or on outside walkways.
2. No student/students are permitted to be in the halls, passages during a class period without a pass from the office personnel or teacher.
3. Always walk on the right side of the hall, passage or staircase in the direction you are moving.
4. High school students are not to use the hallway or passage containing the Kindergarten classrooms unless they are directed to do so because of bad weather; they have service project in the Kindergarten classes High school students should always give right-of-way and defer to the younger children when using the hallway.
Items should not be left on the floor of the hallway

12. DELIVERY POLICY

Flowers, balloons, candy, and other similar deliveries to students at school will not be accepted. This means we will not allow the items to remain in the office and the vendor will have to take the items with them when they leave. This is an interruption to the school day class time and interferes with the function of the office.

13. DISCIPLINE - STUDENT CODE OF CONDUCT

A. Foundation of Discipline

PEC is committed to the philosophy of providing an excellent college preparatory education in a Christ-centered, biblically-based environment. An essential part of this mission is to promote the development of students with strong Christian ethics and moral values. As a result, our School Code of Conduct has been established to assist in fostering personal integrity and responsibility among our students. The responsibility for ensuring proper development has been charged to the administration, faculty, and staff by the School Board of PEC. We believe that this responsibility should not be taken lightly, but should be measured with Christian love, grace, and understanding for the well-being of our students. As a part of this responsibility, we must serve as good role models for our students by living Christ-centered lives ourselves to promote appropriate conduct through our actions and words.

PEC students are expected to:

- Be Respectful.
- Be Responsible.
- Possess Integrity.

Guiding Principles:

- The School Code of Conduct is not intended as an exhaustive list of misconduct. As a result, PEC reserves the right to discipline a student for any conduct the School deems inappropriate even though not specifically mentioned in this Code.
- All sanctions and consequences are designed to be fair, redemptive, and instructive, with an emphasis on growth and development.

- The nature and severity of sanctions are based on the severity of the incident, past behavioural patterns, as well as the maturity and emotional state of the student in question. If at all possible, initial intervention for disciplinary problems should be minimal with an emphasis on caution, reasoning, and counselling. Throughout any disciplinary process, grace and forgiveness should be guiding forces, while maintaining firm and uncompromising position on inappropriate behaviours.
- While PEC has no direct control over students and accepts no responsibility for students outside of school operations and activities, we do reserve the right to discipline students for inappropriate behaviour because it reflects on the school.
- A student who has knowledge that a violation could occur may be considered an accomplice. A student who finds himself directly involved in an inappropriate incident or potential incident has the responsibility to remove himself to avoid implication (II Timothy 2:22).
- Parents and students have the right under the School Code of Conduct to appeal any decision following standard procedures. However, they have the responsibility of addressing the concern along each level of the process prior to appealing it to a higher authority (Matthew 18: 15-17).

B. Means of Discipline

According to PEC Board Policy, violations are divided into three categories based on the severity of the action. While administrative response to these violations are based on the category in which the behaviour falls, additional factors including past behaviour will be factored into the decision-making process.

1. Category I-Minor Violations

Minor violations are those behavioural issues which individually do not warrant an office referral and can be handled by the individual teacher utilizing the classroom assertive discipline plan.

These include, but are not limited to:

- chewing gum
- eating in class without permission
- being tardy to class
- talking in class
- failing to follow directions \ instructions
- failing to complete assigned tasks
- behaving impolitely

2. Category II-Moderate Violations

Moderate violations are those which negatively affect the teacher's or school's ability to meet educational commitments to our students. These include repetitive minor behavioural violations which the assertive discipline plan has ineffectively discouraged. These behaviours include, but are not limited to:

- classroom disruption defiance of authority
- propagating dissention
- verbal or physical abuse
- excessive tardiness
- dress code violation
- deceptive behaviour
- Category I behaviours that are determined to be habitual and/or continuous

3. Category III-Serious Violations

These behaviours include, but are not limited to: continuous
classroom disruption

- dishonesty and other forms of deception
- misuse of school property including inappropriate use of technology, unauthorized use of school equipment, and trespassing on campus after school hours
- skipping class including extended tardiness and truancy
- obscene or lewd behaviour
- possession of pornographic or sexually explicit material

- physical, sexual, or verbal abuse
- slander or libel
- unauthorized possession of a weapon including guns, knives, batons, bladed tools, pepper spray
- vapor cigarettes and any additional items considered dangerous by the school administration
- commission of any crimes or misdemeanours, on or off campus, including (but not limited to) possession of alcohol, tobacco, or illegal drugs, immoral behaviour and destruction of property
- insubordination to a school authority including (but not limited to) walking out of class, failing to follow field trip procedures, leaving campus without permission, continuous and wilful violation of school rules
- behaviour which potentially endangers another's safety
- cheating, including plagiarism and intentionally assisting another student to cheat
- sexual misconduct or immoral behaviour (on or off campus) including inappropriate displays of affection at school
- failure to follow through with disciplinary disposition (i.e. failure to attend detention)
- inappropriate fanatical behaviour at an athletic event
- Category I and II behaviours that are determined to be habitual and/or continuous
- any infraction determined to be severe by the administration

C. Consequences Defined

1. Student Communication

We are blessed at PEC to have an administrative body who possess above-average intelligence. This allows the faculty and administration to rely on reasoning to encourage appropriate behaviour. As a result, our primary consequences are based on positive communication with our students. Most communication is preventative in nature and is designed to make students aware of our expectations to avoid situations where they unknowingly exhibit inappropriate behaviour.

For this reason, teachers begin the year teaching students the rules and regulations for their individual classes and the school as a whole. Each teacher is also required to maintain an assertive discipline plan which includes a concise and concrete set of rules and reinforcements designed to teach correct behaviour. In addition, teachers are encouraged to talk to students regarding inappropriate behaviour in such a way as to encourage the students and avoid embarrassment.

One of the ways based on the decision by the Teacher \ Head that Students will be disciplined is, they will be required to do the following either or all:

- a. During breaks stay in class*
- b. Not be allowed to participate in school activities.*
- c. Given community work – example – picking up papers on the grounds*

When teachers feel additional assistance is needed, they are encouraged to refer students to the office for counselling. Counselling may be provided by the school guidance counsellor or a school administrator, and is designed to be positive and proactive in order to prevent incidents before they become problematic. Many times, a "cooling off" period provided by counselling is all that is needed to prevent a more serious disciplinary problem.

2. Parent/Teacher/Administrator Communication

It is our belief that the primary biblical source of guiding student behaviour should be the parents. Our mission for maintaining appropriate student behaviour is to form a partnership between the school and parents allowing parents to handle as many problems as possible. However, when the parent is in need of assistance, it is our responsibility to ensure that we maintain an optimal academic environment for all of our students. Our secondary consequences are parent contacts including letters, e-mails, phone calls, and parent conferences. However, when these forms of communication are no longer effective, graduated consequences are required.

3. Confiscation of Contraband or Items of distraction

Students who bring contraband on campus or use unauthorized items inappropriately (i.e., cell phones) may have the item confiscated by a teacher or an administrator. If a teacher determines that an item is inappropriate and it should be confiscated, the student is to be referred to the office and the parent is to be notified. If the student continues the behaviour, they may be denied the right to bring the item on campus for a specified period of time.

4. Detention

If communication is ineffective in solving disciplinary problems, the student may be assigned a detention to reinforce appropriate

behaviour. The structure of PEC detention program is graduated in nature.

For classroom problems, teachers may choose to assign their own detention. This level of reinforcement requires no office referral and would not be used to determine a pattern of student behaviour. A more serious form of detention would be associated with an office referral. This would allow the office to keep a record of detentions based on the frequency and serious nature of the problem. The administration reserves the right to assign menial tasks of labour associated with detentions as additional reinforcement.

5. Denial of Class

Students may be denied class pending a specified action such as a required parent conference or returning school property.

6. Corporal Punishment

We feel that this form of punishment should be used sparingly as a final alternative before denying students their right to an education. PEC reserves the right to discipline as it sees fit according to the Law of South Africa.

7. Suspension

A suspension is a denial of the right of a student to attend school. The purpose of a suspension is to send a clear message to the student that the behaviour is unacceptable. Once a student has been suspended for five days within a school year, he/she will be considered for expulsion. However, students can make up all work and take all tests in the classes they missed during the suspension. Students are not allowed on campus or to participate in any school activities during the period of their suspension. For a serious Category III violation or when it has been determined that negative behaviour has become habitual, a student may be assigned a suspension with probation. At this point, further violations may result in a recommendation for expulsion.

8. Expulsion

Expulsion refers to the permanent dismissal of a student from school. It is considered an absolute last resort to be used when all attempts to correct disciplinary issues have been exhausted. At this point it is determined that a complete change of environment is in the best interest of the student. An expulsion may also be justified when a student commits an act so severe that it threatens the safety of our other students or severely inhibits PEC from meeting obligations to our other students. Finally, an expulsion may be necessary if a parent continuously refuses to support the school in our efforts to correct inappropriate behaviour of our students and support our mission to promote a positive Christian learning environment.

D. Recommended Consequences

The consequences below represent lists of possible consequences. Although they are listed in what could be considered an order of graduated severity, the list is not meant to be a prescribed plan of action. As a result, the administrator has the option of repeating, skipping, or utilizing consequences out of order as circumstances require.

1. Recommended Consequences of Category I Violations

- Assertive Discipline Plan
- Student Conference/Warning
- Parent Contact
- Confiscation of Contraband
- Parent Conference
- Counselling
- Detention

2. Recommended Consequences Category II Violations

- Parent Contact
- Confiscation of Contraband/Pending Action
- Parent Conference
- Counselling
- Administrative Student Conference/Warning
- Detention
- Denial of Class/Pending Action
- Corporal Punishment
- Suspension

3. Recommended Consequences of Category III Violations

- Immediate Referral to an Administrator
- Confiscation of Contraband/Pending Action
- Required Parent Conference
 - Detention Denial of Class/Pending Action
- Corporal Punishment
- Suspension
- Suspension/Probation
- Expulsion

E. Discipline for Off-Campus Behaviour

During times that students are outside of school operations and school-related activities, they are not under the direct supervision of the school and are not subject to the consequences of the PEC Code of Conduct. However, as a part of their agreement to enrol children in school, parents have agreed to support the school in its educational endeavours to accomplish our vision, mission, and goals. As students represent the school at all times, their behaviour outside of school operations and activities may reflect on the overall effectiveness of the school. As a result, the school has responsibility to hold students accountable under certain circumstances.

1. Procedure for After School Behaviour

- If a student is reported to have committed a Category III offense outside of school operations and activities, it is the responsibility of the head of school to report this to a parent as hearsay.
- If it is determined there are a minimum of two credible witnesses to a student violation of a Category III offense outside of school operations and activities, the head of school will schedule a parent conference in which the incident will be discussed and the student will be warned that any further problems may result in the student being disciplined by the consequences for a Category III offense.
- Any additional off-campus behaviour with a minimum of two credible witnesses will be treated as a Category III violation resulting in the appropriate consequences as determined by the head of school.
- If a student is suspended with probation, any additional Category III problems (on or off campus) may result in a recommendation to the School Board of PEC for expulsion. For students who have been suspended with probation, a pre-enrolment hearing will be held at the end of the school year to determine whether the student should be re-enrolled for the upcoming school year.

14. DRESS CODE

1. Expectations

- Girls - must wear the school uniform as specified by the school. Exceptions will be made for formal occasions with the consent of the head of school. Exceptions will also be made for religious reasons only if approved by the Head of the School, but dresses must comply with all other aspects of the dress code. Dresses may not be shorter than two inches above the knee.
- Boys - must wear the school uniform as specified by the school. Exceptions will be made for formal occasions with the consent of the Head of school. Exceptions will also be made for religious reasons only if approved by the Head of the School.

2. Consequences

- *First Offense*- If a teacher determines a student is not dressed within the guidelines of the school dress code, the student is to be immediately referred to the office pending a parent bringing the appropriate clothing to school. After the first offense, students should be removed from the classrooms if the parent cannot bring clothing. If it is determined that the student had appropriate clothing at school and chose not to wear it, the student is to be assigned detention for the following day.
- *Second Offense*- Students who are referred to the office for a second dress code violation are to be assigned detention.
- *Third Offense*- Students are to be referred to the office as a Category II Violation-Defiance of Authority and disciplined accordingly.
- *Fourth Offense*- Students are to be referred to the office as a Category III violation Insubordination of a School Authority and disciplined accordingly.

- *Additional Offenses*- Will be disciplined in a graduated manner according to a Category III violation.

C. Guidelines for Dress Code for Physical Education

Students will be told what the standard uniforms for physical education and assigned uniforms for athletic practices and games. Students will not be allowed to participate if the appropriate uniform is not worn and punishment will be at the discretion of the P.E. teacher and/or coach. Dressing out for physical education is considered a part of the academic expectations of the class and will be factored into the student's grade.

D. Guidelines for Dress Code at School-Sponsored Events

The school dress code will prevail for all field trips unless specific permission is obtained from the head of school regarding a special need or special circumstances which warrant modifications to the existing dress code. In some instances, the dress code will be adjusted for field trips where more formal dress is required. Students must adhere to the requirements of the field trip dress or lose the privilege of participating in the field trip with possible academic and/or disciplinary consequences.

15. FIELD TRIPS

A. Field Trip Guidelines:

1. A Field Trip Request form must be completed and submitted to the head of school by the teacher at least three weeks prior to the trip.
2. Parent-driven, privately-owned vehicles may be used for transportation on school field trips if properly approved by the head of school. If buses are used, the total cost of these buses must be paid by the group going on the field trip.
3. The costs associated with field trips should not prohibit any student from participating in field trips. Teachers should be aware of special financial needs.
4. The entire cost of a field trip should be financed from parents. Cost of transportation, tickets, meals, and other incidentals must be calculated into the amount due from each student prior to the field trip. Money collected for the cost of the field trip is to be receipted in the school office prior to the field trip.
5. **Siblings of class members are not to be permitted to attend any field trip.**
6. The teacher has the authority to select room parents to serve as designated parent chaperones. These parent chaperones will be assigned specific responsibilities to supervise a small group of students. Other parent visitors may accompany the group in their own vehicles; these parent visitors are not considered part of the field trip. Too many parents attending a trip could be distracting to a teacher trying to focus children on an educational lesson.
7. The lead teacher for the field trip will give complete emergency information to the head of school in case the school or parent needs to reach the group prior to their return.
8. The authority for approval for field trips rests with the head of school.
9. Children are not allowed to participate without a signed release from their parents.
10. Students not attending the field trip should have an assignment which would provide an educational value similar to the information acquired on the trip.

16. FINANCIAL POLICIES

PEC is a school with a high emphasis on outstanding academics and a structured, safe environment with a Christian atmosphere. However, it is a tuition-based school and receives no guaranteed subsidy. As we are a small non-profit organization, our financial policies are in place to maintain financial viability. We must have these policies in place so that we can continue to provide our educational product. Without these policies the school would go out of business. Failure of our parents to keep these policies has the potential of depriving all students of this quality education. Financial decision-making and capital development are the responsibility of the head of school who works directly under the school board in executing financial policies.

A. Payment of Fees and Tuition

Fees must be paid upfront quarterly due to the school paying its service provider quarterly upfront which is non-refundable and therefore the fees paid is non-refundable. If the payment is not received on time then the Service Provider will terminate the services and the student will not be able to continue to study and Paradigm Education Centre will not be held responsible.

Paradigm Education Centre reserves the right to stop all teaching aids and tuitions on failure of receiving payments that is due to the school

Prior to acceptance of new children, an application fee of R200 and a registration fee of R500, upon acceptance of the student, must be paid. These fees are non-refundable.

Current students must pay a non-refundable re-enrolment registration fee before the student is enrolled for the following year. This fee is non-refundable. Monthly payments must be made by the tenth of each month. Payments after the tenth of each month will have a delinquent penalty. Payments after the 10th of the month will have an additional R100.00 charge to be increased to R200.00 if not paid by the 20th of each month. A R100.00 fee will also be billed for each returned cheque. After the third returned tuition or fee cheque, an account will be placed on a “cash only” basis as per PEC School Board Policy. If the tuition is not paid by the last day of the month, the student will be taken off the school rolls and not allowed to attend classes [see financial delinquent policy outlined below]. Every parent will sign a bank stop order making Paradigm Education Centre the beneficiary for the payment of school fees. Donations PEC is continually striving to improve the quality of education offered to its students. Tuition alone cannot pay all the expenses required for school improvement and capital development. In a ministry of our size and the socioeconomic group of our main constituency, we can only make capital improvements and development through funds above and beyond tuition. Therefore, contributions to the school or any part of its program are welcomed and encouraged. If you are interested in making a tax-exempt contribution, make cheques payable to Paradigm Education Centre.

B. Financial Delinquency Policy

1. A report on financial delinquency will be kept current in the school office at all times. This report will be presented as information to the School Board every month at its stated meeting.
2. The school office will bill every school home no later than the 3rd of every month. This bill will communicate to the parents the current status of their financial obligation and the amount due to the school no later than the 10th of every month.
3. If a tuition delinquency occurs on the 10th of any month, a late penalty is added to the account on the 11th of the month.
4. If the tuition delinquency continues, a formal letter noting the deficiency will be e-mailed to the parents no later than the 21st of the month. This note will notify the parents that if the outstanding delinquency continues until the last of the month, all students in that family will be removed from the school. A second late fee penalty is added on the 21st of the month.
5. If the fees are not paid by the end of the month, the **head of school** will suspend the delinquent students from the school on the first school day of the following month until the fees is paid. No class attendance is allowed until the fees is paid.
6. If a school family finds itself in short-term financial straits that would prevent them from eliminating their financial delinquency prior to the last day of the month, they may request a face-to-face meeting with the Head of school to ask for a modified payment schedule. The request for this meeting must be made in writing and submitted to the **head of school** no later than the 25th of the month. The meeting must occur prior to the end of the month.
7. Normally, the **head of school** will not approve a modified payment schedule that would carry more than 50% of the delinquent payment over into the next month. Under no circumstances will the **head of school** approve any modified payment plan that would involve the school's tuition not to be completely paid by the last day of November of the school year.
8. No student shall be allowed to attend classes on the first day of school unless the student's financial account is current with no delinquency.
9. Personal or business cheques, EFT or bank stop orders are accepted as payment for tuition or other school expenses; however, if a family writes three bad (returned) cheques in a school year, then the family will be placed on a cash basis for the remainder of the school year.

17. School Fees Assistance

1. The school reserves the right to decline any application for assistance, without giving any reasons.
2. All school fees assistance is based on financial need and/or families who are considered disadvantaged financially. No school fees assistance is given for academic merit, athletic involvement, or special endorsement.
3. All applications for fees assistance must be submitted on the forms designated by the head of school. Applications must be accompanied with copies of TOTAL INCOME per family which includes pay slips from all working adults in the household. A monthly Income \ Expenditure form must be filled for valuation by the Board of PEC. ***PEC reserves the right to verify the documents submitted.***
4. The Board of PEC will decide based on the documents received weather to approve or decline the application.
5. If the application is approved the Board will decide what percentage of the fee will be sponsored for the year.
6. A new application MUST be done every year. The “ASSISTANCE” is only for the year of the application.
7. PEC reserves the right to request additional information on Income or Expenses during the year, and if PEC determines the student no longer deserves the Tuition Assistance, would at its own discretion cancel the assistance and the student must start paying the full fees for the balance of the year.
8. ***PEC reserves the right to cancel Tuition Assistance with immediate effect using its own discretion if the student is***

found in breach of the disciplinary codes, or if He\She is not performing within their grades

Applications will not be considered unless the re-enrolment fee or enrolment fee has been paid. The re-enrolment or enrolment fee for fee assistance applicants will be held by the head of school (if requested) until the fee's assistance has been awarded and accepted.

9. Applications will not be considered by the school board fees assistance committee if there is any existing financial delinquency on the school account.
10. The process for fees assistance application and award will adhere to these time parameters in subsequent school years. Total amount to be awarded may vary from year to year with amount to be set by the school board.
11. Financial delinquency exceeding 30 days at any time during the school year will result in immediate forfeiture of the fees assistance award. Financial delinquency will then lead to removal of the student(s) from the school.
12. New student applicants after January will be considered for fees assistance at the discretion of the scholarship committee contingent upon the availability of funds.

18. FIRE/EMERGENCY DRILLS

Plans for emergency drills are posted on the wall of each classroom and detailed in the school safety plan located in the faculty handbook of all staff members. When the signal for the fire drill is given, students are instructed to rise immediately and go quietly following faculty directions as posted on the drill card in each room.

19.. Food in Classrooms

Neither food nor drink is allowed in the classroom except water in

water bottles. All food or drinks to be eaten outside the classrooms \

lecture halls.

20. FUND-RAISING POLICY

A. Authorized Fund-Raising Entities

- a. Annual Campaign-The School Board will take the leadership in fund-raising for the needs of the school, including but not limited to: buildings, major renovation projects, endowment accounts, and major property enhancements (i.e., athletic field improvements, paving parking lots, etc.).
- b. Academic Support-The Parent Teacher Fellowship (PTF) will be allowed to conduct fund-raising activities which would involve parents of all grades for the benefit of the educational program of the school. The PTF leadership must have head of school approval prior to any fund-raising. The projects approved will be designated for specific school needs. Examples of fund-raising allowed for the PTF include, but are not limited to, the following: auctions, yard sales, special dinners, special sale of items by parents, other sales approved by the head of school. The use of students to go door-to-door to sell items is prohibited.
- c. Fund-raising sales by students-These will be allowed with head of school approval for clubs, student organizations, and special needs. Usually this will be limited to high school students; however, there may be occasions when the Head of school will allow all students to raise funds for specific needs such as Christmas stockings for needy children, etc. School-wide events such as Faculty/Student volleyball games, animal shows, etc. which raise funds for school needs will be allowed with head of school approval.
- d. Athletic Support- (Athletic Support and Development) is allowed to conduct fund-raising activities to be designated for the athletic program of the school. Under the direction of the head of school and athletic director, the organization will develop funds for the continued enhancement of all athletic programs at PEC

21.

22. HARASSMENT AND BULLYING

PEC will not tolerate any type of harassment. Harassment includes a repeated pattern of verbal or physical unwelcome, hostile, and/or offensive behaviour that has the purpose or effect of substantially interfering with an individual's right to be treated with respect.

It is defined as offensive and unwelcome conduct, serious enough to adversely affect the terms and conditions of a person's school (workplace), which occurs because of the student's legitimate station in life or is a form of retaliation, both of which can be imputed to the school. Paradigm Education Centre will not tolerate harassment.

As with any serious infraction to the Code of Conduct, students suspected of violations will be referred directly to the school administration. Using standard operating procedure, the school administration will handle the infraction through a series of graduated responses including student referral to the counsellor, student conferences, detention, corporal punishment, required parent conferences, suspension and expulsion. Parents will only be involved as incidents pertain to the behaviour of their child. All effort will be made to discourage any contact between parents of involved students.

23. LOST AND FOUND

Students are encouraged to write their name in all clothing and other items brought to school. They are discouraged from bringing items of significant value. Items which are placed in *Lost and Found* will be donated to charity at the end of each twelve weeks grading period.

24. MEDICATION

The PEC discourages the taking of medication at school during school hours by students. When it is absolutely necessary to administer prescription medication at school the conditions are as follows:

A. Prescription Medication

- The parent must provide the school with a signed statement from the physician who prescribed the medication. The statement must name the medication, state the reason for the medication, specify the dosage, and specify time and duration that the medication will be administered. This information may be given to the teacher
- The medication must be delivered to the school administrator or designee/teacher by the parent or guardian in the original container with the current prescription label on the container. The label must state the student's name, physician's name, and date, name of medication, dosage and instructions for administration. Note: this may necessitate asking the pharmacist for two bottles when the medication is given to the parents.
- The parent or physician must provide school personnel with information concerning side effects of the medication or attach the side effects sheet provided by the pharmacist.
- The parent or guardian must complete a permission statement authorizing the school administrator or designee/teacher to assist the child in taking the medication.

B. Non-Prescription Medication

Non-prescription drugs, including aspirin, Tylenol, etc. may be administered on a limited basis provided the parent has completed a permission statement authorizing the school administrator or designee/teacher to assist the child in taking the medication. The medication must be in the original container and contain an additional label with the child's name, dosage, and time for administration. This medication must be provided by the parents; PEC will not provide any internal medication for students.

C. Storage of Medication

All medication must be stored in a secure place in the teacher's classroom or school guidance counsellor's office. All medication must be administered by school personnel only. No student should take any medication unsupervised.

D. Medical Information Sheet

A medical form from an appropriate physician containing any pertinent health information must be provided to the school by parents of children who take medication regularly.

25. PARENTAL INVOLVEMENT POLICY/PARENT VOLUNTEERS

Your child has been given to you by God. This places a heavy responsibility on you. Therefore, our staff and faculty will be sympathetic and understanding when working with you.

According to the Bible, the parent is to assume final responsibility for the education of the child. When your child comes to school, we are helping you in this responsibility for his/her education. Our school thus becomes an extension of your home. Opportunities for parents and grandparents to be involved in school activities are not only provided, but are welcomed and encouraged. Volunteer assistance is needed in such areas as field trips, parties, special classroom projects, etc. A volunteer survey form will be circulated early in the school year to help determine interest and placement.

Parent Teacher Fellowship (PTF) leadership meetings will be held periodically for the benefit of the parents and school. PTF officers are appointed by the head of school. Volunteers are always welcome to work on this important organization.

26. PARTIES

Parties will be allowed or disallowed at the discretion of the Head of the School

27. PASSES FOR BEING OUT OF CLASS

The school must know where your student is at all times. If it is necessary for a student to be somewhere other than their assigned location, the teacher should issue a pass to that student that indicates the destination. If the destination is something other than the office, car, locker, bathroom or counsellor's office, the note should indicate destination, duration of stay, and have the signature of the responsible teacher.

A student found in the building or on the grounds without a pass, in a location other than specified on a pass, or off the most direct route to the class or destination will face disciplinary action.

28. TEACHER CONFERENCES

The purpose of teacher conferences is to communicate progress in each area of learning. To make an appointment with your child's teacher at any time, call the school office and leave a message to have the teacher call you. Teachers will gladly discuss your child's progress. All of our teachers are available for parent conferences by appointment. Call the school to make an appointment as needed. Teachers are encouraged to schedule the conference so that an administrator or counsellor may be present when possible.

29. SCHOOL HOURS

A. Office Hours

The school office will be open from 8.00-3:00 on all school days. The school office is not open on the weekend or on holidays.

D. Day Care

After school day-care is provided as a service to parents of PEC for a reasonable fee.

30. STUDENT RECORDS

PEC will maintain on file in the school office a permanent cumulative record with information on each pupil enrolled. Students' names and addresses, phone numbers, and parent names are declared as directory information. Should a student transfer to another school, a copy of the student's record will be mailed at the request of that school if the student's financial account is current and not delinquent. Student records will be held until all financial obligations are clear for PEC. Parents or students are welcome to view the contents of the permanent cumulative record by scheduling an appointment with the guidance counsellor or the head of school.

31. TRANSFER OR WITHDRAWAL FROM SCHOOL

If it is necessary to withdraw from school or transfer to another school, the parents or guardian must sign a release form for the transcript. The student is expected to turn in school property including textbooks, library books, uniforms and athletic equipment. Items not turned in will be charged to the account and will be part of the financial obligations mentioned below.

A withdrawal card will be issued in the office which is to be signed by all the student's teachers, the librarian and guidance counsellor. The signed card must be returned to the office. All your grades and other information will be inaccessible for other schools or job recommendations unless you clear your record completely, including financial obligations.

Any withdrawal will require fulfilment of the Financial Agreement guidelines signed at the first of the school year. A copy of this agreement is printed below this paragraph. In order to be relieved of this requirement of the Paradigm Education Centre Board, the parent must present a written request to the head of school for waiver of future financial obligations. The request must state the extreme reason for waiver. The decision of the head of school may be appealed to the chairman of the school board. Appeal at this level is not automatically granted; cause must be shown as to why the Head of school's decision was inappropriate. The appeal must go through the Head of school not around him. Any parent moving more than 25 km from Paradigm Education Centre may ask for and receive an automatic waiver of future tuition. Please note that student records will not be released for any student who has a delinquent tuition or other cost to the school.

32. FINANCIAL COMMITMENT

Paradigm Education Centre asks for a financial commitment for those who enrol or re-enrol for next year. Enrolment or re-

enrolment is a commitment from the parents to pay for one semester tuition even if the child withdraws prior to the first day of school of the next school year. The rationale for this is as follows:

1. The school depends on tuition payments to pay expenses. Expenses for the school include salaries for teachers, administrators, secretaries, librarian, guidance counsellor, library aide, computer aide, custodians, maintenance person, and coaches. Expenses also include various contracts for copiers, computer maintenance, and software updates, as well as supplies, testing, textbooks and many more items in the school budget. The school budget is based on the commitments of the parents to send their child to the school. Once contractual relationships are made, the school cannot undo these contracts.
2. Please note that the school loses one semester of tuition should a child be enrolled and then not attend because only one semester of tuition is required to be paid. The second semester tuition is lost to the school and impacts the budget.
3. Parents should take very seriously the signature to enrol the child. Parents should wait until they are very sure that the child will attend before they enrol.
4. The enrolment commitment does guarantee that a slot will be held for the child and the school makes that commitment to the parents. If the child does not come the next school year, it is not a simple matter of saying that the school has plenty of time to “fill that slot”. Even if another child enrolls in that grade, the school still loses the anticipated full year tuition income from your child who does not attend. The school would never call a parent and say that the enrolled child cannot come because the school has decided to decrease the number in a particular grade or some other reason and that the parent has plenty of time to find another school.

**Paradigm Education Centre
Parent Acknowledgement of the
Parent and Student Handbook**

***Please sign an acknowledgement form for each student enrolled, and return the signed form to the school.**

Signing this form verifies that we, the parents or legal guardians of a student at Paradigm Education Centre, have read, understand, and agree to support the policies, procedures, rules, and regulations of the Paradigm Education Centre Parent and Student Handbook.

Signing this form verifies that we are aware of the policies, procedures, rules, and regulations governing students during the regular school day and at all school-sponsored functions and that, as parents/guardians, we realize it is our responsibility to help our child(ren) abide by these policies, procedures, rules, and regulations while a student at Paradigm Education Centre

We understand that the Paradigm Education Centre Board has approved the policies, procedures, rules, and regulations of the handbook, and that the administration, faculty, and staff will attempt to be as fair, accurate, and consistent in applying them as possible.

Printed Parent/Guardian Name _____

Signed Parent/Guardian _____
Please sign X. You will sign your physical signature at a later stage.

Printed Name of Student _____

Grade _____ Date _____

STUDENT'S INFORMATION

- SURNAME _____

FIRST NAME : _____ NICK NAME : _____

I.D. No. : _____ DATE OF BIRTH : _____ AGE : _____

GENDER : _____ STARTING GRADE _____

FIRST NAME : _____ NICK NAME : _____

I.D. No. : _____ DATE OF BIRTH : _____ AGE : _____

GENDER : _____ STARTING GRADE _____

FIRST NAME : _____ NICK NAME : _____

I.D. No. : _____ DATE OF BIRTH : _____ AGE : _____

GENDER : _____ STARTING GRADE _____

FIRST NAME : _____ NICK NAME : _____

I.D. No. : _____ DATE OF BIRTH : _____ AGE : _____

GENDER : _____ STARTING GRADE _____

FAMILY DETAILS

INFORMATION	FATHER	MOTHER
Name & Surname		
I.D. Number		
Occupation		
Employer		
Work Telephone		
Home Telephone		
Cell Number		
Physical Address		
Postal Address		
E-Mail		
What's app		
Doctor Name		TEL No.

PARADIGM EDUCATION CENTRE INDEMNITY \ CONSENT FORM

We, the undersigned , being the parents, legal guardians of the following child\children:

_____ I.D. _____
(Child Full Names) (Child I.D. No.)

_____ I.D. _____
(Child Full Names) (Child I.D. No.)

_____ I.D. _____
(Child Full Names) (Child I.D. No.)

_____ I.D. _____
(Child Full Names) (Child I.D. No.)

hereby indemnify and absolve Paradigm Education Centre from any liability whatsoever that may occur at school or while on school excursions or playing sport or school related activities.

Also:

- ❖ Hereby give permission for my child to take part in any school related activities while he\she is a student at Paradigm Education Centre.
- ❖ I understand and accept that my child is expected to take part in extra – mural activities, including sports and excursions away from the school premises
- ❖ Hereby absolve Paradigm Education Centre from any liability to me or my child – of injury or loss / damage to their property or belongings at school or during school related activities or school excursions.
- ❖ Hereby give permission for my child to be taken off school premises on planned or unplanned privileges and trips arranged by the school
- ❖ We further acknowledge that we are sending our child to Paradigm Education Centre at our own risk

PARENT \ LEGAL GUARDIAN

PARENT \ LEGAL GUARDIAN

WITNESS NAME

WITNESS SIGNATURE

DATE

NOTE:

I the single Parent takes full responsibility and act on behalf of my Husband \ Wife in signing this INDEMNITY and acknowledge that my Husband \ Wife has no claim against Paradigm Education Centre, on the grounds that they did not sign this document.

Signature _____

Please sign X. You will sign your physical signature at a later stage.

Please use Adobe Acrobat Pro or Adobe Acrobat Reader DC when completing this document.

BY TICKING THIS BOX, I AGREE THAT ALL CONTENTS AND DETAILS SUPPLIED ARE TRUE AND CORRECT AND I ACKNOWLEDGE THAT I CAN BE HELD CIVILLY AND CRIMINALLY LIABLE BY SUBMITTING FALSE INFORMATION.

By ticking this box, I acknowledge acceptance of its content.