



MORNINGSIDE PRIVATE ACADEMY

Delivering a brighter tomorrow!

CODE OF CONDUCT

TABLE OF CONTENTS

	Pages
1. Introduction	3
2. Vision and Mission statement	4
3. About the curriculum	4
4. Objectives	5
5. Student non-discriminatory policy	5
6. Admissions	5
7. Teacher to student ratio	5
8. Parent involvement	5
9. Grievance policy	6
10. Standard of conduct	6
11. Behavior guidelines	6
12. Discipline policy	7
13. Grounds for dismissal	7
14. Dress code	8
15. Attendance policy	8
16. Bullying	9
17. Student health	9
18. Student accident insurance	9
19. Administrative procedures	9
20. Harassment and violence policy	10
21. Mandate reporting of child neglect or abuse	10
22. Visitors to the school	10
23. Trespassers or other unauthorized persons	11
24. What is expected of parent(s) or guardian(s)	11
25. General school rules	12
26. Health and safety and emergency information	13

INTRODUCTION

- Welcome to the Morningside Private Academy family!
The centre provides parents the opportunity to train their children in unity with the Academy. The foundation our children need for the life that lies ahead.
- Morningside Private Academy follows Alpha Education Curriculum which is CAPS aligned.
- Each teacher at Morningside Private Academy realizes that he or she possess a solemn responsibility in the molding and shaping of lives and character.
- Morningside Private Academy (Hereon referred to as MPA) is a private owned centre, we offer from Grade RR – 9, our Grade RR will follow a unique designed curriculum which will prepare the learners for the next year ahead with Alpha Education.
- The facilities of MPA are located at 35 Tyne Avenue, Avoca, Durban. The school yard and play area is fully fenced.
- MPA is registered with Alpha Education as one of their learning centres.

MORNINGSIDE PRIVATE ACADEMY MISSION AND VISION STATEMENT

MISSION STATEMENT:

Morningside Private Academy is a refined learning institution dedicated to providing quality education. It is an opportunistic platform for enthusiastic learners to attain the best education. It is passionate about developing and strengthening the core values and talents needed in producing independent and confident individuals. It aims to hone individual skills and talents as well as preserve core values needed to develop independent and confident individuals. Our school endeavours to create a wholesome, nurturing and safe environment and ethos to achieve the best learning and future success.

VISION STATEMENT:

Our vision is to ensure all students get the best opportunity to a wholesome education. We aim to develop strong-minded, ambitious and independent individuals. Our dedication to providing a progressive, culminating environment is our guarantee to producing excelling students.

ABOUT THE CURRICULUM:

We follow Alpha Education curriculum which is a home schooling curriculum from grades R – 12. MPA offers private one on one tuition specifically for this curriculum at our premises, giving your child the best of both worlds, a brilliant education and a private schooling experience. MPA is a learning centre that offers a school like environment, without the inconvenience of big classes, bullying, lack of concentration and falling behind the pack.

FOUNDATION PHASE:

The foundation phase spans the child's first few years of formal schooling. Vital skills, knowledge, attitudes and values are established during these years.

During this phase we lay the foundation for each child to achieve success in Languages and Mathematics, and through Life Skills learners develop a healthy self-esteem, good work ethic, social skills and love of learning.

We make every effort to recognize, acknowledge and develop the strengths, talents and potential of young learners.

OBJECTIVES:

- MPA was specifically organized to offer students' academic excellence in a safe environment. It is our sincere desire to assist you in providing the foundation, intermediate and senior phase your child needs for the life that lies ahead.
- Develop proper attitudes, ideals, habits, knowledge, and skills as necessary preparation for life.

STUDENT NON DISCRIMATORY POLICY:

- MPA admits students of any race, colour and national ethnic origin or religion to all the rights privileges, programs and activities generally accorded or made available to students at the Academy. MPA does not discriminate against disabilities, however our school premises is not yet disable compliant.

ADMISSIONS:

We believe it is a privilege for a child to attend MPA. To our school community, we seek to add families who will be supportive of the administration, the teachers and the Centre's emphasis on good character traits.

We believe maximum effectiveness in character training is achieved when the Academys efforts support similar philosophies and methods in the home.

TEACHER – TO – STUDENT RATIO:

The teacher to student ratio in the Grade R-9 classroom is 12:1

PARENTAL INVOLVEMENT:

Parental involvement is encouraged during sporting activities, fund raising events and other school related activities.

GRIEVANCE POLICY:

To ensure the resolution of possible disputes, we ask that all concerns regarding classroom issues be discussed first with the classroom teacher. If a resolution has not been attained, the principal should be contacted. Overall program issues or those of highly confidential matters should be brought directly to the principal.

STANDARD OF CONDUCT – ALL STUDENTS PLEDGE

I will do my very best to:

- Obey those who have authority over me.
- Accept ALL Centre's policies with positive attitude.
- Refrain from being selfish, irresponsible, demanding, discourteous, irreverent, or destructive with my attitude toward fellow students or teachers.
- Maintain good standards in courtesy, kindness, morality, and honesty.
- Strive for excellence as a student.

I will at all times:

- Refrain from the use of drugs, tobacco, and alcohol.
- Refrain from the use of profanity, offensive slang, vulgarity and gambling.
- Refrain from lying, cheating and stealing.

BEHAVIOUR GUIDELINES:

- Students must be respectful of the rights and property of others as well as the authority of the faculty and administration.
- Students are not permitted to run, yell or act in a disorderly manner.
- Eating is allowed only at designated times.
- The throwing of rocks, sticks, dirt clods etc. is not permitted at any time.
- All materials such as bags, book covers, lunch boxes etc. should reflect our standards of good taste and modesty.
- Only regular school equipment and materials are to be brought to school. Outside cell phones, no other electronic equipment, personal toys, games or equipment such as skateboards etc. may be brought to the Centre.
- All students to follow the dress code except on special occasions when permission has been granted by the office.

- Lost equipment will be paid for by the person responsible. A fine will be levied for the damage or abuse of the equipment, books, or other property of the Centre.
- The practice of holding hands, kissing, hugging or other displays of affection between students of the opposite gender is prohibited at the Academy at all times.
- Possessions of or threat of or use of weapons or toys replicas on Centre's property is prohibited.
- All cars are to be parked on the Academy premises either outside the gate or parking area long the driveway and children to go to the playground there will be a teacher on duty, if a child is late he/she must be escorted by a parent / guardian to the office to fill out and sign a late form.
- Drivers are to be respectful and courteous to other cars passing. Excessive speed, clowning around and reckless and or careless driving may result in loss of the privilege of driving or parking outside the school.

DISCIPLINE POLICY:

- The following general consequences may be applied, in no specific order, to students who violate classroom or school rules:
 - x 3 detentions
 - verbal warning to students
 - verbal or written or email communication to parents
 - expulsion

GROUNDS FOR DISMISSAL:

- The Academy reserves the right to dismiss or deny re-admission to students for reasons and administration deem fit:
 - Uncooperative spirit or attitude
 - Rebellion toward discipline
 - Create discord
 - Chronic unexcused absences or tardiness
 - Non conformity to standards of conduct and grooming
 - Lack of parental cooperation
 - Nonpayment of school fees

DRESS CODE:

- Grade RR - 3 girls must wear – (Summer) Navy blue shorts, blue t-shirts, Velcro strap sandals
(Winter) Navy blue track pants, blue long sleeve t-shirt, navy blue jersey, black socks closed shoes eg. Takkies
- Grade RR - 3 boys must wear – (Summer) navy blue shorts, blue golfer shirt, Velcro strap sandals
(Winter) Navy blue track pants, blue long sleeve t-shirt, navy blue jersey, black socks, closed shoes eg. Takkies
- Grade 4 – 9 Girls
Winter – Navy blue track suits, maroon golfers, takkies or toughees
Summer – Navy blue skirts, maroon golfers, toughees
- Grade 4 – 9 Boys
Winter Boys – Navy blue track suits, maroon golfer, takkies or toughees
Summer Boys – Navy blue shorts, maroon golfer, toughees
- Overall appearance must be clean and neat with no holes.
- Girls hair must be in a ponytail if hair is touching collar, small hoop or stud earrings only. Short hair must be pinned away from face.
- Boys hair must not be touching eyebrows or collar, no earrings allowed.

Grade RR - All students must have 1 change of clothes in case of emergencies

ATTENDANCE POLICY:

Expectation:

With the exception of the Academy authorized and verified absences noted below, students are expected to attend every class every day.

Not counted as absent:

- Death of immediate family member (Parent, step parent, guardian, sibling or grandparent)
- Chronic illness (signed doctors note to be produced)
- Official religious holidays

BULLYING:

Will not be tolerated at MPA, parents will be contacted and given options of professional counseling on how to deal with their child.

STUDENT HEALTH:

- If a child has a fever, the child should stay home for 24 hours after the temperature returns to normal without medication to keep temperature normal.
- If the child is vomiting or has diarrhea, stay home for 24 hours after the last episode.
- If the child has a rash that may be disease related or you do not know the cause, check with your family doctor before sending the child to Centre.
- If your child is ill, please call the school to report the illness.

STUDENT ACCIDENT INSURANCE:

If the student is injured on the Centre property or at a Academy event, our teachers are first aid trained but injuries that are more serious the families insurance is the primary insurer of all resulting medical bills.

ADMINISTRATIVE PROCEDURES:

- Building policies –
The Academy premises is open to students 15minutes before lessons convene and is to be vacated 15 minutes after dismissal. Students participating in extracurricular activities or remedial tuition or aftercare will not be permitted to be returned to classrooms other than those designated. Students that are not picked up 15 minutes after lessons will be sent to aftercare and an additional fee of R150 will be charged to their school fees at the end of the month. All visitors must report to the Academy's office upon arrival.
- Protection ad privacy of pupil records –
The Centre recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students. Private data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to availed court order.

HARASSMENT AND VIOLENCE POLICY:

It is the policy of the Academy to maintain learning and working environment that is free from racial or sexual harassment and violence.

- It is a violation of this policy for any pupil, teacher, administrator, or school personnel of the Centre to harass a pupil, teacher, administration or other personnel through conduct or communication of sexual nature or regarding race as defined by the policy.
- It is a violation of this policy of any pupil, teacher, administration or Centre personnel to inflict, threaten to inflict, or attempted to inflict racial or sexual violence upon any pupil, teacher, administration, or other Centre personnel.

The Academy will act to investigate all complaints, formal or informal, verbal or written of racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator, or other Centre personnel who is found to have violate this policy.

MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE:

The policy requires immediate reporting of instances of child neglect or physical or sexual abuse when the institute personnel knows or has reason to believe a child is being neglected or physically or sexually abused, within the preceding 3 years.

VISITORS TO THE ACADEMY:

The Academy encourages interest on the part of the parents and community members in Centre programs and student activities. The Academy welcomes visits to the Centre building and Academy property by parents and community members provided the visits are consistent and employees and are conducted within procedures and requirements established by the Academy.

Guest visits are allowed in the classroom for prospective and former students when they are approved by the administration. Visitors and parents must register at the office and wear a visitors badge while on the property.

An individual or group may be denied permission to visit a Academy or Academy property, or such permission maybe revoked if the visitor(s) does not comply with the schools procedures and regulations, students, employees, or the Centre.

TRESPASSERS OR OTHER UNAUTHORIZED PERSONS:

A person is a trespasser on the Academy grounds unless:

- Enrolled as a student
- Parent or guardian of a student
- Employee of the Centre or district
- Has permission or invitation from a school official
- Is attending the Academy when open to the public or students family
- Has reported his/her presence to the office and received permission to remain on the campus.

WHAT IS EXPECTED OF THE PARENT(S) OR GUARDIAN:

- They must ensure that the learner fully understands the contents of this document, referred to as the Code of Conduct and that he or she complies with it at all times.
- Parent(s) or guardian(s) must understand that it is they, and not the Academy, that are primarily responsible for laying down the moral, ethical and disciplinary framework within which the learner(s) must conduct him/herself.
- Ensure that the learner arrives at Centre on set times in the mornings and that other time keeping requirements are observed.
- Encourage the pupil to adopt responsible and self-discipline approach to all Academy related activities.
- Ensures that the learner attends all compulsory attendance functions and activities.
- Encourages the learner to participate in extra-mural functions and activities.
- Treat members of staff and other employees of the Academy with respect at all times. To this end, no foul language or verbal abuse will be tolerated.
- Participants in the learning process, thereby assisting the learner with homework where necessary. Parent(s) or Guardian(s) are requested to check and sign the homework diary daily. The diary may also be used as a form of communication between parent and teacher, by providing feedback on concerns or queries to the class supervisor (teacher) or head master.

- Attends parent(s) – teacher’s meetings and events
- Ensures that all school fees and any other monies that may be owed to the Academy are paid in full on time. Refer to contract entered into between yourself and the Academy.
- Ensure that learner(s) are collected from Centre on time.
- Parent(s) or guardian(s) must supervise the learner in his/her use of technological equipment, including cellphone usage and internet access. Access to undesirable information and material can affect the well-being and behavior of a learner and his/her peers.
- Ensure that the Academy has the latest contact details of parent(s) or guardian(s) at all times, for health, safety and emergency situations.
- Ensure that the Academy is aware of any medical issues, allergies or other serious matters relating to the well-being of the learner(s).
- When collecting or dropping learner(s) ensure that you proceed with utmost caution when driving on or near the Academy premises.
- Ensure that, in the event of a learner transferring to other Centre or School, MPA is given a month’s (30 days) written notice.

GENERAL SCHOOL RULES:

- School attendance
 - Learners are expected to attend school every school day of the year.
 - Normal school hours are as follows:
 - Grade RR – R 08:30am – 12:30pm (learners to be at school by 08:15am)
 - Aftercare runs until **17:00pm SHARP!**
 - Grade 1 – 9 08:30 – 13:00pm (learners to be at school by 08:15am)

All of the above policies apply to the aftercare facility as well.

HEALTH, SAFETY AND EMERGENCY INFORMATION:

- First aid / emergency policy

When minor accidents occur that do not appear to require medical attention, parents may be contacted by phone or in a note advise them of such incident.

If the accident appears more serious, the parents are contacted and requested to come to the school. In the case of serious accidents, pupils will be transported to the nearest hospital or doctor and parents will be accordingly notified. Where parents cannot be reached, a decision about the type of medical attention required will be made on the learners' behalf.

NOTE:

- This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him/her. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.
- The learners must at all times conduct him/herself in a manner becoming a good, respective person. Gripping is not tolerated! If your child comes home complaining about a policy or discipline, please follow this procedure:
 - Give the staff the benefit of the doubt
 - Realize that your child's reporting is emotionally biased and may not include all the information
 - Realize that the Academy has reasons for all rules and that they are enforced without partiality
 - Call the school office for all the facts
- When a child's attitude is not in harmony with the school policies or principles, the parents will be called for a conference. Parents will be asked to withdraw the child from the school if unacceptable attitudes persist.