



CARPE DIEM ACADEMY
BELIEVE ACHIEVE BECOME

CODE OF CONDUCT

2023

PART 1: SCHOOL RULES

These are the standard rules of conduct, and may be changed from time to time, and which is applicable to all the learners whilst in attendance at Carpe Diem Academy. This code of conduct is made part of the Memorandum of Agreement between the parent(s) / guardian(s), Carpe Diem Academy and the learner, becoming the social contract and undertaking to be bound by the norms and values applicable at Carpe Diem Academy.

Carpe Diem Academy's rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the school. Nothing shall exempt a learner from complying with the school's rules. Ignorance of school rules is, therefore, not an acceptable excuse.

A: GENERAL PRINCIPALS

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, the learner Representative Council (LRC), all members of staff and visitors to Carpe Diem Academy.
 - a. In order to maintain the dignity, order and discipline of our school we cannot ignore situations where learners disrespect Carpe Diem Academy or its teachers.
 - b. In the instance where a learner is guilty of insubordination, disrespecting a teacher or bringing Carpe Diem Academy into disrepute, the learner will immediately be removed from the class and a meeting will be scheduled with the parent(s) / guardian(s) in order to discuss the situation as well as determine any disciplinary steps that need to be taken.
2. Learners are expected to abide by Carpe Diem Academy's rules with regard to appearance and behaviour when representing Carpe Diem Academy both during school hours and after school hours, at school and away from school. Any action by the learner that brings Carpe Diem Academy into disrepute will be subject to disciplinary action.
3. No learner has the right to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.
4. The learners shall refrain from all public displays of affection (PDA) while on school grounds or while attending and/or participating in a school-related activity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. PDA includes, but not limited to, physical contact, intimate touching, hand holding, fondling, cuddling, and kissing.
 - a. Each first instance of non-adherence will be dealt with in accordance of the severity of each case, however;
 - b. The second and subsequent instances involving the same Learner will lead to a meeting being scheduled with the parent(s) / guardian(s) and a warning being issued with the warning escalating in severity each instance.
 - c. A learner who neglects these warnings and continues with their behaviour, may ultimately face expulsion from Carpe Diem Academy.
 - d. Carpe Diem Academy will contact parent(s) / guardian(s) when a learner's behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem in terms of Carpe Diem Academy's disciplinary process.

B: SCHOOL AND CLASS ATTENDANCE

Parents, guardians and learners are jointly responsible for ensuring that the learner attends school.

School administration staff, the principal, teachers and School Governing Body (SGB) members are responsible to monitor attendance and to report.

1. If a learner does not attend school, the parent(s) / guardian(s) will be contacted by administrative staff to confirm the reason for not attending school. Date and time of such calls will be recorded in a non-attendance register by Carpe Diem Academy.
2. In cases where the parent(s) / guardian(s) cannot be reached telephonically, SMS, WhatsApp or an e-mail will be sent. Parent(s) / guardian(s) are obliged to respond to the correspondence.
3. If a learner does not attend school regularly, administrative staff report the absence of the learner to the parent and the principal in writing. The principal will correspond with the parent(s) / guardian(s) on corrective actions to be taken.
4. Valid medical certificates, with medical condition indicated, must be submitted to Carpe Diem Academy's administrative staff, for learners who are absent on Fridays, Mondays and/or two consecutive school days. (*Note: if a learner is absent for more than 20 days without valid medical reasons, the learner will not be allowed to write the final grade examination and therefore will have to repeat the grade).
5. Planned Learner absence from school must be formally communicated, in writing, by the parent(s) / guardian(s) in a timely manner with evidence of appointment attached.
6. All learners are to arrive at school before the official starting time, which is 08:00. Learners who are late for school will be marked absent as registers are completed at the beginning of each school day. Learners that are late miss valuable time allocated for teaching time and/or formal assessments, which cannot be recovered. If a learner will be late due to unforeseen circumstances, the parent(s) / guardian(s) must immediately inform Carpe Diem Academy.
7. Absence from a class, is not acceptable. Comfort breaks should be taken during breaks as there is ample time to do so. Learners will only be allowed to leave a class for a known medical condition which has been communicated to Carpe Diem Academy in writing or a medical emergency.
8. Any absence from a formal examination, test or task must be supported by a letter from a medical doctor/traditional doctor/registered herbalist. Carpe Diem Academy is under no obligation to provide learners with extended opportunities in the case where formal assessments are missed where no medical certificate or valid reason was given.
9. No learner may leave Carpe Diem Academy during school hours without a letter or email from a parent(s) / guardian(s) requesting the release of their child, with valid reason and evidence attached, and the permission of the Principal from whom an exit note must be obtained.
10. If a learner requests to go home due to feeling ill, the school will accommodate the request the first time if permission is obtained from parent(s) / guardian(s). In the case where such requests are repeated, learners will only be allowed to leave if proof is provided of a doctor's appointment having been made.
11. Unless otherwise communicated by Carpe Diem Academy, all school days as per school calendar will be treated as normal school days. It is thus expected from the learner to attend school for the full duration of Carpe Diem Academy day.
12. Truancy from School will not be tolerated.
13. All learners will attend assembly for the full duration thereof.

C: EXTENDED OPPORTUNITIES

In order to foster academic excellence and learner performance, after every formal assessment, learners who have not received a passing mark will be identified and provided with an Academic Responsibility Request. After completion of the form, learners will follow the next steps in the process as per the agreement decided upon in the form.

It should be understood that learners is not automatically entitled to an extended opportunity, this will be given at the discretion of the principal, and there might be a financial implication to the learner should and extended opportunity be granted.

D: SCHOOL UNIFORM AND GENERAL APPEARANCE

Learners are expected to wear the official School uniform and appear neat and tidy at all times.

- If the learner wears the incorrect school uniform, in the first instance, the learner will receive a warning and parents will be informed.
- On the second occasion, parents will be notified, the learner will be sent home and will be marked as absent
- Carpe Diem Academy reserves the right to waive these sanctions in exceptional cases where:
 - A new learner arrives and still requires a school uniform
 - Required school uniform is out of stock

DRESS CODE - FOR GIRLS

- A neat appearance is required at all times
- Carpe Diem Academy's Golf-shirt with stone school chino pants and closed shoes e.g. tekkies, pumps etc., Provincial colours may be worn as part of the uniform on Fridays, no flip flops, high heels or slippers are allowed;
- Grade 12's wear stone school pants and white golf shirt;
- Bermuda / shorts or skirts must not be shorter than 5 fingers above the knee;
- No hats, hoodies, beanies (except school beanie or hat) or sunglasses are allowed;
- No tights / leggings / see-through leggings, or track suite pants are allowed;
- Students are not allowed to wear revealing, see-through or suggestive clothing on Casual Days or Birthdays;
- Underwear must not be visible;
- No nose, lip, eyebrow or chin rings or studs are allowed.
- Nails must be clean and neat, clear nail varnish and nude colours are acceptable.
- Girls hair must be neat, tidy and done in such a way that it does not impair the learner's or ability to see
- Make up must look natural and not be excessive;
- Excessive jewellery, chains, bracelets or ankle bracelets not allowed. General rule is one ring, one bracelet, one chain.
- Hair may not be died/coloured more than two shades lighter/darker than the natural hair colour.

DRESS CODE - FOR BOYS

- A neat appearance is required at all times;
- Carpe Diem Academy's Golf-shirt with school stone chino pants, and closed shoes e.g. Sneakers / tekkies etc. Provincial colours may be worn as part of the uniform, only on Fridays, no flip flops or slippers are allowed;
- Grade 12's wear stone school chino, white Golf shirt;
- No track suite pants are allowed;
- No hats, hoodies, beanies (except school beanie, hat) or sunglasses are allowed;
- Students are not allowed to wear revealing, see-through or suggestive clothing on Casual Days or Birthdays;
- Underwear must not be visible;
- No ear, nose, lip, eyebrow or chin rings, piercings or studs are allowed;
- Nails must be clean and neat and short;
- Hair must be neat and tidy, no long hair is allowed;
- Boys must be cleanly shaven; no stubble is allowed;
- No eyeliner, make-up or nail polish

DRESS CODE - GENERAL

- No eyebrow, nose or lip piercings are allowed. Students will be requested to remove immediately.
- Although some students have tattoos, no new visible tattoos will be permitted. Tattoos must be covered when at formal school events.
- No student may enter Carpe Diem Academy grounds without the correct school uniform.
- Parent(s) / guardian(s) must help ensure that their child is dressed in school uniform;
- Should The learner not adhere to the above dress code, the parent(s) / guardian(s) will be contacted and informed of such non-compliance and will be required to collect the learner and to only return to Carpe Diem Academy once the appropriate uniform, as stipulated herein, is being worn by the learner. Please note that time lost during formal assessments will not be accommodated for.
- For sports activities, Carpe Diem Academy's sporting clothes must be worn.
- During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see through and/or too revealing or expose the midriff are not allowed. Hair, shoes and accessories should be neat at all times.

E. Valuables and Personal Belongings valuables to School.

Carpe Diem Academy will not be held responsible for theft of, or damage to, personal belongings on Carpe Diem Academy premises (e.g. cell phones, bags, books and clothing).

1. Learners should avoid bringing valuables e.g. large sums of money, expensive jewellery, etc. to school
2. Learners bring valuables or electronic devices to School at their own risk.

F. Cell Phones use during School hours

Learners are allowed to bring Cell phones to school. Carpe Diem Academy is indemnified against loss of or damage to the cell phone.

1. During school hours, 08:00 to 14:00, cell phones must be switched off and in The learner's bag or pocket;
2. If the cell phone is required for textbook access or for research, the teacher for that class will give consent to learners to use their phones only for that specific period, for that specific task.
3. Learners are prohibited to make use of their cell phones during school hours, except for the condition as per point 2 above.
4. If a parent has to contact a learner in an emergency, the parent must contact Carpe Diem Academy. If required, the learner will be called to the office to take the call or the message will be relayed to the learner. In the same manner, if there is an emergency that requires a learner to contact their parent(s) / guardian(s), they must do so by reporting to the office and requesting the office to contact their parents.

5. In the event a learner must make use of the bathrooms during class time, learners are prohibited to take their cell phones with them. In these cases the cell phone must be handed to the relevant teacher before leaving the class.
6. If a learner makes use of his cell phone, except for the condition as per point 2 above, the learner's cell phone will be confiscated with immediate effect by the teacher and handed in at the reception desk for safekeeping. If a learner is reluctant to handover his/her cell phone, the learner will be escorted to the principal who will confiscate the cell phone. If the learner still refuses, parents will be called to come and collect the learner from school.
7. Cell phone will only be returned to the learner at the end of Carpe Diem Academy day if it constitutes a first offence.
8. In the second instance that the learner's cell phone is confiscated, it will be returned to the parent(s) / guardian(s) after a meeting with the principal and head of discipline.
9. After the third instance, the learner will not be allowed to have a cell phone on their person during school hours; the learner must then hand in their cell phone on arrival at school and may collect it at the end of Carpe Diem Academy day.
10. Due to the impact of social media, bullying, etc., Carpe Diem Academy reserves the right to access a students' cell phone to verify applications used, browser history etc. These searches will be conducted by the principal and head of discipline. If a student refuses to comply with a search, the parents will be requested to collect the learner from school. The learner will also be banned from there on forward to bring a cell phone to school.
11. These regulations also apply to tablets, smart watches and any other electronic devices.
* Note none of these devices are allowed on the person of a learner during test or examinations. See examination rules and regulations.

G. General Rules

1. Loitering and/or playing in and around the corridors and toilets is not allowed.
2. Students are not allowed to utilise the toilets in groups or partnerships.
3. Breaks are there for eating food, drinking of allowed liquids and the use of toilets, these activities during normal class periods are discouraged.
4. The school has a tuck shop on the premises with card facilities and therefore learners will not be allowed to order food from shops or services outside the school to be delivered during school time.
5. Learners will not be allowed to bring energy drinks onto the school premises. Learners who do so will have their energy drinks confiscated, which will not be returned to them.
6. All litter must be placed in refuse bins or wastepaper baskets.
7. Wilful damaging, vandalising or neglect of Carpe Diem Academy's property and the property of others, either by writing or by a physical act, is prohibited. Theft of school and private property is also prohibited. Learners who are found guilty of such act, will be held liable for cost incurred.
8. Any act of cheating in class work, homework and assessments will not be tolerated. Work has been copied or plagiarised will not be accepted and the transgressing learners will be dealt with in accordance with the disciplinary processes.
9. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
10. Adherence to deadlines regarding school work is the responsibility of each learner.
11. Learners who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
12. Learner will respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
13. Language that is seen as pejorative, discriminatory or racist is prohibited.
14. Any act that belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
15. All learners have the right to an education free of interference, intimidation and/or physical abuse. The learner will respect the property and safety of other learners. Fighting or threatening of other learners is forbidden.

16. The learner will respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. He/she will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
17. The carrying, copying and/or reading of offensive material is prohibited.
18. Possession, sharing, selling, distributing of any pornographic material is strictly prohibited. Any matters involving pornography, and/or the distribution thereof, will be handed over to the SAPS (South African Police Service) for further investigation.
19. Learners must keep clear of areas that are indicated as out of bounds. These include:
 - a. The motor vehicles.
 - b. Electrical mains distribution boxes, fire extinguishers and hoses.

H. Rules Governing Public Spaces

Carpe Diem Academy is a place of safety where laws pertaining to public spaces are applicable.

1. No dangerous objects or illegal drugs as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on Carpe Diem Academy property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
2. Alcohol:
 - a. The carrying and/or use of alcohol before or during school hours is strictly prohibited.
 - b. Public drinking in school clothes is strictly prohibited.
 - c. Use of alcohol by learners at any official school event is prohibited even if the learner is older than 18 years.
 - d. If it is suspected that a learner has used alcohol, Carpe Diem Academy reserves the right to immediately test the learner, without the consent of the parent(s) or guardian(s)
 - e. See disciplinary process for the steps and escalation that may follow in order to address these types of incidents
3. Smoking
 - a. The carrying and/or smoking of cigarettes and/or vaping is prohibited.
 - b. Smoking and vaping is strictly prohibited on Carpe Diem Academy grounds:
 - i. Any Learner in possession of contraband, cigarettes or vapes on school grounds, or caught smoking or vaping while on school grounds, will have their contraband confiscated in the first instance which may only be retrieved by the Parent(s) / Guardian(s) after a meeting with the principle or head of discipline during which a written warning will be issued.
 - ii. Any Learner in possession of contraband, cigarettes or vapes on school grounds, or caught smoking or vaping while on school grounds a second time will have their contraband confiscated and it will not be returned, a meeting will be arranged between the Principal, Head of Discipline, School Governing Body as well as the Parent(s) / Guardian(s) where a final written warning will be issued;
 - iii. Any learners caught vaping, smoking or using contraband outside Carpe Diem Academy grounds, and that can be identified as learners of Carpe Diem Academy, will be subject to the same procedure as learners found vaping, smoking or using contraband at Carpe Diem Academy.
 - iv. Any learner who finds themselves in the company of a learner transgression these rules and who fails to report it, will be found guilty of the same misconduct.
4. Illegal substances:
 - a. The carrying of and/or consumption of illegal chemical substances and drugs is prohibited. If it is suspected that a learner is under the influence of such substances, Carpe Diem Academy reserves the right to immediately tests the learner, without the consent of the parent/s or guardian/s

- b. See disciplinary process for the steps and escalation that may follow in order to address these types of incidents
 - c. Any learner who finds themselves in the company of a learner transgression these rules and who fails to report it, will be found guilty of the same misconduct.
5. Carpe Diem Academy reserves the right to search learners and their belongings from time to time as deemed fit by Carpe Diem Academy. Carpe Diem Academy also reserves the right to request the South African Police Service to do random searches.

I. Transport

Learners wishing to park motor cycles/motor vehicles on Carpe Diem Academy grounds must first obtain permission from Carpe Diem Academy to do so and make use of the areas specifically demarcated for this purpose.

1. All learners park their vehicles and bikes (pedal or motorised) at Carpe Diem Academy within the designated areas at their own risk.
2. Learners may ride or drive a vehicle to Carpe Diem Academy provided the learner has a license to drive such vehicle and provided extreme caution is exercised. Reckless behaviour will not be tolerated.
3. Carpe Diem Academy is indemnified from any accidents that may occur due to learners driving their vehicles.
4. Carpe Diem Academy does not allow learners to transport other learners with their vehicles unless explicit, written permission is received from the parent(s) / guardian(s) of learners being transported. The school will not accept responsibility in any event where learners transport other learners.
5. Vehicles are not a gathering place for learners. It is expected that learners exit their vehicle and enter Carpe Diem Academy as soon as they have parked.
6. Learners will not be allowed to exit Carpe Diem Academy in order to retrieve items from their vehicle.
7. The Code of Conduct is applicable when making use of public transport to and from Carpe Diem Academy.
8. Learners may not hitchhike while in school uniform, whether formal or sports dress.

J. School Enrichment Programme

Involvement in activities making up Carpe Diem Academy Enrichment Programme forms a valuable and integral part of the holistic education of every learner. All learners are, therefore, expected to become actively involved in at least one (1) sport, cultural and service activity per term.

1. The learner is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a learner has committed him/herself to an activity, he/she will be bound to meet the rules and obligations related to that activity.
3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
4. Attendance of all practices is compulsory. A parent's note is required when a learner will not attend a practice session.
5. Appropriate kit/uniform will be worn to practices.
6. The correct match kit/uniform will be worn to inter-school league fixtures.

K. School Activities and Functions

There are certain school activities, hosted by Carpe Diem Academy during a school year, that require the attendance of all learners. Involvement in activities are compulsory and is not considered an "Off-day" for learners, even if they will not actively participate. This is deemed as a normal school day and learners therefore will have to hand in a doctor's letter (sick note) when not attending.

Compulsory Activities (Refer to term calendar, newsletter and other correspondence for dates)

- Carpie Fest
- Athletics day
- Grade specific field trips
- Valediction and Prize giving
- Pets day

L. Accommodation of Religious or Cultural Rights

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated by a deviation from this Code of Conduct by the Governing Body under the following conditions:

1. The learner, assisted by the parent, must apply for a deviation from the standard School rules if such rules are in conflict with or infringe on any religious right of the learner.
2. This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
3. This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious rights.
4. The learner must provide proof that s/he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with Carpe Diem Academy's Code of Conduct are his/her true beliefs and commitments.
5. The religious conduct or practice must be lawful.
6. The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
7. When the Governing Body allows for deviations from the standard rules, such deviations must be based on core religious beliefs inherent to the religion, and it must be compulsory for the learner to comply with such beliefs.
8. The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
9. Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause considerable pain to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his/her cultural rights can be exercised only through a permanent intervention.
10. Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above

**** THIS PLEDGE / AGREEMENT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND THE CONTENT HEREOF.**

I the undersigned _____ (full name of the learner) by my signature agree to all the terms and conditions as set in the Code of Conduct. I pledge and make oath to adhere to the Code of Conduct at all times.

Further I pledge and herewith confirm that and make oath that:

1. I will refrain from any kind of bullying, intimidation or racism;
2. I will strive to create a positive environment of friendship and mutual respect at Carpe Diem Academy;
3. I will accept that the main reason for being at Carpe Diem Academy is to learn and to develop academically;
4. I will adhere to school rules and Code of Conduct, at all times;
5. I will respect the legitimacy and authority of my teachers and the principle;
6. I will participate with Representative Council of Learners (RCL) to ensure the safeguarding of my personal interests;
7. I will show respect to my fellow learners and will not discriminate;
8. I will avoid anti-social behaviour like theft, vandalism, assault, sexual harassment, alcohol and drug abuse;
9. I will not conduct myself in a manner that may disrupt the learning process of myself and my fellow learners;
10. I will not conduct myself in any manner that will bring Carpe Diem Academy into disrepute;
11. I understand that if I fail to comply with the above pledge that I may be submitted to a disciplinary hearing which may result in my expulsion from Carpe Diem Academy.

DATED AT _____ ON THIS _____ DAY OF _____ 20__

SIGNATURE OF THE LEARNER

INITIALS AND SURNAME

I the parent / legal guardian of _____ pledge my support to Carpe Diem Academy to ensure that my child upholds the Code of Conduct. To ensure my child attend school and is on time. I understand that I need to support my child efforts and allow time and create a conducive environment for my child to study and grow. I shall ensure that my child attends School activities, extra classes and Secondary School Improvement Plan. I shall ensure that my child commits to a study programme to prepare for assignments, tests and examinations.

SIGNATURE OF PARENT

INITIALS AND SURNAME

/ LEGAL GUARDIAN