

CASTLEVIEW PRIVATE ACADEMY

Stone Arch Square, Dinwiddie

Reg No: 2023/153937/07 ~ Impaq Tutor No: H8339

Tel: 077-496-1343

E-mail: castleviewprivateacademy@gmail.com

Castleview Private Academy — Code of Conduct (Draft 2026)

Applies to: All learners, parents/guardians, staff, contractors, and visitors while on school premises, at school events, and in all official online spaces linked to Castleview Private Academy (CPA).

Effective date: 19 September 2025

Approved by: School Governing Body (Director)

1) Purpose & Guiding Values

Castleview Private Academy is a heart-led, learner-centred school. This Code of Conduct exists to:

- i. create a safe, calm, and inclusive environment that supports learning;
- ii. protect the rights and dignity of every person on campus and online;
- iii. clarify expectations for behaviour, attendance, academic integrity, and digital citizenship;
- iv. outline fair and transparent disciplinary processes consistent with South African law.

Our values: Respect • Responsibility • Honesty • Kindness • Growth • Accountability • Resilience.

2) Legal Authority

This Code is issued under the **South African Schools Act, 84 of 1996 (SASA)** and applicable regulations, including **Section 8** (Code of Conduct for learners) and **Section 8A** (searches and seizures under reasonable suspicion). CPA observes relevant national and provincial education policies and privacy laws, including the **Protection of Personal Information Act (POPIA)**.

3) Scope & Applicability

- i. The Code applies **during school hours**, on school premises, during **school-related activities** (excursions, tours, sports, clubs), and in **digital spaces** used for school purposes (LMS, messaging groups, email, portals).
- ii. Learners and parents/guardians are expected to familiarise themselves with this Code upon enrolment. Continued enrolment constitutes acceptance.
- iii.

4) General Conduct Expectations (Learners)

- i. **Article 1 — Compliance:** Abide by this Code and any school policies, procedures, and reasonable instructions by staff.



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- ii. **Article 2 — Rights & Respect:** Respect the rights, dignity, and property of all members of the community (including visitors). Greet courteously, be considerate, and resolve conflict peacefully.
- iii. **Article 3 — Personal Responsibility:** Be punctual, prepared, and ready to learn. Take responsibility for actions and their impact on others. Responsibility for stationery, books, and learning material entrusted to the learner.
- iv. **Article 4 — Integrity & Kindness:** Act with honesty, humility, reliability, and care in all school contexts.
- v. **Article 5 — Learning Culture:** Do not disrupt teaching or the learning of others. Contribute positively to lessons and school life.
- vi. **Article 6 — Participation:** Support and participate in cultural, academic, and sporting opportunities in a spirit of teamwork and good sportsmanship.
- vii. **Article 7 — Reputation of CPA:** Represent the school with pride. Conduct yourself appropriately in public and online to uphold CPA's good name.

5) Attendance, Punctuality & Movement

- i. **Attendance:** Learners must attend all timetabled lessons, assessments, and approved activities. Absence requires a **written note/email** from a parent/guardian.
- ii. **Assessments:** If absent for a test/exam/SBA/PAT/oral, a **medical certificate** or relevant proof is required. Make-up assessments will be arranged by subject staff; **no class average** is granted in lieu of a missed assessment without valid proof.
- iii. **Punctuality:** Arrive on campus with sufficient time to be ready at the **start of the school day** and each period. Repeated lateness may lead to corrective measures.
- iv. **Early departure:** Learners may leave only with **written permission** from a senior staff member and confirmation from a parent/guardian. Collection procedures must be followed at reception.
- v. **Movement during lessons:** A hall pass/teacher signature is required to leave class. Learners should not be in restricted areas without permission.

6) Classroom Conduct & Learning Responsibilities

- i. Line up/settle quickly and follow teacher instructions.
- ii. Bring required materials and complete **homework** and assignments on time.
- iii. Catch up work missed due to absence — this is the learner's responsibility.
- iv. Maintain a quiet, respectful atmosphere during announcements and teaching.

7) Academic Integrity & Responsible AI Use

7.1 Academic Integrity

- i. Plagiarism, copying, fabrication, unauthorised collaboration, and cheating in any assessment are serious misconduct.



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- ii. During tests/exams, assessment rules apply strictly. Irregularities are referred to the Assessment Irregularities Committee and may proceed to a disciplinary hearing.

7.2 Generative AI (e.g., ChatGPT) — What is *allowed, restricted, and prohibited*

- i. **Allowed (with acknowledgement):** Idea generation, brainstorming, planning, research leads, language support, and study aids. Learners must **verify facts, cite sources**, and include a **short AI-use declaration** at the end of the task (e.g., “I used ChatGPT to brainstorm headings and to check grammar; I verified information using [sources].”).
- ii. **Restricted (teacher permission required):** Draft-improvement tools (paraphrasing, summarising, code suggestions) for **formative work**. Teachers may set tasks where limited AI assistance is permitted with **version history** or draft checkpoints.
- iii. **Prohibited:** Using AI to **generate final answers, essays, projects, or code submissions** that are presented as one’s own work; using AI during **tests/exams**; or **falsifying citations**. Violations will be treated as **plagiarism/cheating**.
- iv. **Teacher discretion:** Teachers will clearly state AI permissions per task. When in doubt, **assume AI is not permitted** beyond allowed uses and ask your teacher.

8) Devices, Digital Citizenship & Privacy

- i. **Personal devices (BYOD):** Phones, tablets, and laptops must be **silent and out of sight during lessons** unless a teacher authorises use for learning.
- ii. **Recording:** No audio/video/photography of staff or learners without **explicit permission**. Sharing images/videos without consent is prohibited.
- iii. **Groups & messaging:** Official class/grade groups are moderated by staff. For learner protection, most groups are **broadcast-only** from teacher to class. One-to-one queries should go via approved channels (LMS/email/office appointment).
- iv. **Cyber-safety:** No harassment, defamation, hate speech, impersonation, or sharing of harmful/explicit content. POPIA requires careful handling of personal information.
- v. **Security:** Do not install unauthorised software on school devices or attempt to bypass security settings or networks.

9) Safety & Prohibited Items

- i. **Weapons, fireworks, dangerous objects** are strictly forbidden.
- ii. **Alcohol, vaping/e-cigarettes, tobacco, cannabis, illegal or misused prescription substances** are prohibited. Being under the influence at school or school events is misconduct and may trigger referral to support services and/or disciplinary action.
- iii. **Searches:** In line with **SASA section 8A**, the Principal or delegated educator may conduct a search under **reasonable suspicion**, or a properly authorised random search, for prohibited items.



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10) Health, Injuries & Illness

- i. Report illness or injury **immediately** to a staff member/reception.
- ii. Parents/guardians will be contacted by the office for collection where necessary. Learners may not self-dismiss without authorisation.

11) Property, Belongings & School Facilities

- i. CPA is not liable for loss/theft of personal items. Learners must safeguard devices, bags, and valuables.
- ii. Treat buildings, furniture, books, and equipment with care. **Vandalism** or negligence may incur repair/replacement costs and disciplinary action.
- iii. Access to classrooms/labs is by permission and under staff supervision. Keep corridors and exits clear; no loitering in restricted areas.

12) Behaviour Standards (On Campus, Off Campus, and Online)

- i. Be courteous to staff, visitors, and peers at all times. Obey reasonable instructions.
- ii. No fighting, intimidation, harassment, bullying, hate speech, or discrimination.
- iii. No gambling, disruptive noise, or disorderly conduct that disturbs learning.
- iv. Represent CPA positively at outings, fixtures, and public events.

13) Bullying & Cyberbullying

- i. CPA adopts a **zero-tolerance** approach to bullying. Bullying includes repeated verbal, physical, social, or digital behaviour that harms, humiliates, or intimidates others. **Cyberbullying** includes harmful conduct via messages, posts, images, or impersonation.
- ii. **Reporting:** Learners, parents, and staff should report concerns to the Grade Head/Disciplinary Officer in person or in writing. False accusations are also a disciplinary offence.
- iii. **Responses may include:** mediation/restorative processes, counselling, parental meetings, behaviour contracts, digital restrictions, and disciplinary sanctions where appropriate.

14) Levels of Misconduct & Example Sanctions

- i. CPA prioritises **restorative discipline** while maintaining clear consequences. Context, intent, frequency, and impact are considered.

14.1 Level 1 — Ordinary Offences

- i. Examples: late-coming; incomplete homework; minor class disruption; littering; unauthorised device use; being in an area without permission; minor disrespect.
- ii. **Typical responses:** verbal warning; reflective task; demerit/record entry; community service; parental communication; brief detention; device kept at reception until end of day.



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14.2 Level 2 — Misconduct

- i. Examples: repeated Level 1 offences; defiance/insolence; harmful or discriminatory language; academic dishonesty (non-exam); unauthorised recording/sharing; damage to property (minor); truancy/bunking periods.
- ii. **Typical responses:** formal written warning; behaviour contract; extended detention; restitution/repair work; temporary suspension from activities; counselling referral.

14.3 Level 3 — Serious Misconduct

- i. Examples: assault or credible threats; possession/use/distribution of prohibited substances or dangerous items; significant vandalism or theft; sexual harassment/indecency; severe bullying/cyberbullying; exam/test cheating; repeated misconduct despite prior sanctions.
- ii. **Typical responses:** suspension pending hearing; SGB disciplinary hearing; long-term suspension or recommendation for expulsion as per SASA; SAPS involvement where required by law.
- iii. **Due Process:** Learners have the right to be informed of allegations, to respond, to have parents present at serious proceedings, and to appeal per policy.

15) Fees & Finance Office Interactions

- i. School fees are set annually and communicated in the **Admissions & Fees Policy** and contracts. Families experiencing difficulty should contact the Finance Office to discuss options.
- ii. Payments may be made at designated times via approved channels. Keep proof of payment.

16) Learning Materials & Academic Tools

- i. Bring an appropriate bag to protect learning materials.

17) Communication & Parent Partnership

- i. Parents are key partners in learning. Please check communications (LMS, email, notices) regularly.
- ii. Arrange teacher meetings via the office; avoid direct messaging to personal numbers unless explicitly invited for school matters.
- iii. **Homework/Study Planners:** Recommended for organisation and home–school communication.

18) Exemptions from Provisions of the Code

Learners may apply **in writing** to the SGB for total/partial exemption from a clause on cultural, religious, or medical grounds. Applications must:

- i. state the clause(s) and reasons;
- ii. include supporting documents; and
- iii. be submitted **annually** or when circumstances change. The SGB may request additional information and will provide a written decision.



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19) Representative Council of Learners (RCL) & Leaders

- i. The RCL/School Leaders support staff in fostering positive culture and basic discipline.
- ii. Leaders refer transgressions to staff. Learners must comply with reasonable instructions from designated leaders acting within their role.

20) Implementation, Review & Amendments

- i. The Principal and designated staff are responsible for implementation.
- ii. This Code will be reviewed **annually** or as laws/policies change, with input from staff, learners, and parents.

21) Acknowledgement of the Code

On admission and annually thereafter, the learner and parent/guardian sign an acknowledgement that they:

1. have read and understood this Code;
2. agree to abide by it and related policies; and
3. accept the consequences of violations, subject to due process.

Learner Name & Surname: _____

Learner Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Grade: _____ Year: _____

