

NEW BRIGHTON SDA SCHOOL is a Seventh-day Adventist education institution operated by the Cape Conference (CC) under the Southern Africa Union Conference (SAUC) in the Southern Africa- Indian Ocean Division (SID) territory.

MISSION STATEMENT

- **To create a caring and loving environment for each pupil.**
- **To develop harmoniously the physical, mental, spiritual and social aspects of every child.**
- **To create a redemptive relationship between each child and Jesus Christ.**

VISION

Restoration of God's image in the learners placed in our so that they may be of service in this world and the world to come.

SOURCE AND AIM OF TRUE EDUCATION

Our ideas of education take too narrow and too low a range. There is need of a broader scope, a higher aim. True education means more than the pursual of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole human being, and with the whole person period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.

School Song

Oh Lord be with New Brighton SDA School

And may you lead us in our education

And may you teach us to be obedient

Let us show respect to our teachers and parents

And all teachers must be supported by you

Yiba nabantwana abafundayo

Ze ubakhusele ezingozini

Banike amandla nonyamezelo

Ze baphumelele ezifundweni

Here help ons omgewing om liefde te skep

Laat elke kind omgee en respekteer al,

Laat 'n verhouding tussen kind en Jesus wees

It all depends on me (X3)

Until Jesus comes

Seventh-day Adventist Philosophy of Education

Policy FE05, FE 10

Premises

Seventh-day Adventists, within the context of their basic beliefs, acknowledge that –

- God is the Creator and Sustainer of the entire universe – animate and inanimate
- God created perfect human beings in His image with power to think, to choose, and to do.
- God is the source of all that is true, good, and beautiful, and has chosen to reveal Himself to humankind
- Humans, by their own choice, rebelled against God and fell into a state of sin that has separated them from God and each other, affecting the entire planet and plunging it into the cosmic conflict between good and evil. In spite of this, the world and human beings still reveal, albeit dimly, the goodness and beauty of their original condition.
- The Godhead met the problem of sin through the plan of redemption. This plan aims to restore human beings to God's image and the universe back to its original state of perfection, love, and harmony.
- God invites us to choose His plan of restoration and to relate to this world creatively and responsibly until He intervenes in history to bring about the new earth that is promised in His Word.

Philosophy

The Seventh-day Adventist philosophy of education is Christ-centred. Adventists believe that, under the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in the Bible, in Jesus Christ, and in nature. The distinctive characteristics of Adventist education – derived from the Bible and the writings of Ellen G. White – point to the redemptive aim of true education: to restore human beings into the image of their Maker.

Seventh-day Adventists believe that God is infinitely loving, wise, and powerful. He relates to human beings on a personal level, presenting His character as the ultimate norm for human conduct and His grace as the means of restoration.

Adventists recognise, however, that human motives, thinking and behaviour have fallen short of God's ideal. Education in its broadest sense is a means of restoring human beings to their original relationship with God. Working together homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.

Adventist education imparts more than academic knowledge. It fosters a balanced development of the whole person – spiritually, intellectually, physically, and socially. Its time dimensions span eternity. It seeks to develop a life of faith in God and respect for the dignity of human beings; to build character akin to that of the Creator, to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good and beautiful.

Aim and Mission

Adventist education prepares students for a useful and joy-filled life, fostering friendship with God, whole-person development, Bible based values, and selfless service in accordance with the Seventh-day Adventist mission to the world.

General Conference Policy Manual (2003), pp. 221-228 (Education- Departmental policies: FE 05, FE 10)

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Motto: It All Depends On Me

An Institution striving for excellence in academic performance, physical and character development

2013

FACULTY HANDBOOK

CONSTITUTION OF NEW BRIGHTON SDA PRIMARY SCHOOL

1. NAME AND LOCATION

The name of the school shall be NEW BRIGHTON SDA PRIMARY SCHOOL hereunder referred to as the NEW BRIGHTON SCHOOL. The Management Body of the school shall be NEW BRIGHTON MANAGEMENT BODY, hereunder referred to as, MANAGEMENT BODY. The school is located at Ngesi Road, New Brighton in Port Elizabeth in Republic of South Africa.

2. MISSION STATEMENT

- 2.1 To provide a loving and caring environment for all our learners.
- 2.2 To develop harmoniously the physical, mental, spirit and social aspects of all our learners.
- 2.3 To create a redemptive relationship between each learner and Jesus Christ.

3. OBJECTIVES

- 3.1 To provide a balanced education with regard to physical, mental, spiritual, and social aspects of all learners and to maintain and conduct the institution in accordance with education policies of Seventh Day Adventist Church and legal requirements of the Republic of South Africa through the Eastern Cape Department of Education, Sports and Culture.
- 3.2 To provide an education for the learners in the local community of Port Elizabeth and to whosoever wishes to attend the school regardless of race, sex, religion, color or creed.
- 3.3 To assist with program that will uplift the community by ways of literacy and the development of life skills using the expertise of educators in the school, as well as, those in the private sector.
- 3.4 To involve learners in projects for the community so that they may become aware of the needs of community and so develop a spirit of unselfish service.
- 3.5 To foster a love and appreciation for the privileges, rights, and responsibilities guaranteed each individual in the community, the country and the world.

4. MANAGEMENT BODY

4.1 COMPOSITION

- 4.1.1 Chairperson
- 4.1.2 Deputy Chairperson

- 4.1.3 School Principal (Secretary of Management Body)
- 4.1.4 Treasurer
- 4.1.5 PTA Chairperson
- 4.1.6 Staff representative
- 4.1.7 Four additional members
- 4.1.8 Ex-officio members:
 - 4.1.8.1 Pastors of supporting churches/ A Pastor appointed to represent other pastors of the magisterial district
 - 4.1.8.2 Education director of Cape Conference (CC)
 - 4.1.8.3 Education Director of Southern Africa Union Conference (SAUC)
 - 4.1.8.3 Principal of New Brighton Pre-School

4.2 OFFICERS

- 4.2.1 Chairperson
- 4.2.2 Deputy Chairperson
- 4.2.3 Secretary/principal
- 4.2.4 The school treasurer

4.3 QUORUM

- 4.3.1 A Quorum for transaction of business shall consist of 50% of the members of the Management body plus one.

4.4 MEETINGS

- 4.4.1 Meeting of the management Body shall be conducted for a period at least of once a quarter
- 4.4.2 Chairperson shall decide on the time and place of the meeting
- 4.4.3 When there is a need special meetings shall be decided

4.5 TERM OF OFFICE

- 4.5.1 The Management Body shall be appointed for a period of two years or until their successors are appointed

4.6 DUTIES

- 4.6.1 To ensure that the curriculum of the school is in harmony with the Education department of SAUC and Department of Education Sports and Culture (DEC)
- 4.6.2 To advise the CC on the appointment and / or dismissal of all school Personnel
- 4.6.3 To approve the annual budget and to receive from the School Treasurer regular reports indicating the relationship between current operation and the budget.
- 4.6.4 To establish tuition rates and other charges for the school
- 4.6.5 To authorize signatories of the school bank account
- 4.6.6 To hold meetings to transact the business of the school and to receive report on its operation

- 4.6.7 To accept the legal responsibility for the operation of the school and to conduct its business in harmony with the policies as outlined by the SAUC and in accordance with the legal requirements of the Republic of South Africa (RSA)
- 4.6.8 To receive gifts and assets for the development of the school
- 4.6.9 To request an annual audit of school finances by the appointed auditors as required by SAUC and State policies
- 4.6.10 To pass major business transactions of the school such as land purchase or sales, new building/s, major alterations and purchase of expensive equipment
- 4.6.11 To receive and accept reports from the financial, advisory, curriculum, constitution, administration and other committees
- 4.6.12 To appoint sub-committees as may be seem deem necessary

4.7 ELECTION

- 4.7.1 Members of the Management Body shall be elected by the Nominating Committee consisting of the following:
 - 4.7.1.1 Pastors of the supporting organization
 - 4.7.1.2 At least one representative from the supporting organization
 - 4.7.1.3 CC Education Director
 - 4.7.1.4 CC Administrators
 - 4.7.1.5 SAUC Education Director
- 4.7.2 Chairperson of the Nominating committee shall be the SHC Education Director

5. GENERAL MEETING

5.1 COMPOSITION

- 5.1.1 Pastors Elders and Education Secretaries of supporting churches
- 5.1.2 CC and SAUC Education Directors and Officers
- 5.1.3 Parents of children of the school
- 5.1.4 Representatives of Supporting Organizations
- 5.1.5 All other interested persons

5.2 QUOROM

- 5.2.1 A quorum of general meeting for transaction of business shall consist of 25 people present in the meeting.

5.3 DUTIES

- 5.3.1 Receive and accept school report from the Administration of the school
- 5.3.2 Receive and accept financial report from the school treasurer and Finance Committee
- 5.3.3 Receive and accepts reports from the Advisory, Constitution, PTA, Curriculum Committees
- 5.3.4 Appoint Advisory, Finance, Curriculum, Constitution Committees every two years
- 5.3.5 Plan ways of generating funds for the school

5.4 MEETINGS

- 5.4.1 General meeting shall meet twice a year
- 5.4.2 When, there is a need, special meetings shall be convened
- 5.4.3 Notice of the meeting shall be sent out 14 days before the appointed date

5.5 VACANCES

- 5.5.1 Management Body shall fill in all the vacancies

6. ADMINISTRATORS OF THE SCHOOL

6.1 COMPOSITION

- 6.1.1 Principal
- 6.1.2 Deputy Principal
- 6.1.3 Secretary / Treasurer
- 6.1.4 The Head of Department (HOD)

6.2 DUTIES

The Principal is appointed by the Cape Conference Executive Committee, on the recommendations of the Management Body, and is directly responsible to the Management Body for all phases of the school operation, and all officer, committees and thin the school are responsible either directly or indirectly to the principal by delegated authority. The main functions of the principal shall include:

- 6.2.1 To serve as Secretary of the Management Body and to act as Executive Officer of the School, implementing the policies and regulations of the Management Body SAUC Education department.

- 6.2.2 To preside at staff meetings and to be an ex-officio member of all school committees.
- 6.2.3 To be responsible for all administrative matters pertaining to staff and to make recommendations to the Management Body regarding the following:
appointments, compensation, rank, study, etc.
- 6.2.4 To be legal representative officer of the school and liaison officer between school and government agencies accrediting bodies and affiliated organization and be responsible for public relations of the school.
- 6.2.5 To present to Management Body, in consultation with the Finance Committee, the annual budget. Matters pertaining to construction or alteration of buildings, the lease or sales or purchase of major pieces of equipment or land.
- 6.2.6 To assign of other administrative officers and approve all teaching assignments, the teaching program and to promote amity and unity of purpose among all the teaching and administrative staff.
- 6.2.7 To plan for services, meetings, program and plans that may enhance the physical, mental, spiritual and social development of all learners at the school.
- 6.2.8 To serve as chief disciplinary officer of the school.
- 6.2.9 To supervise and regulate all extra-curricular activities of learners, in harmony with the objectives of the school.

6.3 TREASURER

The Treasurer shall be appointed by the Nominating Committee and is responsible to the Management Body for all financial and business functions of the school. His/her duties shall include:

- 6.3.1 To administer the financial resources of the school in accordance with the policies of Management Body and be responsible for the safe keeping of all funds of the school.
- 6.3.2 To advise monthly on financial operation of the school and to submit monthly budget control statements to the principal and to all departmental heads that administer funds, and further to prepare full financial statements on a monthly basis for the Management Body.
- 6.3.3 To control the purchase, the storage and delivery of supplies for all school departments.
- 6.3.4 Responsible for all financial arrangements with the staff and employees in harmony with the policies and procedures of the Management Body.
- 6.3.5 To prepare annual budget and recommend fee structure, in consultation with the principal and Finance Committee, for presentation to the Management body.

- 6.3.6 To render regular reports to the Management Body regarding financial operation of the school.

7. PARENT TEACHERS ASSOCIATION (PTA)

7.1 ELECTION

The Parent Teachers Association (PTA) shall be elected according to its constitution.

7.2 DUTIES

The Duties of the PTA shall be:

- 7.2.1 Educate parents in their work of fostering the development of the whole child.
- 7.2.2 Facilitate open communication and to foster co-operation between teachers and parents in Education processes.
- 7.2.3 Work towards the goal of enrolling every child in the SDA church and community to the school.
- 7.2.4 To promote the image of the school in a general way, as well as to the public at large.
- 7.2.5 To strengthen relationship between home and school, by providing suggestions for the Curriculum-improvement, assisting in fundraising projects, assisting during school functions, assisting with special projects and providing transport for school excursions.
- 7.2.6 To encourage the parents to visit the school and the teachers to visit homes of the learners.

7.3 COMPOSITION OF PTA COMMITTEE

- 7.3.1 Chairperson
- 7.3.2 Assistant Chairperson
- 7.3.3 Secretary
- 7.3.4 Treasurer
- 7.3.5 Additional members as needed

7.4 PTA MEMBERSHIP

- 7.4.1 Parents with children at the school
- 7.4.2 Teachers of the school
- 7.4.3 Interested church and community members
- 7.4.4 Ex-officio members: Principal, Management Body chairperson, Education Directors of SAUC and CC

8. PROCEDURE FOR APPOINTING STAFF MEMBERS

- 8.1.1 Staff members are appointed by CC Executive Committee on recommendation of the Managements Boy and shall perform the following duties.

- 8.1.2 Be responsible for promoting the aims of the school and to maintain by precept and example, an environment that is conducive to the full development of the pupils.

9. SCHOOL REQUIREMENTS

Learners shall be subject to the requirements of the school as determined by the principal, in harmony with the admission requirements and conditions specified by the Management Body, SAUC Education Department of Education Sports and Culture.

10. FINANCES

10.1 SOURCES OF INCOME

- 10.1.1 Tuition fees
- 10.1.2 Grants, gifts and donations
- 10.1.3 CC Subsidy
- 10.1.4 Contributions from supporting churches
- 10.1.5 Government subsidy

10.2 PROFIT

- 10.2.1 The school shall be a non-profit making organization. Any profits, which may occur, shall be used for capital and/ or operational expenditure of the school to learners.

11. AMENDMENTS

Amendments to the constitution shall be made by two-thirds majority vote of the members of the Management Body and upon the approval of the CC Executive Committee in the very last meeting of the last quarter.

12. DISSOLUTION

The dissolution of the school shall be effected, by means of a recommendation from the Management Body to the CC Executive Committee.

13. DEPARTMENT OF INSPECTORATE

The School shall fall under the inspectorate of Department of Education, Sport and Culture and SAUC Education Department.

14. CORPORATE STATUS

- 14.1 The Management Body shall be a body corporate with legal entity, distinct from its members, perpetual succession and the right to sue in its own name. It shall hold and own property, movable and immovable

in its own name as legal entity distinct from its members. Its immovable property shall be registered in accordance with clause of the constitution.

- 14.2 On dissolution the School Board will itself be entitled to alienate its property without first obtaining the consent of every member of the school. The Management body shall conduct its business not for the object of personal gain of the school.
- 14.3 The immovable property of the school shall be registered in the name of the Trustee SEDOM INCORPORATED (Association for not gain).
- 14.4 The Trustees shall be authorized by 75% or more of majority vote of School membership, at a meeting specially called (21 days prior); to buy, sell, transfer, hypothecate, or otherwise deal with immovable property of the school and sign all documents and do all things necessary for such purposes.

CONSTITUTION OF PARENTS TEACHERS ASSOCIATION OF NEW BRIGHTON SDA PRIMARY SCHOOL

1. NAME

The name of this organization shall be known as the NEW BRIGHTON SDA PARENTS TEACHERS ASSOCIATION, hereunder referred to as PTA, and its office shall be at New Brighton SDA School situated at Ngesi Road in New Brighton.

2. AIMS

The aims of PTA are:-

- 2.1 To unite homes, schools and the church (SDA) in their endeavour to provide Christian education for their children.
- 2.2 This education harmoniously develops the child mentally, physically, spiritually and socially.

3 RESPONSIBILITIES

The responsibilities of the PTA shall be:-

- 3.1 To conduct regular meetings for parents of the school, teachers and interested SDA members with the aim to:-
 - 3.1.1 Educate parents in the work of fostering the development of the child. This implies helping parents to:-
 - 3.1.1.1 Know and understand their children better.

3.1.1.2 Establish in their homes an atmosphere of love and discipline where Adventist Christian values can be instilled in children through bible study, prayer family worship, and example of their parents.

3.1.2 Facilitate open communication and to foster co-operation between teacher and parents.

3.2 To work towards a goal of enrolling every child in the New Brighton SDA School and promote the image of the school in a more general way to the Non-SDA public.

3.3 To promote and organize volunteer service as required by the school. This shall include:-

- 3.3.1 Fund-raising for special projects
- 3.3.2 Assisting during school functions (cultural and recreational).
- 3.3.3 Provide transport for school excursions.
- 3.3.4 Assist with special projects.

4 PTA COMMITTEE

4.1 Membership

- 4.1.1 Chairperson
- 4.1.2 Deputy Chairperson
- 4.1.3 Secretary
- 4.1.4 Treasurer
- 4.1.5 P.R.O
- 4.1.6 Four (4) additional members
- 4.1.7 Ex officials:- Principal, School Board Chairman, Pastors of supporting church, Education Directors of Conference, Union, Division and GC of SDA, Conference Officials (President, Secretary and Treasurer)

4.2 Power

- 4.2.1 The PTA Committee shall handle all duties assigned to it by the General Meeting.
- 4.2.2 The PTA Committee will handle or complete all projects started by the organization.
- 4.2.3 The PTA Committee shall seek approval of major decision it made on behalf of the Association.

4.2.4 The PTA Committee shall not do or interfere in the work of the school Board unless requested to do so.

4.3 Term of office

- 4.3.1 The term of office of PTA Committee officer shall be one year beginning from April of every year.
- 4.3.2 The Annual General Meeting shall be convened toward the end of the year.
- 4.3.3 Elections for the new term of office shall be held toward the end of February.
- 4.3.4 Officers may be re-elected as the need be.

4.4 Quorum

The quorum of PTA Committee meetings shall be 50% plus one.

4.5 Duties

- 4.5.1 It shall bring progress and financial reports per semester to the General Meeting and convene them.
- 4.5.2 It shall decide on dates of special General Meetings and convene them.
- 4.5.3 It shall make decisions like appointing certain individuals or sub-committees to further the projects of the PTA.
- 4.5.4 The completion of PTA projects rests on the shoulders of the PTA Committee.

5 DUTIES OF PTA OFFICERS

5.1 Chairperson

- 5.1.1 Convenes and chairs meetings of PTA Committee Meetings, Special and General Meetings.
- 5.1.2 Ensures that other officers do their work.
- 5.1.3 Ensures that objectives of PTA are adhered to and/or attained.
- 5.1.4 Shall work hand in hand with the Principal.
- 5.1.5 Shall motivate the PTA and Church members to support the school by children and finance.
- 5.1.6 Is the ex-officio of all sub-committees of the PTA.

5.1.7 After consulting the principal, chairperson and secretary, draws the agenda which must be made known to members in the notice of meeting.

5.1.8 Is one of the Bank Signatories?

5.2 Deputy chairperson

5.2.1 In the absence of the chairperson he/she convene and chair the PTA Committee, Special and General meetings.

5.2.2 Does the duties the chairperson assigned him/her.

5.3 Secretary

5.3.1 Records the minutes of PTA Committee, Special and General Meetings.

5.3.2 Draws agenda, writes and sends notification letters about the meeting to members and churches.

5.3.3 Handles all correspondences of PTA and deals with it accordingly. He/she must consult the chairperson always.

5.4 Treasurer

5.4.1 Handles the PTA money, deposit it into the account of PTA only.

5.4.2 Prepares financial reports to be given in General Meetings.

5.4.3 Keeps the books of the PTA.

5.4.4 Is one of the bank signatories?

6 MEMBERSHIP OF PTA

6.1 All teachers.

6.2 Parents of pupils of the school.

6.3 Interested SDA Church members.

6.4 Sponsors shall be members of the PTA if they so which.

7 PTA QUORUM

7.1 The quorum of the General meeting shall be 30 members who will take binding decisions. Absent members will not have power to change the decision made by those present in the meeting.

8 MEETINGS OF PTA

8.1 Regular General Meetings shall be held at least (minimum) once per quarter.

8.2 Regular Executive Committee meetings shall be held at least once per quarter.

8.3 Notice of General Meetings shall be 14 days prior the date of the meetings.

8.4 Special General Meetings may be called at the discretion of the PTA executive.

8.5 The only business which may be discussed at a Special meeting is the business for which it was called.

8.6 Special Executive meeting may be called on receipt of a written request signed by at least three elected members setting out the business to be transacted of the meeting.

8.7 The only business, which may be discussed at Special Executive meeting, is the business for which the meeting is called.

8.8 Members of PTA should attend at least 75% of general meetings called.

8.9 Members of PTA executive should attend at least 75% of executive meetings called.

8.10 Non-attendance of meeting without apology by executive members should be explained in writing.

8.11 Absence from two executive meetings consecutively will necessitate the action to be taken against the member at the General meeting.

9 FRANCHISE

9.1 It shall be one man one vote.

9.2 Voting for the election of PTA Committee shall be done by ballot papers or by raising right hand.

9.3 Voting during the meetings shall be done by raising right hand.

9.4 No one shall vote in absentia.

9.5 Only members in the meetings shall vote.

10 FINANCE

10.1 All funds shall be collected, whether donations, sponsors, contributions, funds raised for projects, and deposited in the PTA bank account.

10.2 PTA shall control all funds it accumulates for projects or needs of the PTA.

10.3 PTA shall have a bank account in a registered bank like FNB, Standard Bank, Post Office, etc.

10.4 There shall be three signatories of which any two may sign for the withdrawal but the maximum amount the PTA Committee may decide to withdraw shall be the maximum specified by the PTA general.

10.5 Property purchased by the PTA will be property of the school.

10.6 The PTA may seek a Fund-raising number from the government and shall adhere to the conditions under which the number is issued. It shall be responsible for the control of its use.

10.7 The books of Association shall be audited by Chartered Accountants that are registered.

10.8 A financial report shall be given twice a year/ per semester.

11 AMENDMENTS OF CONSTITUTION

11.1 The constitution may be amended with the approval of two thirds (67%) majority of members present in the meeting.

11.2 Amendments shall be approved also by the government if the PTA uses a fund-raising number.

12 DISSOLUTION

12.1 When dissolving the PTA, funds and equipment bought and used by the PTA as well as its assets accumulated, shall be disposed by a way of donation to the New Brighton SDA School Board. If accidentally the dissolution coincides with that of the school, all its property (movable or immovable) shall be disposed to a body or school with similar aims by a way of donation, after all debts have been paid.

12.2 PTA shall be dissolved by at least 67% majority of members present, voting in favour of such decision.

12.3 Notice for such a meeting shall be made 21 days prior the date of the meeting.

CODE OF PROFESSIONAL ETHICS OF A NEW BRIGHTON SDA SCHOOL STAFF MEMBER

A staff member of New Brighton SDA School is intended to be, and inevitably becomes, an exemplar to the learners, the school and the community. He/she shall therefore fulfil to the best of his/her ability the following code of professional ethics:

1. CONDUCT: The Staff member and the learner

The staff member:

- 1.1 respects the dignity, beliefs and constitutional rights of learners and in particular children, which includes the right to privacy and confidentiality;
- 1.2 acknowledges the uniqueness, individuality, and specific needs of each learner, guiding and encouraging each to realise his or her potentialities;
- 1.3 strives to enable learners to develop a set of values consistent with the fundamental rights contained in the Constitution of South Africa;
- 1.4 exercises authority with compassion;
- 1.5 avoids any form of humiliation, and refrains from any form of abuse, physical or psychological;
- 1.6 refrains from improper physical contact with learners;
- 1.7 promotes gender equality;
- 1.8 refrains from any form of sexual harassment (physical or otherwise) of learners;
- 1.9 refrains from any form of sexual relationship with learners at a school;
- 1.10 uses appropriate language and behaviour in his or her interaction with learners, and acts in such a way as to elicit respect from the learners;
- 1.11 takes reasonable steps to ensure the safety of the learners;
- 1.12 does not abuse the position he or she holds for financial, political or personal gain;
- 1.13 is not negligent or indolent in the performance of his or her professional duties;
- 1.14 recognises, where appropriate, learners as partners in education.

2. CONDUCT: The Staff member and the parent

The staff member, where appropriate:

- 2.1 recognises the parents as partners in education, and promotes a harmonious relationship with them; and
- 2.2 does what is practically possible to keep parents adequately and timeously informed about the well-being and progress of the learner.

3. CONDUCT: The Staff member and the community

The staff member:

- 3.1 recognises that an educational institution serves the community, and therefore acknowledges that there will be differing customs, codes and beliefs in the community.
- 3.2 Conducts him/herself in a manner that does not show disrespect to the values, customs and norms of the community.

NEW BRIGHTON SDA SCHOOL DISCIPLINARY CODE, AND PROCEDURES FOR STAFF MEMBERS

4. CONDUCT: The Staff member and his or her colleagues

The staff member:

- 4.1 Refrains from undermining the status and authority of his or her colleagues;
- 4.2 Respects the various responsibilities assigned to colleagues and the authority that arises therefrom, to ensure the smooth running of the educational institution;
- 4.3 Uses proper procedures to address issues of professional incompetence or misbehaviour;
- 4.4 Promotes gender equality and refrains from sexual harassment (physical or otherwise) of his or her colleagues;
- 4.5 Uses appropriate language and behaviour in his or her interactions with colleagues;
- 4.6 Avoids any form of humiliation, and refrains from any form of abuse (physical or otherwise) towards colleagues.

5. CONDUCT: The Staff member and the profession

The staff member:

- 5.1 acknowledges that the exercising of his or her professional duties occurs within a context requiring co-operation with and support of colleagues;
- 5.2 behaves in a way that enhances the dignity and status of his or her profession and that that does not bring the profession into disrepute;
- 5.3 keeps abreast of educational trends and developments;
- 5.4 promotes the ongoing development of teaching as a profession;
- 5.5 accepts that he or she has a professional obligation towards the education and induction into the profession of new members of staff.

6. CONDUCT: The Staff member and his or her employer

The staff member:

- 6.1 recognises the employer as a partner in education;
- 6.2 acknowledges that certain responsibilities and authorities are vested in the employer through legislation, and serves his or her employer to the best of his or her ability;
- 6.3 refrains from discussing confidential and official matters with unauthorised persons.

1. INCAPACITY

1.1 Incapable Staff member

If a staff member is alleged to be unfit for the duties attached to his or her post or incapable of carrying out those duties efficiently, the School Management Team will assess the capacity of the staff member and may recommend to the School Board that action be taken against the staff member in accordance with the incapacity code and procedures for poor work performance.

1.2 Incapacity code and procedures for poor work performance

1.2.1 Codes, rules and standards

The incapacity of a staff member will be assessed by the School Management Team by considering:

- 1.2.1.1 The extent to which the incapacity impacts on the work of the Department of Education or provincial department of education or the Seventh-day Adventist Church or the school;
- 1.2.1.2 The extent to which the staff member fails to meet the required performance standards;
- 1.2.1.3 The extent to which the staff member lacks the necessary skills to perform in accordance with his/her job description;
- 1.2.1.4 The nature of the staff member's work and responsibilities;
- 1.2.1.5 The circumstances of the staff member

1.2.2 Procedure in respect of poor performance

If a staff member, whether on probation, contract or permanent, is not performing in accordance with the job

he/she has been employed to do the School Management Team will:

- 1.2.2.1 give written reasons to the staff member why it is necessary to initiate the procedure in respect of poor performance;
- 1.2.2.2 hold a meeting with the staff member explaining the requirements, grade, skills and nature of the job; evaluate the staff member's performance in relation to the job; indicate the perceived poor performance and hear the staff member whether or not he/she has performed in accordance with the requirements of the job or reasons why he/she has not performed in accordance with the requirements of the job.
- 1.2.2.3 After hearing the staff member the School Management Team will, if necessary, develop and initiate a formal programme of counselling and training to enable the staff member to reach the required standard of performance;
- 1.2.2.4 If the staff member fails or refuses to follow a formal programme of counselling and training as contemplated in subitem 1.2.2.3, the School Management Team may initiate disciplinary proceedings against the staff member for misconduct;
- 1.2.2.5 If the staff member, after being subjected to a formal programme of counselling and training as contemplated in subitem 1.2.2.3, fails to meet the required performance standard for the post,

the School Management Team, after consulting the staff member, may:

- 1.2.2.5.1 Provide further training to the staff member;
- 1.2.2.5.2 Provide counselling to the staff member;
- 1.2.2.5.3 Recommend to the School Board transfer of the staff member;
- 1.2.2.5.4 Recommend to the School Board demotion of the staff member;
- 1.2.2.5.5 Recommend to the School Board termination of employment of the staff member

1.2.3 Procedure in respect of ill health or injury

If a staff member, whether on probation, contract or permanent, is not performing in accordance with the job he/she has been employed to perform, as a result of poor health or injury, or the staff member applies for a discharge from service on account of continuous ill health or injury, the School Management Team will:

- 1.2.3.1 investigate the extent of the ill health by giving the staff member opportunity to be heard;
- 1.2.3.2 appoint at least one registered medical practitioner to examine the staff member at the employer's expense and to report on the staff member's state of health;
- 1.2.3.3 based on the medical reports determine whether or not the nature of the staff member's ill health or injury is of a temporary or permanent nature and the period of

- time that the staff member is likely to be absent from work;
- 1.2.3.4 if the staff member's ill health or injury is of a permanent nature, investigate the possibility of:
 - 1.2.3.4.1 securing alternative employment for the staff member;
 - 1.2.3.4.2 adapting the duties or work circumstances of the staff member to accommodate the staff member's ill health or injury; or
 - 1.2.3.4.3 consider recommending to the School Board the termination of the staff member's service;
- 1.2.3.5 if the staff member refuses or fails to be subjected to an examination contemplated in subitem 1.2.3.2 when requested to do so, initiate disciplinary proceedings against the staff member for misconduct.

2. MISCONDUCT

Recognising the importance of the "modelling effect" which takes place when the staff member and the learner work in close association, it is inherent in their job description that the staff members provide a suitable example of Seventh-day Adventist Standards of Christian living as contemplated in Chapter 12 and 13 of the Seventh-day Adventist Church Manual 18th Edition.

2.1 Serious misconduct

A staff member will be dismissed if he or she is found guilty of-

- 2.1.1 Violation of the law of God, such as worship of idols, murder, stealing, profanity, gambling, Sabbathbreaking, and wilful and habitual falsehood;

- 2.1.2 Violation of the seventh commandment of the law of God as it relates to the marriage institution, the Christian home, and the biblical standards of moral conduct;
- 2.1.3 Sexual abuse of children, youth, and vulnerable adults, fornication, promiscuity, incest, homosexual practice, the production, use, or distribution of pornography, and other sexual perversions;
- 2.1.4 Remarriage of a divorced person, except the spouse who has remained faithful to the marriage vow in a divorce for adultery or for sexual perversions;
- 2.1.5 Physical violence, including violence within the family;
- 2.1.6 Fraud or wilful misrepresentation in business;
- 2.1.7 Disorderly conduct which brings reproach upon the Seventh-day Adventist Church;
- 2.1.8 Adhering to or taking part in a divisive or disloyal movement or organisation;
- 2.1.9 Persistent refusal to recognise properly constituted church authority or to submit to the order and discipline of the church;
- 2.1.10 Denial of faith in the fundamentals of the gospel and in the fundamental beliefs of the Seventh-day Adventist Church or teaching doctrines contrary to the same;
- 2.1.11 The use, manufacture, or sale of alcoholic beverages;
- 2.1.12 The use, manufacture or sale of tobacco in any of its forms for human consumption;
- 2.1.13 The use or manufacture of illicit drugs or the misuse of, or trafficking in, narcotics or other drugs;
- 2.1.14 Theft, bribery, fraud or an act of corruption in regard to examinations or promotional reports;
- 2.1.15 Committing an act of sexual assault on a learner, student or other employees;
- 2.1.16 Having a sexual relationship with a learner or any other person who is not your spouse;

- 2.1.17 Seriously assaulting with the intention to cause grievous bodily harm to, a learner, student or other employee;
- 2.1.18 Illegal possession of an intoxicating, illegal or stupefying substance; or
- 2.1.19 Causing a learner or student to perform any of the acts contemplated in paragraphs 2.1.1 to 2.1.18.

If it is alleged that a staff member has committed a serious misconduct contemplated in subsection 2.1, the School Management Team will recommend to the School Board who will in turn recommend to the Cape Conference Executive Committee to institute disciplinary proceedings in accordance with the disciplinary code and procedures.

2.2 Misconduct

Misconduct refers to a breakdown in the employment relationship and a staff member commits misconduct if he or she:

- 2.2.1 Fails to comply with or contravenes the statute, regulation or legal obligation relating to education and the employment relationship;
- 2.2.2 Wilfully or negligently mismanages the finances of the school;
- 2.2.3 Wilfully, intentionally or negligently damages or causes loss to the property of the State, school, or other educational institutions;
- 2.2.4 In the course of duty endangers the lives of himself or herself or others by disregarding set safety rules or regulations;
- 2.2.5 Unjustifiably prejudices the administration, discipline or efficiency of the Department of Education or the school;
- 2.2.6 Misuses his or her position in the school to promote or prejudice the interests of any person;
- 2.2.7 Accepts any compensation in cash or otherwise from a member of the public or another employee for performing his or her duties without written approval from the Cape Conference Executive Committee;
- 2.2.8 Fails to carry out a lawful order or routine instruction without just or reasonable cause;
- 2.2.9 Absents himself or herself from work without a valid reason or permission;
- 2.2.10 Unfairly discriminates against other persons on the basis of race, gender, disability, sex, ethnic and social origin, colour, age, language, birth, family responsibility, HIV status, and political opinion;
- 2.2.11 Performs poorly or inadequately for reasons other than incapacity;
- 2.2.12 Without written approval of the Cape Conference Executive Committee, performs work for compensation for another person or organisation either during or outside working hours;
- 2.2.13 Without authorisation, sleeps on duty;
- 2.2.14 Incites other personnel to unprocedural and unlawful conduct;
- 2.2.15 Displays disrespect towards others in the work place or demonstrates abusive or insolvent behaviour;
- 2.2.16 Intimidates or victimises fellow employees, learners or students;
- 2.2.17 Operates any money lending scheme for employees for his or her benefit;
- 2.2.18 Carries or keeps firearms or other dangerous weapons on the school premises, without written authorisation of the Cape Conference Executive Committee;
- 2.2.19 Refuses to obey security regulations;
- 2.2.20 Gives false statements or evidence in the execution of his or her duties;
- 2.2.21 Falsifies records or any other documentation;
- 2.2.22 Participates in unprocedural, unprotected or unlawful industrial action;
- 2.2.23 Fails or refuses to:
 - 2.2.23.1 Follow a formal programme of counselling as contemplated in 1.2.2.4;
 - 2.2.23.2 Subject himself or herself to medical examination as contemplated in 1.2.3.5;
 - 2.2.23.3 Attend rehabilitation or follow a formal rehabilitation programme;

2.2.24 Commits a common law or statutory offence;

2.2.25 Commits an act of dishonesty

If it is alleged that a staff member committed misconduct as contemplated in subsection 2.2, the School Management Team recommends to the School Board who in turn recommend to the Cape Conference Executive Committee to institute disciplinary proceedings in accordance with the disciplinary code and procedures. If after having followed the procedures, a finding is made that the staff member committed misconduct as contemplated in subsection 2.2, the Cape Conference Executive Committee may, in accordance with the discipline code and procedures impose a sanction of:

- a) Counselling
- b) A verbal warning
- c) A written warning
- d) A final written warning
- e) A fine not exceeding one month's salary
- f) Suspension without pay for a period not exceeding three months;
- g) Demotion;
- h) A combination of the sanctions referred to in paragraphs a) to f); or
- i) Dismissal, if the nature or extent of the misconduct warrants dismissal. A staff member may be dismissed if he or she is found guilty of:
 - i. Dishonesty, as contemplated in subsection 2.2.25;
 - ii. Unfair discrimination, as contemplated in subsection 2.2.10;
 - iii. Rape, as contemplated in subsection 2.2.24;
 - iv. Victimising an employee as contemplated in subsection 2.2.16;
 - v. Murder, as contemplated in subsection 2.2.24

2.3 Sanctions and disciplinary procedures pertaining to less serious misconduct cases

2.3.1 Sanctions pertaining to less serious misconduct cases

The function to deal with misconduct referred to in subitems 2.3.2 to 2.3.6 is delegated to:-

- (i) The head of the institution where the staff member is employed.
- (ii) The Cape Conference Education Director where the staff member concerned is the head of the institution.

2.3.2 In cases where the seriousness of the misconduct warrants counselling-

- 2.3.2.1 the misconduct will be brought to attention of the staff member;
- 2.3.2.2 the nature of the misconduct shall be determined and the staff member given opportunity to respond to the allegations;
- 2.3.2.3 after consultation with the staff member decide on a method to remedy the conduct;
- 2.3.2.4 take steps to implement the decision as contemplated in subitems 2.3.3, 2.3.4, or 2.3.5.

2.3.3 In cases where the seriousness of the misconduct warrants it, the staff member may be given a verbal warning and informed that further misconduct may result in more serious disciplinary action and the verbal warning shall be recorded.

2.3.4 In cases where the seriousness of the misconduct warrants it the staff member may be given a written warning with the following provisions:-

- 2.3.4.1 The staff member will be given a copy of the written warning and must acknowledge receipt of the copy;

- 2.3.4.2 If the staff member refuses to sign the copy for acknowledgement of receipt, the warning shall be handed to the staff member in the presence of another staff member, who shall sign in confirmation that the written warning was conveyed to the staff member;
- 2.3.4.3 The written warning shall be filled in the staff member's personal file;
- 2.3.4.4 The written warning remains valid for six months;
- 2.3.4.5 If during the six month period, the staff member is subject to disciplinary action, the written warning and the written objection or additional information contemplated in paragraph 2.3.4.6 may be taken into account in deciding on an appropriate sanction;
- 2.3.4.6 If the staff member disagrees with the written warning or wishes to add any information, he or she may lodge such additional information or written objection or written objection against the sanction and shall be filed with the written warning.

2.3.5 In cases where the seriousness or extent of the misconduct warrants it, the staff member shall be given a final written warning with the following provision:-

- 2.3.5.1 The staff member will be given a copy of the final written warning and must acknowledge receipt of the copy;
- 2.3.5.2 If the staff member refuses to sign the copy for acknowledgement of receipt of the final written warning,

the warning shall be handed to the staff member in the presence of another staff member, who shall sign in confirmation that the final written warning was conveyed to the staff member;

- 2.3.5.3 The final written warning shall be filled in the staff member's personal file;
- 2.3.5.4 The final written warning remains valid for six months;
- 2.3.5.5 If during the six month period, the staff member is subject to disciplinary action, the final written warning and the written objection or additional information contemplated in paragraph 2.3.5.6 may be taken into account in deciding on an appropriate sanction;
- 2.3.5.6 If the staff member disagrees with the final written warning or wishes to add any information, he or she may lodge such additional information or written objection or written objection against the sanction and shall be filed with the final written warning.

2.3.6 If the seriousness or extent of the misconduct does not warrant a formal enquiry the procedures in paragraphs 2.3.6. 1, 2.3.6.2 and 2.3.6.3 shall be followed.

- 2.3.6.1 A meeting shall be called by the School Management Team where the staff member shall be given reasons as to why it is necessary to initiate this procedure and be heard on the misconduct and reasons therefore;

- 2.3.6.2 After hearing the staff member the School Management Team will:-
 - 2.3.6.2.1 Counsel the staff member
 - 2.3.6.2.2 Issue a verbal warning;
 - 2.3.6.2.3 Issue a written warning;
 - 2.3.6.2.4 Issue a final written warning;
 - 2.3.6.2.5 Impose a combination of any of the above; or
 - 2.3.6.2.6 Take no further action.

2.3.6.3 A staff member may not appeal against any of the above sanctions but may lodge an objection in writing, against the sanction imposed, or provide additional written information and the objection or additional information shall be filled together with the record of the sanction in the staff member's personal file.

2.3.7 For the purpose of determining appropriate disciplinary actions, valid warnings for similar offences by the staff member shall be taken into account.

2.4 Notice of enquiry for misconduct cases other than those contemplated in item 2.3

- 2.4.1 The staff member shall be given written notice at least five working days before the date of the hearing.
- 2.4.2 The written notice of the disciplinary hearing shall contain:-
 - 2.4.2.1 Description of the allegations of misconduct and the main evidence on which the employer will rely;
 - 2.4.2.2 Details of the time, place and venue of the hearing

- 2.4.2.3 When delivered by the registered post, the date on which the letter was received by the staff member as indicated by the post office;
- 2.4.2.4 Information on the rights of the staff member to representation by a fellow staff member;
- 2.4.2.5 Information on the rights of the staff member to call witnesses to the hearing.

- 2.4.3 The staff member shall acknowledge receipt of the notice by signing a copy of the notice.
- 2.4.4 If the staff member refuses to sign for the receipt of the notice, it shall be given to the staff member in the presence of a fellow staff member, who will sign in confirmation that the notice was conveyed to the staff member.

2.5 Suspension

- 2.5.1 In the case of serious misconduct in terms of section 2.1 the staff member may be suspended on full pay for a maximum period of three months.
- 2.5.2 In the case of misconduct in terms of subsection 2.2 the staff member may be suspended in accordance with the procedure contemplated in subitem 2.2.1 to 2.2.24, or be transferred to another post if it is believed that the presence of the staff member may jeopardise any investigation into the alleged misconduct, or endanger the well being or safety of any person at the work –place.
- 2.5.3 If a staff member is suspended, a disciplinary hearing shall be concluded within one month of the suspension or transfer.

2.6 Conducting disciplinary hearing

- 2.6.1 The disciplinary hearing shall be held within ten working days after the notice referred to in item 2.4 is delivered to the staff member
- 2.6.2 The presiding officer shall be appointed by the employer.
- 2.6.3 If the staff member so chooses, he or she may be represented at the hearing by a fellow staff member.

- 2.6.4 If the presiding officer deems it necessary, an interpreter shall assist at the hearing.
- 2.6.5 If the staff member fails to attend the hearing and the presiding officer concludes that the staff member does not have valid reason, the hearing may continue in the absence of the staff member.
- 2.6.6 The presiding officer shall give a finding whether or not the staff member has committed the misconduct, and shall inform the staff member of the finding and the reasons therefore.
- 2.6.7 Before the presiding officer decides on a sanction, the staff member shall be given opportunity to present evidence in mitigation, and the representative of the employer to present evidence regarding aggravating circumstances.
- 2.6.8 The presiding officer shall communicate the final outcome of the hearing to the employer and the staff member within five working days after the conclusion of the disciplinary enquiry, and the outcome shall be recorded on the personal file of the staff member

2.7 Appeals

- 2.7.1 The staff member must, within five working days of receiving notice of the final outcome of a disciplinary hearing submit an appeal to the SAUC Education Board with a copy to the Executive Committee of the Cape Conference.
- 2.7.2 On receipt of the application referred to in subitem 2.7.1, the SAUC Education Board shall request the Cape Conference Executive Committee to provide a copy of the record of the proceedings and any other relevant documentation.
- 2.7.3 The SAUC Education Board may refer the application to the SAUC Executive Committee
- 2.7.4 The SAUC Executive Committee shall consider the appeal, and may:-
- 2.7.4.1 Uphold the appeal
 - 2.7.4.2 In cases of misconduct contemplated in section 2.2, amend the sanction; or

- 2.7.4.3 Dismiss the appeal
- 2.7.5 The decision of the SAUC Executive Committee shall immediately be implemented.

CODE OF CONDUCT FOR LEARNERS **FOR** **NEW BRIGHTON SDA SCHOOL** **“2006 EDITION”**

Introduction

The Code of Conduct of New Brighton SDA School has been drawn taking into consideration the South African Bill of Rights and the South African School Act. The purpose is to ensure that the teaching and learning environment is optimal and that there is mutual respect between learners, staff and community members.

Definition

HOD – “Head of Department”

Learner – registered person undergoing educational instruction at New Brighton SDA School

Staff – educator or non-teaching employee at New Brighton SDA School

1. LEARNER’S RESPONSIBILITIES

1.1 ATTENDANCE

Learners shall follow their assigned daily schedules unless properly excused by the principal or authorized representative. Each learner shall provide a satisfactory written explanation from his or her parent for any absence from class and for the release of the learner from school during school day. The Principal may at his/her discretion accept a personal or telephone contact with the parent in lieu of a written excuse for a learner’s absence. Justifiable absences include those due to illness of the learner, death in the family, medical or dental appointment, personal religious obligations, or other reasons acceptable to the principal.

1.2 ABSENCES

Unexcused absences of less than five days shall result in punishment of the

learner by the class teacher. Unexcused absences of more than five days after the learner has been punished by the class teacher will be referred to the academic standards committee and a plan to resolve the non-attendance will be developed. If an additional unexcused absence occurs in the same school year a conference with the parent will be scheduled, and additional unexcused absences after the conference will result in the administrative committee taking the final decision about the learner according to policy.

1.3 **DRESS CODE**

Learners shall put on school uniform during all school activities. The uniform should fit, be neat and clean and conform to standards of safety, good taste and decency.

1.4 **PERSONAL APPEARANCE**

Personal neatness and cleanliness are expected from each learner at all times. Hairs should be kept natural. Hair extensions and dyes are strongly prohibited.

1.5 **CLASS BEHAVIOUR**

Good manners and politeness are expected from each learner at all times.

1.6 **OUTDOOR BEHAVIOUR**

The behaviour outside classroom should be representative of the school's expectations and standard of conduct. (includes church visitation, tours, excursions etc.) When outside classroom learners are not allowed to communicate with strangers and passersby.

2. **RULES OF CONDUCT**

The following acts are strongly prohibited by the school:

- 2.1 Use of vulgar language
- 2.2 Use or trafficking of narcotics, drugs and alcohol beverages
- 2.3 Theft, robbery and housebreaking
- 2.4 Participation in gambling

2.5 Carrying of or intentionally using dangerous weapons e.g. knives, swords, guns, with or without licenses to possess them and any other item as a weapon

2.6 Leaving the class or camps without permission

2.7 Careless conduct with the opposite or same sex

2.8 Vandalism

2.9 Wearing of jewellery

2.10 Threatening or physically assaulting another learner or any other person

2.11 Threatening to assault or physically assaulting a school staff member

2.12 Disruption of the educational process or disobedience, insubordination or open defiance of the authority of any educator or staff member

2.13 Conduct, including fighting, intimidating and bullying, that endangers the well-being of other learners or staff members

2.14 Forgery, cheating, plagiarism or dishonesty

2.15 Possession of any portable communication device, including any beeper, cell phone, or other similar device that is capable of receiving or transmitting audio, video picture or text messages, on property and during the school hours

2.16 Failing to complete classroom tasks

2.17 Failing to attend school appointments on time

2.18 Bringing personal toys to school

3. **DISCIPLINARY PROCEDURES**

3.1 The Administrative committee composed of the principal, the deputy principal, HOD foundation phase and HOD intermediate and senior phase, may impose a short-term suspension and recommend a long-term suspension and/or expulsion in any situation involving prohibited conduct. The administrative committee's recommendations are referred to the school board.

3.2 In disciplinary cases, all learners have the right to due process and to fair procedures in determining facts and imposing penalties

3.3 **The following disciplinary measures are authorized as interventions:**

3.3.1 Admonition and counseling of learner in private

3.3.2 After school detention

3.3.3 Suspension from all learner privileges including teams, clubs and other school sponsored activities for a fixed period of time

3.3.4 Removal from class for a fixed period of time

3.4 Disciplinary hearing procedure is hereby outlined below:

3.4.1 Welcome and prayer

3.4.2 Introduction including statement of the reason for meeting

3.4.3 Reading of charge

3.4.4 Leading of evidence

3.4.5 Learner responds to the charge

3.4.6 Parent's response

3.4.7 If guilty, corrective measures are outlined

3.4.8 Rights of learner to appeal and procedures to do so disclosed

3.4.9 Learner's response to corrective measure

3.4.10 Counseling of learner

3.4.11 Closing remarks and prayer meeting closed

LEARNER MISCONDUCT CLASSIFICATION AND CORRECTIVE MEASURES

CODE	DESCRIPTION OF MISCONDUCT	CORRECTIVE MEASURES
LEVEL 1	<u>MINOR VIOLATIONS OF GENERAL CLASSROOM DISCIPLINE</u>	
1 – 01	Failing to attend class on time	✓ Verbal warning
1 – 02	Leaving class without permission	✓ Detention
1 – 03	Wearing of jewellery	✓ Manual task
1 – 04	Disruption of the educational process	✓ Extra work
1 – 05	Bringing personal toys to school	
1 – 06	Cheating in class test	
LEVEL 2	<u>MINOR VIOLATIONS OF SCHOOL CODE OF CONDUCT OR RULES</u>	
2 – 01	Frequent repetition Level 1 infringement	✓ Any level 1 corrective

2 – 02 2 – 03	(5 times) Leaving the school campus without permission Possession of any portable communication device, including beeper, cell phone, or other similar device that is capable of receiving or transmitting audio, video picture or text messages on property and during school hours	measure with increased intensity. ✓ Disciplinary talk with learner. ✓ Talk with parent or guardian. ✓ Written notice ✓ Behavioral contract with learner.
2 – 04 2 – 05	Failing to complete classroom tasks Failing to attend school appointments on time	
LEVEL 3	<u>SERIOUS VIOLATIONS OF SCHOOL CODE OF CONDUCT OR RULES</u>	
3 - 01	Frequent repetition Level 2 infringement (2 times)	✓ Any level 2 corrective measure.
3 – 02	Use of vulgar language	✓ Talk with parent
3 – 03	Vandalism	✓ Written warning
3 – 04	Forgery, cheating, plagiarism or dishonesty	✓ Suspension from extramural activities
LEVEL 4	<u>VERY SERIOUS VIOLATIONS OF SCHOOL CODE OF CONDUCT OR RULES</u>	
4 – 01	Frequent repetition of Level 2 or 3 infringement	✓ Any level 3 corrective measure
4 – 02	Participation in gambling	✓ Referral to disciplinary Committee
4 – 03	Threatening or physically assaulting another learner or any other person	✓ Application of limited suspension
4 – 04	Careless conduct with the opposite or same sex	
4 – 05	Disobedience, insubordination or open defiance of the authority of any educator or staff member	
4 – 06	Conduct, including fighting, intimidating and bullying, that endangers the well-being of other learners or staff members.	

2013 SCHOOL PROSPECTUS

THE SCHOOL'S PHILOSOPHY OF EDUCATION

Today schools may be established in order that children received education so as to be employed. And yet some schools may be established as a business enterprise. At New Brighton SDA School we believe that is too narrow and too low a view or aim of education. We believe education "is the harmonious development of the physical, the mental, and the spiritual powers... Every human being, created in the image of God, is endowed with a power akin to that of the Creator- individuality, power to think and to do. The men in whom this power is developed are the men who bear responsibilities, who are leaders in enterprise, and who influence character. It is the work of true education to develop this power, to train the youth to be thinkers, and not mere reflectors of other men's thought... True education does not ignore the value of scientific knowledge or literary acquirements; but above information it values power; above power; goodness; above intellectual acquirements, character. The world does not so much need men of great intellect as of noble character. It needs men in whom ability is controlled by steadfast principle". With such a philosophy it is the aim of New Brighton SDA School to produce learners who are "strong to think and to act, who are masters and not slaves of circumstances, who possess breadth of mind, clearness of thought, and the courage of their convictions".

MISSION STATEMENT

- To create a caring and loving environment for each pupil.
- To develop harmoniously the physical, mental, spiritual and social aspects of every pupil.
- To create a redemptive relationship between each child and Jesus Christ.

VISION

Restoration of God's image in the learners placed in our care so that they may be of service in this world and the world to come.

ENROLMENT OF LEARNERS

Enrolment of learners for the coming year is done between April and June of the current year by filling in application forms.

LEVEL 5	<u>CRIMINAL – SERIOUS VIOLATIONS OF SCHOOL CODE OF CONDUCT OR RULES BUT ALSO OF CIVIL LAW</u>	
5 – 01	Frequent repetition Level 4 infringement	
5 – 02	Use or trafficking of narcotics, drugs and alcohol beverages	✓ Application to the School Board for expulsion or transfer from the school after a tribunal hearing
5 – 03	Theft, robbery and housebreaking	
5 – 04	Carrying of or intentionally using a dangerous weapon e.g. knife, sword, guns with or without licenses to possess them and any other item as a weapon	
5 – 05	Threatening to assault or physically assaulting a school staff member	✓ Law enforcement authority involvement

NEW BRIGHTON SDA PRIMARY SCHOOL

P O Box 91

Tel. (041) 454 5665

Ngesi Road

NEW BRIGHTON Fax (041) 454 6169

NEW BRIGHTON

6200

E-mail: nbsd@telkomsa.net

PORT ELIZABETH

Website: www.nbsd.co.za



PROSPECTUS

2013

An Institution striving for excellence in academic performance, physical and character development

SCHOOL FEES

1. School fees for the whole year is R4000.00 with the following provisions:-

- ✓ Early payment discount. A discount of 10% to those who finish paying fees before or on 31 May of the current year.
- ✓ Additional child discount. A discount of 5% to the fees of the additional child.

Please note the following:-

Down payment paid on registration is non refundable

All fees must be paid up before 30th October of the current year.

The total school fees per annum are **R4000.00** to be paid as follows:-

Down payment on registration: - **R850.00**

Monthly installments for nine months: - **R350.00**

The school fees are to be paid directly into the school account and a copy of the deposit slip faxed or sent to the school. **School fax number is 041 – 454 6169**

N.B. The child's name and grade or student number should be written on the reference section of the deposit slip.

SCHOOL BANK DETAILS

BANK NAME	:	STANDARD BANK
A/C NAME	:	NEW BRIGHTON SDA SCHOOL
A/C NUMBER	:	08 056 4887
BRANCH NAME	:	NORTH END
BRANCH CODE	:	05 02 1700
A/C TYPE	:	CURRENT

UNIFORM

BOYS-	Grey trousers	GIRLS-	Maroon and check tunic
	White shirt		Maroon stocking (plain)
	Black shoes		Black shoes
	Grey socks (plain)		Maroon jersey
	Maroon jersey (plain, V-neck)		Maroon blazer
	Maroon blazer		
	Maroon necktie (plain)		

GENERAL INFORMATION

New Brighton SDA Primary is a registered independent school operated by the Seventh Day Adventist church since 1940. Though autonomous it operates in conjunction with the Department of Education of Republic of South Africa. It is an English medium school starting with grade 0 through to grade 7.

ADMISSION POLICY

The school admits children regardless of their colour, race, religion or sex. For admission in **grade one** the child must be **six years old by 01 January of the current year**. For admission in **grade R** the child must be **five years old by 01 January of the current year**. For **grade 0** the child must be **four years old by 01 January of the current year**.

The following documents are required when applying for admission:-

- Transfer letter, which is not more than three months old (applies to grade 2 – 7)
- Report card or profile of the current or previous grade (applies to grade 2 – 7)
- Original birth certificate or certified copy therefore (applies to grade 0 – 1)
- Certified copy of ID of parent / guardian

SCHOOL CURRICULUM

The school consists of the following phases:-

- PRE-SCHOOL PHASE (Grade 0 & R)
- FOUNDATION PHASE (GRADE 1 – 3)
- INTERMEDIATE PHASE (GRADE 4 – 6)
- SENIOR PHASE (GRADE 7)

The core curriculum for the pre-school and foundation phase consists of:-

- Languages
- Mathematics
- Life Skills
- Bible

The core curriculum for the intermediate and senior phase consists of:-

- Languages
 - Mathematics
 - Natural Sciences and Technology
 - Social Sciences
 - Life Skills
- Bible
Computer

SCHOOL RULES AND REGULATIONS

The school exercises firm but kind discipline. The following acts are strongly prohibited by the school and may lead to serious action.

- Use of vulgar language
- Use or trafficking of narcotics, drugs and alcoholic beverages
- Theft and housebreaking

- Participation in gambling
- Carrying of dangerous weapons, e.g. knives, swords, guns, with or without licenses to possess them

- Leaving the campus without permission
- Careless conduct with the opposite sex
- Forgery, cheating, plagiarism or dishonesty
- Vandalism
- Wearing of jewellery
- Possession of any portable communication device, including any beeper, cell phone, or other similar device that is capable of receiving or transmitting audio, video picture or text messages, on property and during the school hours.
- Bringing personal toys to school

Personal neatness and cleanliness are expected at all times. Hairs should be kept natural, fancy and expensive hairstyles are not allowed. Learners are expected to put on school uniform during all school activities and attend promptly and regularly. Any other rules set by the school from time to time are as binding as the ones listed above