



STUDENT HANDBOOK

Serving our Community since 1992



22 King Street, Duncanville Ext.3
P.O. Box 1736, Vereeniging 1930
Tel: 016 423 1147 / 8 Fax: 016 423 1149
E-mail: admin@3rca.co.za Web: www.3rca.co.za

TABLE OF CONTENTS

Church School Policy	4
God's Policy on Education	5
Religious Policy	6
Language Policy	6
Admissions Policy	7
Financial Policy	10
Discipline Policy	14
Disciplinary Action	16
HIV/AIDS Policy	18
Career Guidance and Counselling Policy	20
Accreditation for Universities and Colleges	22
Motivating Achievement	24
Parental Involvement	29
Grievance Procedures for Parents	30
Code of Conduct	31
Learning Centre Rules	32
Grooming and Dress Code	36
Starting Time	39
Attendance	40
General Rules	41
Map	44

CHURCH SCHOOL POLICY

Education worldwide, including South Africa, started in its earliest form as an outflow of the Church. Every private school in this country had its roots and foundations laid as a Church or denominational school. All these schools had a distinct Christian character. Over the years Godly, spiritual character and values were pushed into the background and replaced, either by diminishing or excluding God and then exalting man's humanistic values. Wisdom and knowledge start with God and don't end in this life, but have an impact on eternity.

The Reformer, Martin Luther, made the following Statement:

I am much afraid that schools will prove to be the great gates of hell unless they diligently labour in explaining the Holy Scriptures, engraving them in the hearts of youth. I advise no one to place his child where the Scriptures do not reign paramount. Every institution in which men are not unceasingly occupied with the word of God must become corrupt.

We at 3 RIVERS CHRISTIAN ACADEMY, in common with 12 000 other Christian schools in over 110 countries worldwide, have chosen to use the Accelerated Christian Education (ACE) program. The foundation of the curriculum is the Bible, the teachers are committed Christians and the pastoral authority is under SPIRITLIFE CHRISTIAN CHURCH.

SPIRITLIFE CHRISTIAN CHURCH is an autonomous church. It is registered with the Receiver of Revenue as a church. Pastor Joel De Oliveira is the Senior Pastor of this ministry.

GOD'S POLICY ON EDUCATION

Deuteronomy 6:1-9

Now this is the commandment, and these are the statutes and judgments which the LORD your God has commanded to teach you, that you may observe them in the land which you are crossing over to possess, that you may FEAR THE LORD YOUR GOD, to keep all His statutes and His commandments which I command you, you and your son and your grandson, all the days of your life, and that your days may be prolonged. Therefore hear, O Israel, and be careful to observe it, that it may be well with you, and that you may multiply greatly as the LORD God of your fathers has promised you; 'a land flowing with milk and honey. Hear, O Israel: The LORD our God, the LORD is one! YOU SHALL LOVE THE LORD YOUR GOD WITH ALL YOUR HEART, WITH ALL YOUR SOUL, AND WITH ALL YOUR STRENGTH. And these words which I command you today shall be in your heart. You shall TEACH THEM DILIGENTLY TO YOUR CHILDREN, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates. (NKJV)

God's MEDIUM OF EDUCATION is firstly HIS WORD, the PRIMARY PLACE OF EDUCATION is THE HOME, and the KEY TEACHERS ARE THE PARENTS. They are the ones that God holds responsible to TEACH their children how to love Him and live lives that honour Him and their fellow man. Parents lead by INSTRUCTION as well as EXAMPLE by MODELLING this life to their children IN THE HOME. The church school is there to assist the parents with academic as well as spiritual training and materials for the children, which must again be REINFORCED in the home after school.

James 3:17

But the wisdom that comes from heaven is first of all pure; then peace-loving, considerate, submissive, full of mercy and good fruit, impartial and sincere. (NIV)

God's wisdom will be evidenced in one's CHARACTER and VALUES more than in one's academic abilities. Many of the greatest leaders in the world of politics, education and finance are "bankrupt" as far as good character, family and marriage, values, and integrity in life and business are concerned. Many of the world's most renowned pioneers, reformers and leaders of past centuries have been known for their Godly character traits, life styles and allegiance to the principles portrayed in the Bible.

The academic standard of the material is exceptionally high and receives great acclamation from many colleges and universities worldwide. The materials are INDIVIDUALIZED, self-instructional, achievement orientated and motivating.

RELIGIOUS POLICY

The religious ethos of the school is Christian and learners are taught from the perspective of a Biblical worldview.

LANGUAGE POLICY

Tuition is provided using English as the medium of instruction. All learners shall be offered English as a subject in Grades R – 2. From Grade 3 onwards, all learners shall be offered their language of learning and teaching (namely English) and at least one additional approved language as subjects.

All language subjects shall receive equitable time and resource allocation.

ADMISSIONS POLICY

3 RIVERS CHRISTIAN ACADEMY is a ministry of Spiritlife Ministries to the community and to Christian parents and children of all denominations. We will not discriminate against students on the basis of race, colour, national or ethnic origin in our selecting and admitting of students.

THE ADMISSIONS PROCEDURE

1. Parents must attend a presentation of the school and make an appointment with the secretary.
2. Should the parent wish to apply for admission of a learner to the school, the parent must present the following:
 - completed Application Form
 - 2x I.D. photos of the learner,
 - previous school reports,
 - proof of residence of the account payer,
 - certified copies of ID of both parents/or legal guardian/s and
 - an official birth certificate of the learner.

If the parent is unable to submit the birth certificate, the learner may be admitted conditionally until a copy of the birth certificate is obtained from the regional office of the Department of Home Affairs.

The parent must show proof that the learner has been immunised against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B. If a parent is unable to show proof of immunisation, the principal must advise the parent on having the learner immunised as part of the free primary health care programme.

3. The following will be required from the account payer in a sealed envelope.
 - Bank statements of the last three months
 - Pay slips of the last three months.
4. Payment of pre-enrolment fee.
5. Personal and Confidential report will be sent to previous school for completion.
6. Once Personal and Confidential report is approved by the management, the parents will then be notified as to the date for the diagnostic and/or reading readiness test. The testing fee is payable before testing is administered.
7. Test results:
 - The parents of successful candidates are then contacted for the final interview between the principal, academic head and the educator.
 - Unsuccessful candidates will be informed in writing or via e-mail. The decision of management is final.
8. Parents must pay the Registration Fee and the Tuition Fee for the first month in full. These are non-refundable and are used to secure the student's place in the school. (Bank deposits and EFT transfers are requested. Please submit proof of payment).
9. The list of school uniforms, a year planner and a list of supplies that are needed will be given.
10. To complete enrolment, the student's transfer card must be handed to the secretary at 3Rivers Christian Academy.
11. Parents are then booked for the PARENT ORIENTATION day which is compulsory. Failure to attend will result in termination of enrolment.

AGE REQUIREMENTS FOR THE ADMISSION OF A LEARNER

Learners admitted to the school in Grade R must be five years old or turning five before 30 June of the year of admission. Learners applying for Grade R must undergo the Grade R diagnostic test.

Learners admitted to the school in Grade 1 must be six years old or turning six before 30 June of the year of admission. Learners applying for Grade 1 must pass the Reading Readiness Test and the Coordination Development Test. In addition an assessment by a

registered Psychologist or/and Occupational Therapist may be required at the discretion of the academic head.

A learner admitted to the school in Grade 2 and up will not necessarily start on the grade level which his chronological age indicates. Instead, he takes a diagnostic test, which determines what his actual performance level is. Once this is known, a prescription or individually tailor-made program is created for that learner. He will be placed with peers of his age and will continue through his work at a pace equal to his abilities.

An assessment by a registered Psychologist or/and Occupational Therapist may be required at the discretion of the academic head. Recommendations made by these professionals as well as the school academic head have to be adhered to or enrolment may be terminated.

APPLICATION FOR RE-ENROLMENT

Every family has to apply for re-enrolment on an annual basis. In order to secure the enrolment, the fully completed form needs to be handed in on the first Friday of the 4th term of the current year and the amount of R500 needs to be paid as a non-refundable deposit that will be credited towards the first month of the following year.

The school reserves the right to accept or reject the application.

The decision will depend on:

- The payment of outstanding fees.
- The adherence to recommendations by specialists (Psychologists, Occupational Therapists etc.) and academic heads of the school. (If applicable)
- The ability of the school to meet the needs of the student.
- The student's adherence to the Code of Conduct and Discipline.

If the form is not submitted and/or payment is not made by the stipulated dates, the management will assume that the child/children will not return the following year and the enrolment will therefore be terminated.

FINANCIAL POLICY

All costs including the establishment and maintenance of facilities, materials and equipment, staff salaries, books, computers, programs, sports equipment, tours etc. are carried by the tuition fees, donations, fund raising and, above all, PARENTAL INVOLVEMENT.

Parents must view all their financial obligations and contributions not just as school fees, but also as an INVESTMENT into their child's education, character building and future. The costs that have been set are on par with most other Christian schools and are very much lower than renowned private schools. Our staff work on a pioneering or missionary basis, which means that they work FOR YOU AND YOUR CHILDREN with financial remuneration that is much lower than equivalent government posts.

The financial books and records of the school are audited by an independent accounting company.

1. TUITION FEES

- a. Fees are payable over 12 months.
- b. The fees must **be paid before the 7th of the month.** Fees that are not paid by then will be followed up telephonically or via the Communications Envelope.
- c. If the fees are still not paid by the 10th of the month, your child/ren will automatically be suspended from school until all fees are paid. Non-or late

payment of school fees of children who have been awarded special rates could place the continuation of such special rates in jeopardy. The participation of students in non-academic activities (i.e. outside of the examinable curriculum) or field trips could be affected by the non-payment of school fees.

- d. The school retains the right to institute legal action against the parent for any arrear fees and any damages the School may have sustained, including all legal charges on Attorney and Client Scale, collection commission and tracing charges.
- e. In the event of any amount due to the school not being paid on the due date, the parent will hereby:
 - Agree to pay interest on any outstanding amounts at the rate of 2% per month.
 - Accept liability for all legal costs incurred by the school on the scale as between Attorney and own Client, inclusive of, but not restricted to, collection commission on any payments made, and any tracing and/or collecting agents' fees.
 - Elect as his/her *domicilium citandi et executandi* the address referred to in this document for the service of any notice processes.
 - The school will reserve the right, in accordance with the private fee agreement signed on admission, to refuse attendance of classes if fees are not honoured.
 - In the event of habitual ongoing arrear payments, the school retains the right to review and reconsider the learner's re-application.
- f. The school may terminate the enrolment at any

time giving 1 term (3 months) notice, except when a student is on probation or is refusing to abide by the Code of Conduct and discipline. In this case termination may be immediate, the school fees have to be paid to the end of the month, and the PACE deposit will not be refunded.

- g. Notice Period - Parents may terminate the enrolment at any time giving 1 term (3 months) written notice. School fees are due and payable for the notice period irrespective of whether or not the child attends school.

NB. School starts in January, soon after Christmas. It will be wise to set aside money for school fees as well as uniforms BEFORE the JOYOUS CHRISTMAS SHOPPING EXTRAVAGANZA BUG BITES.

2. FEE STRUCTURE

Refer to our latest Fee Schedule for:

- a. Diagnostic Testing
- b. Registration
- c. Tuition Fee: Depends on grade level of enrolment
- d. Third party services fee
- e. PACE Fees

The cost of each PACE (*PACKET OF ACCELERATED CHRISTIAN EDUCATION*) and textbook is NOT included in the tuition fees, and is charged separately at cost. This is a USER FEE, as the PACE NEVER becomes the property of the student. Every PACE must be paid for BEFORE it leaves the School of Tomorrow warehouse, which means that if we don't pay "up front", your children will not receive their PACEs, and therefore NOT ADVANCE in their schooling.

- f. Psychometric Test
In the FET phase a career choice assessment is required and can be arranged by the school during school hours.
- g. Graduation Certificate Fee as quoted by Accelerated Education Enterprises (AEE).
- h. National Senior Certificate (NSC) registration with SACAI in Grade 10, 11, and 12.

3. APPLICATION FOR SPECIAL RATES (SCHOOL FEES)

School fees are payable in full unless application is made to the Principal for special rates. Applicants will be able to obtain the relevant documentation that must be completed in full and submitted to the Principal. Applicants might be requested to appear before a panel of the Governing body in order to motivate their application for special rates.

4. METHODS OF PAYMENT

Parents can enter into one of the following arrangements:

- Cash paid at the office at the beginning of the month.
- A stop order to be signed in favour of the school with personal bank.
- Electronic bank transfer with account number as reference.

DISCIPLINE POLICY

3 RIVERS CHRISTIAN ACADEMY recognises that it CANNOT meet the education needs of all children. It is a school offering a high quality of Christian training but is not designed to be a CORRECTIONAL INSTITUTION for problems arising beyond those usually encountered in average school children. While we love delinquent and emotionally unstable children, the school is not equipped to meet their needs.

Some children do not adjust to a disciplined academic environment and find excuses to criticise the policies and decisions of the staff and administration.

As this is not a rehabilitation centre for rebellious and undisciplined children, we request that parents don't enrol their children with the hope or idea that we will REFORM them. The parents must see to it that their children will be SUBMISSIVE and TEACHABLE. If the parents have neglected their duties or experienced difficulty in disciplining their children, the school will not be able to fulfil their roles for them.

**ALL NEW STUDENTS ARE ADMITTED ON PROBATION
FOR THE FIRST THREE MONTHS.**

The student must at all times conduct himself in a manner becoming of a Christian. Because the school standards are high, there may be a period of adjustment in which the child will "chafe at the bit" and try to "buck the system". The children will from time to time come home griping and complaining. If this happens, PLEASE DO NOT TAKE SIDES with the child or discuss the school negatively in front of the child. This will seriously affect your child's morale and ability to concentrate and give his BEST to his studies. It will also undermine the school's effectiveness in teaching the child to take responsibility and be disciplined in his studies.

If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realise that your child's reporting may be emotionally biased and may not include all the information.
3. Realise that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and make an appointment with your child's educator.

DISCIPLINARY ACTION

Discipline is that which is done **FOR** a student, not what is done **TO** him. At 3 RIVERS CHRISTIAN ACADEMY a discipline is maintained that is firm, consistent, fair and tempered with love. Our staff maintains standards of behaviour in the Learning Centre through kindness, love and genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered with good judgment and understanding.

The school uses the following disciplinary actions:

1. DEMERITS AND DETENTION

Demerit marks are given for minor violations.

e.g. Carelessness, lack of responsibility, disturbances and breaking of Learning Centre Procedures and rules.

Detention

The paramount rule is “do right; do not disturb”. Demerit marks are given for disturbances or broken rules. Three or more demerits in one day result in detention time as follows:

3 demerits	=	20 minutes detention
4 demerits	=	30 minutes detention
5 demerits	=	45 minutes detention
6 demerits	=	1 hour detention

When a student receives a detention, a “Corrective Action Notice” is sent home with the student and is to be signed by parents. The next day the slip is returned and detention is served.

Demerits are an indication that a student may need direction in the development of principles of character in his life. Conferences with the educator, principal, and parents are sometimes necessary to ensure this growth.

During detention the student may be required to write an essay or lines or perform menial tasks such as cleaning of playgrounds, classrooms, weeding of sports fields or gardens etc., as determined by the educator.

2. DISCIPLINARY ACTION REPORT

To uphold a Godly environment and ethos in the practical life of the school, on school premises, excursions or field-trips, students are trained to adhere to the school's philosophy and Christ-centred program. Such adherence includes abstinence from cheating, swearing, smoking, gambling, listening to cultic or obscene music, drinking of alcoholic beverages, using or talking favourably about narcotics, films, videos, computer games or other material promoting violence, the occult or pornography, using indecent language and violation of Biblical values.

Disciplinary action for the first offence will be between 3 to 10 hours detention, during which the student is required to do menial tasks at the school, with a 1000 word essay as homework explaining the Biblical principle relating to the offence, and probation for 4 to 8 weeks. The school, and not the parent, determines the time and date of detention. A repeat of any moral offence during probation or rebellion against corrective action will result in a 1-week suspension from school. The next time, parents will be asked to withdraw their child from school.

Severe cases may, at the sole discretion of the management, result in summary dismissal without corrective action taking place.

Whenever disciplinary action is warranted, a "Disciplinary Action Report" is sent home with the student to be signed by the parents. The next day the signed report must be returned to the school.

Failure to attend detention will result in a parent/principal conference.

HIV/AIDS POLICY

The school has a planned strategy to cope with the epidemic, comprising of the following:

- Testing for HIV/AIDS for employment or attendance at the school is not permitted;
- Compulsory disclosure of a student or educator's HIV/AIDS status to school is not advocated. Educators are nevertheless prepared to handle disclosures and are given support to handle confidentiality issues;
- Students with HIV/AIDS should lead as full a life as possible and should not be denied an education. Educators with HIV/AIDS should lead as full a professional life as possible, with the same rights and opportunities as other educators;
- In order to eliminate the risk of HIV transmission in the day-to-day school environment in the context of physical injuries the following standard infection-control procedures or precautionary measures and good hygiene practices are in place:
 - Sexuality, morality and life skills education is provided by educators in the context of the learning area: Life Orientation. Parents are encouraged to provide their children with healthy morals and sexuality education and guidance regarding sexual abstinence until marriage and faithfulness to their partners;
 - Students with infectious illnesses like measles, German measles, chicken pox, T.B., any lung infections, meningitis, whooping cough and mumps are not permitted to attend school until a clearance certificate has been issued by a medical professional, in order to protect other members of the school, especially those whose immune systems may be impaired;
 - The school will inform parents of vaccination programmes and of their possible significance for the well-being of students with HIV/AIDS;

- Students receive education about HIV/AIDS in the context of life-skills education on an ongoing basis. Life-skills and HIV/AIDS education is presented in a scientific but understandable way;
- Students are provided with age- and context-appropriate knowledge and skills in order that they may adopt behaviour that will protect them from HIV infection.

CAREER GUIDANCE AND COUNSELLING POLICY

Career guidance and counselling programs aim to help students make more informed and better educational and career choices. Among other things, programmes offer information on high school course offerings, career options, the type of academic and occupational training needed to succeed in the workplace, and post-secondary opportunities that are associated with their field of interest.

The vehicle used by Three Rivers Christian Academy to accomplish this is a Youth Exploration Survey and career testing by a registered psychologist. This programme provides management, educators and parents with information they can use to support students' career exploration and postsecondary educational opportunities.

The programme is based on the belief that each student has a call from God, which the Lord desires to reveal and confirm through a multitude of "counsellors". Parents must be the primary source of human guidance as their child defines and develops his/her mission statement for life under the inspiration of the Holy Spirit. The church/school leadership is specifically called to "*equip the saints for the work of the ministry*" (Eph 4: 11), which includes the Biblical guidance of a student into his/her ministry/career.

Each student ought to have a sense of ministry/career planning expectancy in order to determine what sort of vocational,

technical, college and ministerial preparation is appropriate for his or her future ministry/career.

Activities associated with career guidance and counselling programmes typically include:

- Advising students and parents on high school programmes and academic curriculum, preparing them for application and admission to tertiary institutions.
- Planning and preparation for college admissions tests, e.g. The SAT.

The tools that are used to assist in this process are

- Academic projections – a plan of work that needs to be completed in order for the learner to meet the educational requirements for acceptance into his/her career or tertiary education institution
- Tertiary Study Liaison
- Study Skills
- Achievement tests
- Developing a mission statement for life
- Learner/parent/educator interviews
- Personal testimony paper
- Scholastic Aptitude Test (SAT)
- National Benchmark Test

Resources available for this purpose include:

- Youth Exploration Survey
- Career Assessment by a registered psychologist (Compulsory in Gr 9).

ACCREDITATION FOR UNIVERSITIES AND COLLEGES

The ACE program caters for both national and international requirements and offers its students a choice of two levels for graduation:

1. **National Senior Certificate (NSC) Umalusi NQF4**
2. **College Entrance Certificate (CEC) NQF4**

Universities base their acceptance of students on previous results, SAT results, NBT results, and entrance test results and finally confirm admission to universities once they have received a recognised certificate of exemption or conditional exemption, i.e. Grade 12 College Entrance Certificate.

1. **National Senior Certificate (NSC)**

The NSC will be issued by Umalusi on completion of the course studies and passing the NSC exams.

2. **College Entrance Certificate (CEC).**

Students will only receive a Grade 12 College Entrance Certificate for university entrance on completion of their course studies (not before). Most universities require that students write the National Benchmark Test (NBT) and/or Scholastic Aptitude Test (SAT I/II).

Accelerated Education Enterprises (AEE) will liaise on behalf of a prospective graduate for study along the Senate's Discretionary Route of the relevant tertiary institutions. Parents must not contact any tertiary institution or the Matric Board directly regarding requirements relating to School of Tomorrow. All liaisons must be channelled via the school office to National Office.

AEE will not be in a position to guarantee that students will be able to make application to **all** universities in South Africa as admission will be at the discretion of the individual institution and acceptance at a particular university or faculty is further dependent on a student meeting the specific entrance requirements as determined by the Senate of the institution.

Therefore AEE South Africa and Three Rivers Christian Academy is exempt from any liability in this regard.

The following tertiary institutions have accepted graduates who have graduated with the Accelerated Christian Education Grade 12 College Entrance Certificate (**List is not exhaustive**):

- University of Pretoria
- University of Natal
- Rhodes University
- Rand Afrikaans University
- University of Cape Town
- University of the Free State
- University of South Africa
- University of Zululand
- University of Stellenbosch
- University of Port Elizabeth
- University of Witwatersrand
- University of North West
- University of the Transkei
- Cornerstone University
- Durban Institute of Technology
- Damelin
- Technisa
- Hebron Theological College
- Helderberg College
- Midrand Graduate Institute
- PE Technikon
- Pretoria Technikon
- Vaal Technical University & Satellite Campuses

In many cases the above candidates have had to meet specific requirements as laid down by different universities and individual faculties. Our tertiary liaison departments are equipped to provide the relevant information.

MOTIVATING ACHIEVEMENT

The main emphasis at 3 RIVERS CHRISTIAN ACADEMY is to motivate the students to achieve their highest potential in both the spiritual and academic fields. In order to accomplish this, a number of incentive programmes have been implemented and serve as motivational factors in the student's school day. A brief description of each is given below:

1. CONGRATULATION SLIPS

Every time a student successfully completes a PACE and receives a PACE star, he is given a Congratulation Slip which he takes to his parents to inform them of his achievement. Parents have an excellent opportunity to encourage the student at this time.

2. 100 AND 1000 CLUB

Each student who scores 100 percent on a PACE Test has his name written on a Club board displayed in the Learning Centre. Ten 100 percent scores move him to the 1000 Club board.

3. MERIT SYSTEM

In order to encourage students to behave in a well-mannered and disciplined way, a merit system is in operation at 3 RIVERS CHRISTIAN ACADEMY. Students are rewarded for displaying Christ-like behaviour and conforming to recognised norms at school. Students may earn permission to have a day off from normal school activities or have some other unique reward that is set aside for students who earn sufficient merits.

4. PRIVILEGE STATUS

Three levels of privileges 'A', 'C', and 'E' are provided and students may apply to their supervisor to earn the above privilege status. Privilege status is a term used to indicate a level of privilege a student may earn by assuming responsibility and exercising self-discipline. Privilege status insignias are displayed in student offices. These allow students the opportunity of being out of their desks without permission and having longer break times. Criteria for achieving privilege status are displayed in the learning centre.

5. FIELD TRIPS

An excursion (most of the time educational) usually held each quarter when students visit places of interest together.

Please Note: No student will be permitted to attend any outing without submission of a fully completed indemnity form.

6. HONOUR ROLL

A public recognition of academic achievement each quarter that requires completion of a certain number of PACEs as determined by his TCS index and past performance record (Average: 3 PACEs in each Core Curriculum subject). Additionally, each monthly Scripture must be memorized.

“B” Honour Roll: 88-95.9 per cent; “A” Honour Roll: 96-100 percent. The names of students who achieve honour roll for all quarters will be displayed permanently on the honour roll board in the foyer.

7. ANNUAL AWARDS EVENING

Gifts, certificates, plaques, letters and trophies highlight the Annual Awards Evening held at the end of the year. Students compete during the year to attain these awards.

Foundation 0-3	Intermediate 4-6	Senior 7-9	Further 10-12
Academic	Academic	Academic	Academic
1 Maths	1 Maths	1 Maths	1 Maths
2 Languages	2 Languages	2 Languages	2 Languages
3 Computer Educ.	3 Computer Educ.	3 Computer Educ.	3 Computer Educ.
4 Reading	4 Reading		
Sport / Cultural	Sport / Cultural	Sport / Cultural	Sport / Cultural
1 Art	1 Art	1 Art	1 Art & Culture
2 Orals	2 Orals	2 Orals	2 Health & Fitness
3 Projects	3 Projects	3 Projects	
4 Health & Fitness	4 Health & Fitness	4 Health & Fitness	
Character	Character	Character	Character
1 Obedience	1 Obedience	1 Leadership	1 Leadership
2 Faithfulness	2 Faithfulness	2 Faithfulness	2 Faithfulness
3 Servanthood	3 Servanthood	3 Servanthood	3 Servanthood
4 Friendship	4 Respect	4 Integrity	4 Integrity
5 Manners	5 Manners	5 Neatness	5 Neatness
6 Neatness	6 Neatness		

Foundation 0-3	Intermediate 4-6	Senior 7-9	Further 10-12
Learning Centre	Learning Centre	Learning Centre	Learning Centre
1 Mr Improved	1 Mr Improved	1 Mr Improved	1 Mr Improved
2 Miss Improved	2 Miss Improved	2 Miss Improved	2 Miss Improved
3 Gold Star Award	3 Highest Average	3 Highest Average	3 Highest Average
4 Scripture Memorization	4 Most Paces	4 Most Paces	4 Most Paces
5 100% Attendance	5 Scripture Memorization	5 Scripture Memorization	5 Scripture Memorization
6 Supervisor	6 100% Attendance	6 100% Attendance	6 100% Attendance
	7 Supervisor	7 Supervisor	7 Supervisor

Grade 3-12:

"B" Honour Roll 88 – 95.9% (for the whole year)

"A" Honour Roll 96 - 100% (for the whole year)

Any special achievements by children during the year will be dealt with at the weekly assemblies as arise. The principal reserves the right to, at his discretion, include such achievements in his address and usually this will be done only for achievements in sports that 3 RIVERS CHRISTIAN ACADEMY offers and competes in on a local and national basis - and then only for outstanding achievements.

PARENTAL INVOLVEMENT

Parent orientation and conferences promote a good understanding between parents or guardians and the faculty/administration of this school. Every parent is required to participate in these informative and helpful programs.

Any lack of parental involvement of the above might jeopardize re-enrolment of the student.

Another area of parental involvement that is vital for the progress of the child is in the modelling of character traits. Students will learn more about each of the character traits listed in the policies' file in each level as they progress through the curriculum. As the parents display and model these same character traits in their homes as an example to their children, they will re-enforce what their children are being taught at school.

**REMEMBER, PARENTS!
YOU TEACH A LITTLE BY WHAT YOU SAY,
MORE BY WHAT YOU DO,
BUT MOST BY WHAT YOU ARE...**

GRIEVANCE PROCEDURES FOR PARENTS

Because of the human failings of blame shifting and slanted news, it is advisable that all grievances that a child or parent might feel they have with 3 RIVERS CHRISTIAN ACADEMY, its staff or another pupil be directed via the principal.

1. **Be prepared:**

- a. To outline all the facts of the matter in writing (times, names, exact details, etc)
- b. To hear the other side of the story.
- c. To engage in a reasonable and positive confrontation (where necessary) to achieve a Godly solution.

2. **Please avoid:**

- a. An emotional outburst or taking sides.
- b. Discussing the matter with anyone other than the proper authorities.
- c. Making vague statements (e.g. "lots of parents feel...")

3. **Steps:**

- a. Put your grievance in writing and make an appointment to see the principal (an outline of the problem to the secretary could well alleviate a follow-up visit as this will enable the principal to prepare for your meeting).
- b. If you do not receive satisfaction from the principal - he will arrange for you to appear at the next School Board meeting.
- c. If the School Board cannot give you satisfaction, they will arrange a meeting with the Leadership of Spiritlife Christian Church.

CODE OF CONDUCT

Students of this school are expected to uphold the school's standards against cheating, swearing, smoking, gambling,

listening to cultic or obscene music, drinking alcoholic beverages, using or talking favourably about narcotics, films, videos, computer games or other material promoting violence, the occult or pornography, using indecent language and violation of Biblical values. Students must act in a very orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality and honesty, and strive to be of unquestionable character in dress, conduct and attitude.

Students are expected to abide by these standards of conduct throughout their enrolment whether at home, school or elsewhere.

Students are required to sign the Standard of Conduct form after it has been explained to them by the parent/guardian. Should they disagree with the Standard of Conduct and the school's policy, and refuse to pledge their support by refusing to sign the form, or should their behaviour be found to be out of harmony with the school's ideals and standards of work and life, their enrolment may be terminated whenever the management determines that it is necessary.

LEARNING CENTRE RULES

A. DEVOTIONAL TIME

Devotional time at the Learning Centre is a vital part of our program. Students and faculty worship together at least once a week. The whole school together memorizes two Scripture selections per term. This is called the "monthly Scripture", and is recorded on your child's report card when it is learned. These Scriptures are to be said to the student's supervisor or monitor BEFORE the allocated cut-off date.

B. WORKSTATIONS/OFFICES

Each student is assigned a workstation/office to work in. Stations are to have an attractive appearance and provide a pleasant atmosphere for study. During class hours, students sit facing their stations and work quietly. No student is ever permitted in another student's station, except under immediate supervision of a staff member. Students are

responsible for any damage done to their workstation. This includes pen and pencil marks as well as other forms of vandalism.

C. GOALS

Under the supervision of a supervisor, the student sets reasonable goals that can be achieved in a prescribed period of time. This gives the student the responsibility for his learning so that he learns how to plan his work and to set meaningful goals. The goal chart is designed for daily entries of one week of work. It is pinned on the student's bulletin board in front of him. Each day, as he completes his goals in each subject, he enters reasonable goals for the next day.

D. HOMEWORK

In our program the responsibility for scholastic achievement is placed on the student. If a junior student works diligently at school, he should rarely have homework. Senior students may have regular homework. The goals set by the student and/or supervisor are no more than the child is capable of completing during the school day. Should the student not meet his quota for that day, he will be required to complete the work at home. Should your child have homework, a slip will be sent home stating what pages are to be completed in the PACE. The slip is to be signed by the parent and returned the following school day.

Students desiring to do extra work at home (above goals) may be given permission to do so. They may work as far as they can in the PACE, provided they do not go past supervisor initials and also, all previous pages must be scored and corrected.

Students can complete their homework in their classes after school under supervision in a safe and secure environment.

E. RESPECT

One of the strong points of the Learning Centre is the fact that we teach students respect for others, both younger and older than themselves. We as Christian educators respect our students and their parents, and expect this attitude to be

returned. Our standard is to never speak critically or disparagingly of anyone, whether in the school or out of it. It is only as we respect that we can expect to receive it in return.

F. DEMERITS

1. Unless permission is received, the student will receive one demerit for e.g.
 - a. Disturbance in Learning Centre.
 - b. Goals not crossed off.
 - c. Homework not recorded
 - d. Homework incomplete*
 - e. Homework slip not signed or returned
 - f. No goal set
 - g. No cross reference
 - h. Goals crossed off and not scored
 - i. Pace left at school/home **
 - j. Pace not handed in for Pace test**
 - k. No CU initial (erase)
 - l. Score strip incomplete
 - m. Unauthorised goal change
 - n. Uniform violation**

2. Violations for which the student automatically receives two demerits:
 - a. Detention slip not signed or returned
 - b. More than a day's goal incomplete
 - c. More than a day's goal not scored
 - d. No Pace*

3. Violations for which the student automatically receives three demerits:
 - a. Homework not done
 - b. Clothes lying around

*Above demerits are issued per subject and NOT occurrence

** (may result in double demerits if re-occurring over two or more consecutive days)

G. MORAL OFFENCES

1. Cheating
2. Carelessly talking, jesting, or disturbing staff.

3. Disobedience
4. Lying
5. Disrespect
6. Violence, bullying etc.

H. DETENTION

1. Three demerits constitute a twenty-minute detention.
2. Four demerits are a thirty-minute detention.
3. Five demerits are a forty-five minute detention.
4. Six demerits constitute an hour detention.
5. Each demerit after the sixth is an additional fifteen minutes on the detention.

I. GENERAL

1. A student is not permitted to communicate or be out of his office without permission. He should not turn sideways or around in his office or tip back in his chair.
2. Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned.
3. Offices are assigned and changed only by the supervisor, and they must be cared for by the student.
4. Anything to be placed in the office must be approved by the supervisor.
5. Students are not to lean or sit on office or divider.
6. Electrical outlets are for approved school equipment only.
7. PACEs are private property and are not to be shared among students.

Remember: Paces are charged as a **USER FEE** only.

GROOMING AND DRESS CODE

Three Rivers Christian Academy sets a very high standard of excellence as far as the training in grooming and manners of students and staff are concerned, and parental involvement and co-operation is of vital importance.

The children will be taught constantly to check their grooming and appearance and wholeheartedly to support the dress standards set down by the school. The students will be expected to be neat, clean and well-mannered at all times, so as not to dishonour and discredit the God that they serve or the school they represent and the uniform that they display. When a child knows and feels that he is neat and smart, it will be reflected in a high standard of performance academically. If a child is constantly dirty and untidy, it will be evidenced in a slothful attitude towards his school work, and be detrimental to his self-image, confidence and performance.

1. BOYS

Hair:

Boys should have a neat and acceptable haircut, and parents are requested to support the standard and hairstyles (no Mohawk, mullet, dreadlocks, undercut etc.) stipulated by the school. Hair is to be kept neat and clean, tapered off the collar and the ears. At no time may hair be permed, worn over the eyes or the natural hair colour changed. No high/low-lights are allowed. Parents are requested to respond promptly when instructions are given for haircuts, as ignored requests will result in detention for students.

Boys must be clean-shaven (no stubble or moustaches).

Dress code:

Uniforms must be kept clean, neat and in good repair with shoes polished daily.

2. GIRLS

Hair:

No extreme hairstyles will be allowed. It will be at the discretion of the school, and not the parents and students, to define what is "extreme". Hair should be kept neat and clean, and at no time may it be worn over the eyes. Hair colour should remain natural and

no colouring of any form will be allowed.

Grade 10-12 girls may colour and add highlights to their hair with natural colours only (at the school's discretion).

Dress code:

Each YOUNG LADY is to be discreet and modest in appearance. All ladies must wear dresses or skirts that reach just above the knee (the skirt should touch the floor when the girl is in a kneeling position). Necklines must be no lower than 4cm below the collarbone. T-shirts, form-fitting clothing, see-through blouses, and dresses or skirts with slits are not allowed.

Grade 12 girls may wear semi-formal civvies Mondays to Thursdays and casuals on Fridays instead of uniform.

Nails:

Nails must be kept short and clean. No nail varnish, French nails and gel tips of any sort is allowed.

Grade 10-12 girls may grow their nails and wear clear nail varnish (no false nails allowed).

Make up:

No eyeliner, mascara, foundation or blusher is allowed.

Grade 12 girls are allowed mascara, foundation and Coloured Lip Gloss (at the school's discretion).

SCHOOL BAGS AND BOOKS

School bags need to be durable and strong; no soft floppy canvas bags allowed. School bags may not have pictures of action heroes, wrestlers or popular TV/Movie celebrities visible on the outside but can be of any colour. Textbooks taken from the library remain the property of the school and need to be well looked after and returned promptly. Lost or damaged books will be charged for.

CELL PHONES AND CONTACTING OF PARENTS/LEARNERS

Learners bring cell phones to school at their own risk. These may not be switched on during school hours (including break). If parents need to contact their children during school hours they must do so via the school office. Students may not contact their parents from their cell phones during school hours unless the educator has given permission in writing. Only then may cellular calls be made in the reception area in front of the admin staff.

Students may not access any Social Media websites e.g. Facebook, Twitter or any accounts from their cell phones or other electronic devices during school hours, school functions or on school property.

Any violation of the above will result in confiscation of the cell phone until the end of the term and will only be released at a fee of R50.

Failure to comply with the above may, at the discretion of the management, result in detention being given or suspension of the student, depending on the severity of the offence.

MARKED CLOTHES

ALL CLOTHING is to be marked with the student's first name and surname. Students will be taught not to be careless with their clothing.

STARTING TIME

Students are to arrive at school preferably after 07h15, when supervision becomes available, and no later than 07h45. A student is considered irresponsible and undisciplined if he is not in the Learning Centre at 07h50. Detention will be given. Late comers have to report at reception. Continued tardiness will necessitate a

conference between parent and principal, possibly leading to revocation of student privileges or suspension.

School closes:

- Grade 0: 12:00
- Grade 1-8: 14:00
- Grade 9-12: 15:00

At any time after the school closes, any student has to be either involved in official sport, extra academics or homework supervision. The school is **NOT** responsible for any student that is still on or off the property after the applicable academic hours.

It is the responsibility of the parent/guardian to ensure their children are fetched at the appropriate times or to make arrangements with the school office for aftercare.

ATTENDANCE

A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental and other appointments are to be scheduled after school hours.

Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the educator and the student is sufficiently advanced in his work. Excessive absences will inhibit the student's progress. If, in the opinion of the management, the absences are unnecessary, the student will be considered truant. If a student is absent on three separate occasions during any school term, a doctor's certificate is required for re-admission on and after the third absence.

HOME/SCHOOL COMMUNICATIONS

Home/school communication is vital. To maintain open communication, D6 Communicator and/or an envelope system will be used. An envelope is made for every family and letters, newsletters, etc. are sent home in the envelope. The oldest student

in the family is given the following responsibilities:

1. Take the communication envelope home.
2. Ask both parents to read the contents.
3. Ask that one or both parents sign the envelope.
4. Return the envelope to school by the **following day**.
(A demerit will be given for late returns).

GENERAL RULES

FOOD

No food may be consumed in the learning centre, but only in assigned areas. Littering will be rewarded with demerits.
NO GUM IS ALLOWED ON SCHOOL PREMISES.

BULLYING and INTIMIDATION

Bullying, intimidation, criticizing, fighting, hurtful jesting and teasing, disrespect and insolence toward any student or staff member will not be tolerated.

PROPERTY

Marked on, damaged or defaced property belonging to the school, church, staff or other students will be replaced at the offending student's expense.

LANGUAGE

Use only words that glorify God. Swearing will result in disciplinary action for moral offences.

Ephesians 4:29

Do not let any unwholesome (corrupt) talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. (NIV)

SPECIAL EVENTS AND OUTINGS

Students who attend official school activities either on or off campus after school hours must wear the school uniform unless instructed otherwise.

“SIX-INCH” RULE

ALL students should keep their hands off other students and maintain the “six-inch” rule at all times.

Holding hands, petting, and pairing off by students will be taken in a very serious light, and could result in the dismissal of those students from the school.

BANNED

Guns and bullets/ammunition, knives, matches, lighters, cigarettes, any form of tobacco, alcohol, narcotics, unwholesome magazines or pictures (hardcopy or electronic), computer discs etc. are totally prohibited from the school property.

CLOSED CAMPUS

Students may not leave the school property during school hours without permission.

OFF LIMITS

Other student offices.

Other student bags.

Learning centre control stations or files.

Learning centre when staff are not in attendance.

Cars and parking area.

TRANSPORTATION

Cars, motorcycles and bicycles should be locked.

All students must stay out of and off vehicles from arrival time to departure. Only licensed drivers are permitted to drive cars and motorcycles on school premises.

VISITORS

Parents and prospective parents are encouraged to visit the school. Call us in advance to make sure we are able to handle your visit, and we will be very happy to show you through the school.

All parents and visitors are required to check in at the office and receive permission from the administration before entering the Learning Centre, or contacting any student anywhere around the school including the playground.

Parents wanting to meet with any educator must schedule a meeting after 14:00 or 15h00(Grade 9-12).

TELEPHONE

The school phone is reserved for official school business and emergencies. Calls made directly to student cell phones are strictly prohibited. Parents may call the school office in case of emergencies

MP3 PLAYERS

MP3 Players may not be played in classrooms or on school grounds without the explicit approval of the educator.