



# **Student Support Centre**

**POLICY DOCUMENT & CODE OF CONDUCT &  
DISCIPLINE**

## **Policy Document**

We reserve the right to change or add to this document with notice via addendum or re-issue of the entire document.

### ***I. Statement of Faith and Practice***

We believe in

1. The inspiration of the Bible in all parts and without error in its origin.
2. The triune God – the Father, the Son and the Holy Spirit.
3. Salvation through faith in Jesus Christ.
4. The fact that we have a responsibility to lead our students to the saving knowledge of Jesus Christ.

### ***II. Registration, Accreditation and Certification***

Living Word Ministries is an autonomous church. It is registered with the Receiver of Revenue as a church. Pastor Jack Windt is the Senior Pastor of this church.

Earlyworx 754 (Pty) Ltd trading as Advanced Training Centre (ATC) is registered as a (Pty) Ltd Company and falls under the pastoral oversight of Living Word Ministries.

Accreditation of a private educational institution is not necessarily a prerequisite for a graduate of that institution to be admitted into a tertiary institution. Registrars of such institutions are usually interested in the academic merits of individual students, not necessarily in the name of their educational institution.

The Accelerated Christian Education program caters for both national and international requirements. The ATC Student Support Centre offers its students a grade 12 General Education Diploma (GED). The GED originates from the USA and has been evaluated by the South African Qualifications Authority (SAQA) as an NQF level 4 Matric equivalence as at 2017.

### ***III. Admission***

We will not discriminate against students on the basis of race, colour and/or national or ethnic origin in our selecting and admitting of students.

We reserve the right to request professional assessment before considering the enrolment of any student. We reserve the right not to enroll a student should they not meet the necessary criteria.

Students seeking admission to the ATC Student Support Centre should be at least fifteen years old and should have completed grade 9.

Those who meet the age criteria but have not completed grade 9 may be accepted at the administration's discretion. These students will be required to complete an internal grade 9

bridging course. This is an internal course and the student will not qualify for a grade 9 certification should the student leave the ATC Student Support Centre upon its completion.

The ATC Student Support Centre recognizes that it cannot meet the educational needs of all students. It is a Student Support Centre offering a high quality of Christian education and cannot function as a correctional institution for students with problems arising beyond those usually encountered in average students. The ATC Student Support Centre is not equipped to meet the needs of delinquent and emotionally unstable individuals.

Students are required to re-apply for enrolment for each new year. We reserve the right to not re-enroll any student for a new year.

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

Should the ATC Student Support Centre staff and administration see that for any reason a student is not coping or making steady progress, a meeting will be set up with the parents/sponsors to discuss any issues involved. Other options that may be more suitable for the student will be considered.

#### ***IV. HIV and Aids***

All students will be handled and treated equally. Students with HIV/AIDS will be treated in the same manner as students suffering from any other life threatening disease, with due consideration for the interests of fellow students and staff.

The parents/sponsors of students with HIV/AIDS in consultation with the ATC Student Support Centre leadership will determine if and when a student is unable to continue with their studies.

#### ***V. Staff Involvement***

The staff of the ATC Student Support Centre will assist and encourage the student academically, but the student is responsible for his/her own progress. Advanced Training Centre and its staff and administration cannot be held responsible for the lack of any student's progress.

#### ***VI. Parental Involvement***

Parent/Sponsor orientation, meetings and personal conferences promote a good understanding between parents/sponsors and the staff/administration of the ATC Student Support Centre. Every parent/sponsor is required to participate in these informative and helpful meetings/programs.

#### ***VII. Communication***

In order to maintain open communication, invoices and newsletters are emailed. Therefore, it is imperative that an email address be provided on the enrolment form. SMS will be used for general communication.

## **VIII. Goals**

With the guidance of a monitor and/or tutor, the student is required to set reasonable goals that can be achieved daily. This gives the student the responsibility for his/her learning so that he/she learns how to plan his/her work and to set meaningful goals. The goal chart is designed for daily entries of two weeks of PACE (Pack of Accelerated Christian Education) work. Students are required to set reasonable goals every day.

## **IX. Homework**

The responsibility for scholastic achievement is placed on the student in our program. Students may regularly have homework. The goals set by the student and/or monitor and/or tutor are no more than the student is capable of completing during Student Support Centre hours. Should the student not meet his/her goals for that day, he/she will be required to complete the work at home.

Students desiring to do extra work at home, over and above their set goals may be given permission to do so.

## **X. Time Restrictions Per Grade**

A maximum time limit is given to complete each grade. Should a student not complete a grade in the given maximum time limit, the student may be asked to leave the ATC Student Support Centre. It will be at the management's discretion to allow a student to continue to attend the ATC Student Support Centre.

**Grade 9 Bridging course:** one academic cycle (two terms)

**Grade 10:** two academic cycles (four terms)

**Grade 11:** two academic cycles (four terms)

**Grade 12:** two academic cycles (four terms)

An absolute minimum of fifteen PACEs must be completed per term. An absolute minimum of 3 Computer Studies modules must be completed per term.

## **XI. Student Support Centre Hours**

ATC Student Support Centre hours are from 08h00 to 14h00 from Monday to Thursday and from 08h00 to 13h30 on Friday. Full time students may not leave the ATC property during these times.

Students will not be allowed to attend should they arrive after 08h30 without a valid reason. Part time hours are from 16h30 to 19h00 on a Tuesday and Thursday for eight days a month.

## **XII. Holidays**

Holidays are set at the end of every year for the next year. Holidays are similar to the school holidays set out for the government schools in Gauteng but may not coincide exactly.

### ***XIII. Financial Policy***

The financial books and records of Advanced Training Centre are kept totally separate from Living Word Ministries and are audited by an independent accounting company. Tuition and curriculum prices are subject to increase annually.

#### **A. POLICY FOR PAYMENT OF APPLICATION/REGISTRATION & TUITION FEES**

1. The application and registration fee is payable upon registration and is non-refundable. This fee will be charged on a yearly basis on the anniversary of the initial registration OR upon completion of the each grade's curriculum, whichever occurs first.
2. Tuition fees are payable in advance for each month.
3. Fees are payable by THE 3rd OF THE MONTH.
4. Should fees remain unpaid by the 3rd of the month, the student will automatically be suspended from the ATC Student Support Centre until all fees are paid in full.
5. The ATC Student Support Centre reserves the right to legally pursue the party responsible for payment for any outstanding fees as well as for any damages the ATC Student Support Centre may have incurred, including all legal costs on attorney and client scale, collection, commission and tracing costs.

#### **B. FEE STRUCTURE**

Refer to our website for our latest fee structure.

### ***XIV. Notice and Termination of Enrolment***

#### **A. Notice Period**

Parents/Sponsors may terminate the enrolment of the student at any time giving 1 term's (3 months) notice. Tuition fees are due and payable for the notice period irrespective of whether or not the student actively attends the ATC Student Support Centre.

#### **B. Termination of Enrolment by the ATC Student Support Centre**

The ATC Student Support Centre reserves the right to terminate the enrolment of the student at any time giving 1 term's (3 months) notice. The ATC Student Support Centre reserves the right to terminate the enrolment of the student with immediate effect if the student is on probation or is not abiding by the Code of Conduct and Discipline set out in this document. In this case, tuition fees are payable until the end of the month.

## **Code of Conduct & Discipline**

We reserve the right to change or add to this document with notice via addendum or re-issue of the entire document.

### ***I. Grooming***

Students do not wear a school uniform. The students will be expected to be neat and clean at all times, so as to uphold the standards of the ATC Student Support Centre which they represent.

#### **A. Gentlemen**

Gentlemen should keep their hair clean, neat and conservative. No extreme hairstyles will be allowed. It will be at the discretion of the ATC Student Support Centre administration and not the parents/sponsors and students to define what "extreme" is. Clothing, including shoes, must be kept clean, neat and in good repair. Trousers should be worn around the waist at all times covering any underclothing.

#### **B. Ladies**

Ladies are to be discreet and modest in appearance. Dresses, skirts and shorts should not be shorter than just above the knee (the hem should touch the floor when in a kneeling position). Necklines must be no lower than 4cm below the collarbone. Form-fitting clothing, see-through blouses and dresses or skirts with slits are not allowed. No extreme hairstyles will be allowed. It will be at the discretion of the ATC Student Support Centre administration and not the parents/sponsors and students to define what "extreme" is. Hair should be kept neat and clean.

#### **C. Special events and outings**

Students who attend official ATC Student Support Centre activities during student support centre hours or after hours, either on or off campus, must be dressed appropriately (i.e. smart casual) unless instructed otherwise.

### ***II. Attendance***

A written excuse signed by a parent/sponsor must be presented to the administration when a student returns to the ATC Student Support Centre after an absence. Parents may also email an excuse. If the absence is foreseeable, a note should be sent in advance. Doctor, dental and other appointments are to be scheduled after Student Support Centre hours.

Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the administration and the student has progressed sufficiently in his/her work. Excessive absences will inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant. If a student is absent due to illness on three separate occasions during any ATC Student Support Centre term, a doctor's certificate is required for re-admission after the third absence. If a student is absent due to illness on a Monday or Friday or the day before or day after a public holiday, a doctor's certificate is required for re-admission.

### **III. General Rules**

#### **A. FOOD**

No food may be consumed in the Learning Centre. Eating will be allowed only in assigned areas. Disciplinary action will be taken for littering.

#### **B. RESPECT**

Gripping, criticizing, fighting, hurtful jesting and teasing, disrespect and insolence directed at any student or staff member will not be tolerated.

#### **C. FIGHTING**

No fighting, verbal or physical, will be tolerated.

#### **D. Bullying**

No bullying, verbal, physical or through social media will be tolerated.

#### **E. PROPERTY**

Marked on, damaged or defaced property belonging to the ATC Student Support Centre, staff or other students will be replaced at the offending student's expense.

#### **F. LANGUAGE**

Swearing will result in disciplinary action.

#### **G. "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 viewed in a very serious light and could result in the termination of enrolment of the offending students from the Student Support Centre.

#### **H. BANNED**

Guns and bullets/ammunition, knives, matches, alcohol, drugs, unwholesome magazines or pictures, computer discs, USB flash drives, unwholesome music, toys, etc. are totally prohibited from the ATC Student Support Centre property.

#### **I. DRUGS**

We reserve the right to conduct police raids and drug testing without prior warning.

#### **Disciplinary Actions**

- i. Should a student be found to be in possession of an illegal substance, they will automatically face expulsion.
- ii. Should the first drug test result be positive for any illegal substance, the following options will be given to the student:
  1. The student and his/her parents will attend an out-patient recovery program.  
OR
  2. The student will be expelled.
- iii. Should a second drug test result be positive for any illegal substance, the following options will be given to the student:
  1. The student will enter into an in-patient rehabilitation program.  
OR
  2. The student will be expelled.

**NOTE:** The Advanced Training Centre Student Support Centre will not take responsibility for the recovery of any student. The student's recovery is the responsibility of the parent.

### **J. CLOSED CAMPUS**

Students may not leave the ATC Student Support Centre property during compulsory hours. Parents/Sponsors or visitors must report to reception.

Full time students are to leave the ATC Student Support Centre property promptly at 14h00 Monday to Thursday and at 13h30 on a Friday unless given permission by administration to remain later. Part time students must leave the ATC Student Support Centre property promptly at 19h00.

### **K. OFF LIMITS**

Other students' desks, learning centre control stations or files and the learning centre when staff are not in attendance are strictly off limits to any students. Administration offices and reception desks are off limits.

### **L. TRANSPORTATION**

Cars, motorcycles and bicycles should be locked/locked up. All students must stay out of and off vehicles from arrival time to departure time. Only licensed drivers are permitted to drive cars and motorcycles to and from the ATC Student Support Centre.

### **M. TELEPHONE/CELL PHONES**

The ATC Student Support Centre phone is reserved for official business and emergencies.

Parents/Sponsors may not phone and speak with a student at the Student Support Centre. Necessary messages will be written down and given to the student.

Students who wish to place emergency calls will give the name and number to a staff member who will place the call for them. Parents/sponsors will be billed for all calls made on behalf of students.

Students may not use cell phones in the Advanced Training Centre building for any reason. ie. calls, texting, music, games, facebook, internet etc.

Should a student be caught with a cell phone for any reason, a staff member will immediately confiscate the cell phone.

The cell phone will be kept by the administration until a penalty fee of R50-00 is paid.

### **N. VISITORS**

Parents/sponsors and prospective parents/sponsors are encouraged to visit the ATC Student Support Centre. Please call us in advance to ensure we are able to receive your visit and we will be happy to accommodate you when we can.

All parents/sponsors and visitors are required to first report to reception and receive permission from the administration before contacting any student anywhere on the ATC Student Support Centre premises.

### **O. SMOKING**

Smoking is permitted on the Advanced Training Centre property in the designated smoking area.

### **P. CAMERAS**

A student may not have in their possession any device that can take photos in the Advanced Training Centre building.

Should a student be found to have any device that can take photos in their possession, a staff member will immediately confiscate the device.

The device will be kept by the administration until a penalty fee of R50-00 is paid.



## IV. Learning Centre Rules

- A. Activities not related to prescribed material are not to be conducted in the learning centre.
- B. All students working on PACEs **MUST** have the following stationery.
- Clutch pencil & lead OR regular pencil & sharpener
  - Eraser
  - Blue pen
  - Red pen
  - Highlighter
  - Ruler
  - Examination pad
  - Scientific calculator
  - Math kit
  - Old King James Version Bible
  - Afrikaans/English Dictionary
  - Pencil case/bag
- C. Desks are assigned to students and they must be cared for by the student.
- D. Electrical outlets are for approved Advanced Training Centre equipment only.
- E. PACEs are private property and are not to be shared among students.
- F. Disruptive behavior will not be tolerated. It will be at the discretion of the ATC Student Centre administration and not the parents/sponsors and students to define what “disruptive behavior” is.
- G. Cheating in PACE work and/or tests will result in serious disciplinary action.
- H. Students are required to set daily goals.
- I. Students are required to complete their goals for homework should they not complete them during Student Support Centre hours.

## V. PACE Tests

Students will write a PACE test upon completion of each PACE. Students must pass a PACE Test with at least 80%. The student will receive an average mark of the PACE tests written for each subject as a final mark for that subject.

The following symbols will be allocated to the following PACE averages.

PACE average %	Symbol	Assessment Level
96-100	A	7-outstanding
92-95	B	6-meritorious
88-91	C	5-substantial
84-87	D	4-adequate
80-83	E	3-moderate

If the PACE test is successfully passed, the student will be issued with the next PACE.

## **VI. Failed PACE Tests**

Should the student fail a PACE Test by achieving a score of less than 80%, the PACE will be re-issued at the student's expense. This will be invoiced on the next invoice date following the failed PACE test. See the latest fee structure for the cost per re-issued PACE.

## **VII. Computer Studies Assessments**

Students will complete an assessment upon completion of each module. Students must pass this assessment with at least 75%.

The following symbols will be allocated to the following scores.

<b>%</b>	<b>Symbol</b>	<b>Assessment Level</b>
90-100	A+	7-outstanding
80-89	A	7-outstanding
75-79	B	6-meritorious

## **VIII. Failed Computer Studies Assessments**

Should the student fail an assessment by achieving a score of less than 75%, the parents/sponsor will be informed of the score by a letter.

The student will not be allowed to rewrite the test until the letter is returned signed by the parent/sponsor. A R10-00 administration/re-submission fee will be invoiced.

## **IX. Standard of Conduct**

Students are expected to uphold the ATC Student Support Centre's standards against cheating, swearing, gambling, listening to occultic or obscene music, drinking alcoholic beverages, using or distributing drugs, using or talking favorably 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 an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality and honesty. Students should strive to be of unquestionable character in dress, conduct, and attitude.

Parents/sponsors and students are required to sign a document stating that they have read and agree with the policies and rules set out in the ATC Student Support Centre Policy Document and Code of Conduct & Discipline. Should a parent/sponsor and/or student disagree with anything in the ATC Student Support Centre Policy Document and Code of Conduct & Discipline and refuse to pledge their compliance and support by refusing to sign the form, registration will not be allowed. Should the student's behavior be found to be out of harmony with the policies and rules set out in the ATC Student Support Centre Policy Document and Code of Conduct & Discipline, their enrolment may be terminated at the discretion of the ATC Student Support Centre administration.

## **X. Disciplinary Actions**

Students will receive a detention slip for a violation. This will be recorded on the student's permanent record.

The procedure for discipline is as follows:

- i. A verbal warning and/or detention will be given for minor violations.
- ii. A written warning will be issued for repeated minor violations or for more serious violations.

- iii. The student will be suspended.
- iv. Enrolment will be terminated.

A student may be suspended without prior verbal and/or written warning at the discretion of the ATC Student Support Centre administration.

Enrollment may be terminated for serious violations without prior verbal and/or written warning at the discretion of the ATC Student Support Centre administration. In such a case, a disciplinary hearing will be held in keeping with the student's rights.

It will be at the discretion of the ATC Student Support Centre administration and not the parents/sponsors and students to define what a "serious violation" is.

## ***XI. Grievance Procedure***

Follow these steps:

- i. Make an appointment to see the Principal.
- ii. If the Principal cannot resolve the concern, he/she will then arrange a meeting with the Leadership of Living Word Ministries.

## ***XII. Steps to Enrollment***

Follow these steps:

- i. Book to write a diagnostic test.
- ii. If the diagnostic test results are acceptable, an appointment will be made to see the Principal.
- iii. Complete the application form and return it together with the accompanying documents.
- iv. Sign the Policy Document & Code of Conduct & Discipline and return it to ATC.
- v. The parents/sponsors will be contacted shortly after the above is in place to be informed as to the success or not of their application.
- vi. If the application is successful, make payment of the registration fee and the first month's tuition fee.

## Declaration

1. I have read the Advanced Training Centre Student Support Centre Policy Document & Code of Conduct & Discipline and I understand and agree with the policies and code of conduct and discipline set out in it.
  
2. I pledge my compliance with and support of the policies and code of conduct and discipline set out in the Advanced Training Centre Student Support Centre Policy Document & Code of Conduct & Discipline.
  
3. I am fully aware of my financial obligations to the Advanced Training College Student Support Centre as laid out in the latest fee structure and **Policy Document XV Financial Policy and Policy Document XVI Notice and Termination of Enrolment** in this document.

Responsible Party name \_\_\_\_\_

Responsible Party signature \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

Student name \_\_\_\_\_

Student signature \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

Witness name \_\_\_\_\_

Witness signature \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_