



## **2025 FAMILY HANDBOOK & CODE OF CONDUCT**

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## LETTER FROM THE HEAD OF SCHOOL

15 January 2025

Dear Families,

Welcome to the Landmark Academy team and family! We are so excited to begin our 5th year with you as we work together to prepare our scholars for success in university. Thank you for your belief in the Landmark Academy vision and for sharing our vision with your friends and families!

Since we value open communication and access to information, we have prepared a handbook regarding the school's structure, attendance, schedule, culture and academics along with other pieces of information that we think you will find helpful. Hopefully, this handbook will serve as a useful resource to answer any questions that you may have. Please keep it handy so that you may refer to it when necessary.

We look forward to an exciting and positive year! Please feel free to contact us if you have any questions, compliments, or concerns at 012 542 6279 or 083 688 1557 or even 060 411 4828

Thank you for your faith and support,

Tilly Mahlangu

**Founder and Head of School**

**Purpose**

To implement the Individualized Educational Program (IEP). Geared to the learning needs of individual pupils, the Individualized Educational Program aims to reinforce the foundation of learning, help pupils overcome their learning difficulties and develop their potentials. Those in a remedial program have a good potential to learn and may ultimately return to a mainstream class.

**Vision Statement**

- To learn, to Grow, to Succeed.

**Mission Statement**

To produce and develop leaders who are:

- Academically balanced in all areas.
- Stable emotionally, mentally and display optimum growth and progress on an Intellectual and holistic level.
- To improve and promote the healthy academic improvement of the learners to be channeled back to mainstream education.
- To ensure that learners gain the ability to deal positively and effectively with their academics and non- academic activities.
- To enhance and promote a balanced academic world to all learners.
- To uplift those struggling academically to reach a balanced and advanced level.
- To provide an excellent and affordable education.

**Core Values**

We believe in developing our pupils with different kinds of programs, mainly to support their learning so they can reach their highest ability and performance.

**Goals**

- To produce resilient, lifelong learners who can take their place in the world with confidence and dignity.

To help pupils identify difficult learning areas and bridge the gaps in their learning progress by providing supplementary information throughout the course of study and learning.

**How is Landmark Academy governed/managed?** Landmark Academy is a Non-Profit Company. A non-profit organization is a group organized for purposes other than generating profit and in which no part of the organization's income is distributed to its members, directors, or officers. Landmark Academy is governed by a board of directors who volunteer to serve. They supervise the head of school and work to ensure that the school is operating efficiently and working towards the fulfillment of its vision. Landmark Academy does not have a School Governing Body (SGB) which is often the governing structure in Government schools.

**Who Owns Landmark Academy?** Landmark Academy is a Non-Profit Company (NPO); NPOs do not have owners.

**How is Landmark Academy Funded?:** Landmark Academy parents pay approximately 60% of the costs of operating the school and the remaining 40% is raised through fundraising.

**What does the Annual Registration Fee cover?** Landmark Academy charges an annual registration fee which assists Landmark Academy with purchasing stationery, learning materials and other resources that are used to support instruction. Landmark Academy purchases supplies and resources on scholars' behalf in order to ensure that all scholars have the same high-quality materials that they need to learn on day 1.

## COMMUNICATION

Part of the success of LANDMARK ACADEMY is the open communication between parents, students and teachers. Our operating hours are between 7:30-15:00 daily. Please reach out to one of our team members for assistance. If you wish to speak to your child's teacher, please contact our Office Administrator, Ms. Leshoko and she will assist you with setting up a suitable time.

| Landmark Academy Contact Details |            |              |
|----------------------------------|------------|--------------|
| Position                         | Name       | Work #       |
| School leader                    | Ms. Tilly  | 083-688-1557 |
| Operations Associate             | Ms. Khensi | 060 411 4828 |
| Administrator                    | Ms Leshoko | 083 537 9584 |
| Head academic coach              | Ms Moti    | 081 707 6060 |

**Who Should I Ask?:** At times, you may have questions about LANDMARK ACADEMY. Below is a quick list of common topics and to whom you should direct your questions.

| Topic  | Staff Member     |
|--|------------------|
| Uniform Orders   | Ms. Leshoko      |
| Report illnesses, hospitalization, absences, late coming | Ms. Leshoko      |
| Payment Questions  | Ms. Khensi       |
| Concerns about your scholars social or academic progress | Ms Moti          |
| Questions about field trips, special events              | Phone Ms. Khensi |



|   |  |
|---|--|
|   |  |
| Concerns about a staff member                 | Phone Ms. Khensi to schedule a time to speak with the relevant staff member. |
| Concerns with a member of the leadership team | Ms Tilly   |
| Unresolved concerns with a staff member       | Ms. Tilly  |

### **Landmark Academy Office Hours**

Landmark Academy office staff will be able to meet with parents during the week from Monday - Friday from **09:00-12:00** parents should make an appointment in order to meet with staff members; **walk-ins are not permitted.**

### **Meeting With Leadership Policy**

Our School Leader Ms. Tilly is unable to take walk in appointments due to her commitments of ensuring the smooth running of the school. However, she is able to meet or speak over the phone with interested parties by appointment. Please reach out to Ms. Leshoko and she will gladly arrange a time for you to meet with Ms. Tilly

.....

### **Forms of Communication**

Below are the forms of communication that Landmark Academy will utilize to engage with parents:

**Weekly Scholar Report:** Landmark Academy teachers will utilize the Weekly Scholar Report to communicate your scholar's performance on a daily basis. Parents should write a comment each evening on the report, sign in the designated space, and should send it back to school daily.

**Phone Calls:** Landmark Academy will use phone calls to communicate important messages related to your scholar.

**Whatsapp:** Landmark Academy will use whatsapp messages to send parents updates and urgent reminders.

## **STAFF HARASSMENT POLICY**

Landmark Academy is committed to providing a safe, violence and harassment-free workplace for all staff and parents. Our goal is to ensure that we treat all our employees and parents with respect, dignity, and care.

The most serious form, physical harassment, such as assault and verbal abuse will not be tolerated at Landmark Academy and are grounds for student removal from the school.

Another form of harassment might be through written communication such as sending staff members threatening communication through email, social media, or in person with the purpose of intimidating staff to make decisions in your child's favor or for other reasons is considered harassment. Parents and family members of scholars who engage in this sort of behavior risk being uninvited for the next school year.

## **ADMISSIONS POLICY**

Landmark Academy has designed an admissions process that works to ensure that parents have a clear understanding of Landmark Academy's mission, vision, and values. The process ensures that parents understand their role and the school's role in their child's education and are committed to doing whatever it takes to ensure the success of their child. Below are the steps that new parents must follow for admission to Landmark Academy:

**Phase 1:** Inquiry Application

**Phase 2:** Prior School Reference Check for Grades 2 and Above

**Phase 3:** Parent Interview

**Phase 4:** Completion of Financial Declaration Forms

**Phase 5:** Notification of Acceptance or Rejection

**Phase 6:** Submission of Payment and Paperwork from Accepted Families

### **Admissions policy for staff members and siblings of current LA scholars**

Applications for admission to Landmark Academy must be made to the front office by the parent(s)/guardian(s) of the learner. The application window for the upcoming school year opens in May. It is in the best interest of families to complete the application process at the beginning of the application window as spaces tend to fill up quickly.

The following details should be noted:

- Landmark Academy school fees are subsidized by external funders in order to keep the cost as accessible as possible and thus we do not provide discounts when parents enroll siblings.
- The maximum capacity per class is 20 scholars with the flexibility to add 2 additional scholars **if** they are the biological or adopted child of a staff member
- If a class reaches 20 and no scholar on the waiting list meets the above mentioned criteria, the class size will remain at 20 and no exceptions will be made.
- Under no circumstances shall the school accept an additional scholar of a sibling or staff member if the maximum capacity of 22 scholars per class has been reached. This is to ensure that we are able to maintain our standard of academic excellence.

## UNIFORM POLICY

Landmark Academy is a MANDATORY uniform school: Please note that all scholars must be dressed in the following uniform and that a uniform violation letter will be sent home if the scholar is not in proper uniform:

| ITEM                   | BOYS  | GIRLS   |
|------------------------|---|---|
| <b>Jackets/Jerseys</b> | <b>Grade RR-7</b> Navy blue sweater with the school logo, Jersey or LA tracksuit jacket                                     |   |
| <b>Tops</b>            | <b>Grades RR-R:</b> Royal blue L golf shirts/T-shirts<br><b>Grade 1-7:</b> LA golf shirts/ T-shirts                         |   |
| <b>Bottoms</b>         | Navy blue shorts, or LA tracksuit bottoms   | Navy blue shorts, tunic, skort, or LA tracksuit bottoms |
| <b>Socks/Tights</b>    | White ankle socks   | White ankle socks or Navy Blue Tights                   |
| <b>Shoes</b>           | white tekkies.  |   |
| <b>Hats/Scarves</b>    | Landmark Academy beanie with the school logo and the navy blue floppy hat AND/OR navy blue scarf                            |   |
| <b>Belts</b>           | Solid Black   |   |
| <b>Vests</b>           | Solid white long sleeve vest for winter and white short sleeve vest for summer that should be worn under the School Uniform |   |
| <b>Bras</b>            | Bras should be solid black, brown or white if worn.   |   |

|              |  |
|--------------|--|
| <b>Masks</b> | All scholars should wear a cloth mask or a disposable mask to school each day. Parents/scholars should wash cloth masks each evening. Masks should be free of images or words that would be deemed derogatory or inappropriate. School masks are to be bought at school. |
|--------------|--|

### School Shoes

Scholars are only permitted to wear the shoes that are below (please do not mind the black and white font we have): **ALL WHITE**



**NB:** All Nike, Adidas, and other name brand shoes are not permitted.



- **First violation** – The student's teacher completes the Uniform Violation Referral form and contacts the parents/guardians (form sent home) and notifies the Administrator by sending the referral form to the office.
- **Second violation** – The student's teacher completes the referral form and contacts the parent by phone and notifies the Administrator by sending the referral to the office.
- **Third violation** -- The student's teacher completes the referral form and sends the student to the office so that the Administrator may contact the parents/guardians by telephone and in writing. Parents will be called into a meeting where a Failure to Uphold the Commitment to Excellence form will be discussed and completed.
- **Fourth violation** -- This will be deemed as persistent disobedience or insubordination and will be dealt with in accordance with the Code of Student Conduct. Parents will be called into a meeting to where a Failure to Uphold the Commitment to Excellence form will be discussed and completed. During this meeting it may be determined that the scholar will be uninvited for the upcoming school year.

### Ordering Uniforms from the Supplier

In order to ensure that scholars receive their uniforms on time and in good quality, Landmark Academy will place orders three times a year. Landmark Academy will send the uniform order form to parents via WHATSAPP OR EMAIL if you were unable to receive the form, please phone Ms. Leshoko and they will be happy to assist you with completing the order form over the phone.

Please note the times for placement of uniform orders below:

**1st time:** Last Friday of March. (NB: Order forms will be sent on 17<sup>th</sup> February 2025 and POP is due within 5 business days).

*\*(Orders will be placed to our supplier the first week of March.)*

**2nd time:** Last Friday of November. (NB: Order forms will be sent the last Friday in November and POP is due within 5 business days).

*\*(Orders will be placed to our supplier the first week of December)*

Parents will be given a period of 5 business days to complete and email proof of payment to [khensi@landmarkacademy.co.za](mailto:khensi@landmarkacademy.co.za). Failure to submit proof of payment will result in the order being cancelled.

Please kindly note that other than the given times, Landmark Academy will not be able to order uniforms from the supplier.

### **Dress Code Policy**

In addition to the policy mentioned above please see additional components of the dress code:

- Male and Female Scholars are permitted to wear stud earrings (dangling earrings are not permitted)
- Male and Female scholars may wear one small necklace that is able to be tucked inside of their uniform shirt where it must remain at all times, however, if students are distracted by the items, the teacher reserves the right to keep the items until the end of the school day
- Male and Female scholars are permitted to wear one bracelet and one ring, however, if students are distracted by the items, the teacher reserves the right to keep the items until the end of the school day
- Male and Female scholars in Grades R-7 may not wear any makeup, lipstick, eyeshadow, blush, etc. (Students may use clear lip balm, such as Vaseline, etc. to moisturize lips. As with any item, these may be taken away for inappropriate and excessive use)

### **In addition to the above uniform regulations, the following rules apply:**

- Expensive jewelry or large sums of money should not be brought to school. If it is necessary for students to carry more than R50, the money should be given to a teacher for safekeeping.
- The following items may not be brought to school: cell phones, iPods/iPads, or radios of any kind and electronic toys (PSP's, Gameboards, etc.).

### **Special Dress Days**

On special dress days such as Fancy Dress Day, Civvies Day, individual birthdays etc. male and female scholars may not wear the following:

- Clothing that exposes any part of their stomachs, chests, bums, or private parts (Note that there will be exceptions made for Heritage Day Celebrations)
- Skirts and shorts worn by both male and female scholars must be knee length

**\*\*If scholars' clothing is inappropriate parents will be phoned to bring appropriate clothing to the school. If a parent can't be reached, scholars will receive a logical consequence.**

#### **UNIFORM TARDY SHEET**

|                             |   |
|-----------------------------|---|
| <b>1<sup>st</sup> Tardy</b> | <b>First warning</b>                              |
| <b>2<sup>nd</sup> Tardy</b> | <b>Second urgent warning</b>                      |
| <b>3<sup>rd</sup> Tardy</b> | <b>Uniform violation of R50 fine</b>              |
| <b>4<sup>th</sup> Tardy</b> | <b>Detention + Uniform violation of R50 fine</b>  |
| <b>5<sup>th</sup> Tardy</b> | <b>Detention + uniform violation of R150 fine</b> |
| <b>6<sup>th</sup> Tardy</b> | <b>Written warning + parental involvement</b>     |

#### **SCHOOL FEES POLICY**

The following information will outline the structure and components of school fees, the purpose of fees and the areas of the school's operation in which these funds are applied, and the policy in relation to payment of fees and methods of payments.

Fees collected at Landmark Academy are used for the following purposes which are aligned to the Vision and Mission of the school to:

- Provide teaching salaries and administrative salaries
- Provide essential resources, materials, facilities and equipment
- Maintain buildings and other facilities

Fees are due in the month they are raised. The parent/guardian will receive monthly statements and may also receive an SMS from the school as a reminder to pay fees. Fees that are unpaid after the 6th will be considered in arrears and levy fees will apply, unless the parent/guardian has a **written arrangement**.

#### **Fee Types**

Landmark Academy reserves the right to charge fees for the provision of educational and other services where applicable. Kgololo Academy reserves the right to charge the following fees, where applicable:

- Enrolment or registration fees
- Annual Registration fees
- School fees
- Holiday programme fees

- Late pick-up fees
- Early Arrival fees

**School fees Methods of payment available to parents are:**

|  |   |
|--|---|
| Annual Tuition in advance on the first day of the year before the 6th. | Monthly fees for specific grade for 12 months (Jan-Dec) |
|--|---|

|  |   |
|--|---|
| Monthly in advance on the first day of each month before the 6th | Monthly fees for specific grade x 12 months (Jan-Dec) |
|--|---|

### **Landmark Academy Account Details**

Account Name: Landmark Academy  
FNB Account Number: 62861666273  
Branch Code: 250655  
Reference: Your Child's NAME

Proof of payment can be sent to: khensi@landmarkacademy.co.za

### **Late fees and collection policies**

Late fees will be assessed by Landmark Academy for delinquent payment, according to the following practices:

- **Late or incomplete payments:** If full payment of ascholar's monthly fee is not received by Landmark Academy by the close of business on the 6th of each preceding month, a R150 late fee will be levied immediately.
- In addition to the late fees described above, any payments outstanding at the end of a term (whetherof tuition, late pick-up, early arrival or any other fees owed to Landmark Academy) will need to be settled.

### **Poor Payment Policy**

Landmark Academy Fees are due in the month they are raised. Please kindly note that fees that are unpaid after the 3rd will be considered in arrears. Parents with poor payment histories, will receive notice in Term 3 that their scholar will not be invited to return the next school year.

### **Annual Registration Fee Policy And Agreement**

Landmark Academy supports all families with their choice to provide a quality education for their children at an independent private school. It is important that parents/guardians acknowledge that enrolment at Landmark Academy involves a clear obligation to be financially responsible and accountable for the payment of the Annual Registration Fee.



Landmark Academy is committed to making a positive difference in the lives of our parents and learners; this commitment to client satisfaction has led to the following refund policy, which we believe to be as fair as possible.

**Annual Registration Fee is non-refundable.**

We look forward to you accepting this responsibility through the signing of this Annual Registration Fee Payment Agreement as a condition of new/continuing enrolment.

Annual Registration Fee and stationery fee collected at Landmark Academy is used for the following purposes which are aligned to the Vision and Mission of the school to:

- Purchasing stationery for learners (Paper, ink cartridges, books, pencils, pens, charts etc)
- Purchasing classroom furniture ( chairs, desks, shelves etc)
- Paying for services from the copier machines
- Purchasing reading and writing materials.

**Annual Registration Fee Agreement**

Parents who fail to submit payment within 30 days of the due date (as outlined on the school calendar) will have their scholars automatically unenrolled for the coming school year.

**Unenrolling Scholars at Landmark Academy**

All Landmark Academy students must re-register for the upcoming school year before the current year ends through payment of the Annual Registration Fee (Formally known as the Annual Supply Fee) and through completion of the re-registration form.

All Landmark Academy students whose parents fail to re-register them will be automatically unenrolled by the school within 30 days of missing the due date which will be shared on the school calendar.

Parents who fail to re-register by the due date will have to re-enroll their scholar by paying for the following:

- Non-Refundable Registration Fee
- Non-Refundable January School Fees
- Non-Refundable Stationery Fee

### **School Fees During Remote Learning**

Parents should note that should there be a need to transition to Remote Learning, that school fees are still payable by the 6th of each month. As school fees are already subsidized for all parents through fundraising efforts, we are unable to lower the cost further. Failure to pay for school fees in the event of a shift to Remote Learning, will result in your scholar being uninvited in the following school year.

### **HEALTHY EATING POLICY AND SPECIAL CELEBRATIONS**

At Landmark Academy we are committed to inspiring students to make healthy choices about food and wellness, setting the foundation for them to have long, healthy lives. The following foods are not permitted on LANDMARK ACADEMY premises before and after school, MON-THURS:

- Candy, fat cakes, cookies, cake, chocolate, or other sweets
- Cold Drinks, Powerade, non-100% juice drinks
- Crisps, Scoppers, etc.
- Fried Foods

### **Meals**

We provide all scholars with TUCKSHOP ONLY ON FRIDAYS.

### **Birthday Parties and Celebrations**

We love celebrating our students! If you would like to celebrate your child's birthday at school, please contact your child's teacher the Monday of the week that you wish to celebrate.

All birthday celebrations should happen on Fridays from 11:30 as not to interrupt learning time. Cakes brought to school earlier in the week will not be eaten until Friday. Please note that other food items are not permitted on birthdays, only cake is allowed. ALL SCHOOLARS ARE WELCOMED TO WEAR HOME CLOTHES ON THEIR BIRTHDAY.

### **HEALTH AND WELLNESS AT LANDMARK ACADEMY**

#### **Food Allergy Policy**

Ensuring the safety of your child is of great importance to us at Landmark Academy. If your child has a food allergy, it is critical that we are aware. Please kindly note that we will only acknowledge DOCTOR'S notes for food allergies.

However, if your child is allergic to one of the following, a parent note is acceptable and should be addressed to Ms. Tilly.

- Dairy allergies
- Meat Restrictions

As we serve an increasing number of scholars we will not accommodate individual preferences. Notes from parents about food preferences/dislikes will not be considered and will be returned.

### **Immunizations**

Law requires that all children be immunized. Scholars will not be permitted to attend school if their immunizations are not up to date.

### **Emergency Services**

If an emergency arises that requires urgent medical we will call 10111 or the relevant medical emergency service. We will immediately then call all contacts on the emergency contact list until we are able to speak with someone who can meet us at the school or the hospital. If a family member cannot make it to the school, a staff member will accompany the student to the hospital and will remain with them until the family member arrives. Landmark Academy is not financially liable for any emergency medical services.

## **LANDMARK ACADEMY ATTENDANCE/TARDY POLICY**

### **Purpose of this Policy**

The purpose of this policy is to:

1. Promote punctual and regular attendance at Landmark Academy and
2. Provide the Landmark Academy Attendance Committee and the Department of Education with standard procedures for recording, managing and monitoring learner attendance.

### **Learner Absences**

A learner is deemed absent from school when the learner is not present in class or not participating in a school activity when the register is marked.

### **Excused Absences**

While punctuality and regular attendance is necessary, from time to time, it may not be possible or desirable for a learner to attend school. Parents should call the school on 083-537-9584 and inform the office that their child will be absent. When the student comes back to school, he/she needs to bring a doctor's note as proof that they were sick.

The following are examples of 'unavoidable and/or excused absence':

- Physical or psychological illness
- Death of a family member
- An appointment at court, social services or other official agencies
- Religious or cultural observances approved by the School Leader.
- Acts of nature (i.e. events that are outside of human control, such as extreme weather conditions); and any other absences resulting from exceptional circumstances deemed acceptable by the school leader.

### **Unexcused Absences**

An unexcused absence is when children miss school for reasons not accepted by the school.

Some reasons for an unexcused absence are:

- Staying home to take care of our visit with family members.
- Missing the school transport
- Birthdays
- Visiting relatives/airport
- Day trip (not organized by school)
- Holidays
- Parent's/sibling's illness or medical appointment

Note that all returning scholars must attend school on the day that it reopens. Students who miss 15 or more days at the beginning of the school year will be unenrolled and the school will enroll new students in their space. Also note, that serial absenteeism will lead to scholars being uninvited for the next school year.

### **Roles and Responsibilities of the school leader**

The school leader, working with the Attendance Team is responsible for developing a culture of punctual and regular attendance at the school. The school leader is responsible for fostering a caring school environment in which the Attendance Team and teachers take an interest in each learner's well-being and are alert to problems that might affect a learner's attendance.

### **The Class Teacher's Roles and Responsibilities**

The class teacher is responsible for compiling and marking the class register each school day, maintaining it accurately and taking it to the school office for safekeeping.

### **Roles and Responsibilities of Students**

A student has a responsibility to attend school punctually and regularly. The School depends on Parents and Teachers to play their part in ensuring

that students accept and act on this responsibility. The example set by parents and teachers is of crucial importance in building a culture of punctual and regular attendance.

### Roles and Responsibilities of Parents

Parents are expected to:

- Ensure that the learner attends school daily, on time and for the whole school day, unless there is a valid reason for absence;
- Ensure that the learner is not taken out of school without a valid reason (Family holidays are not a valid reason.);
- Inform the Office Team if the learner is absent or expected to be absent or expected to be late for school, giving a valid reason; this is done by means of a letter written by the parent and given either to Office Team or class educator;
- Cooperate with the school in resolving the problem if the learner is absent from school without valid reason; and
- Encourage and, if possible, assist the learner to make up for time lost as a result of absence from school.

### Logical Consequences

| Number Of Unexcused Absences/Tardies | Action Step  | School Contact    |
|--------------------------------------|--|-------------------|
| 3 Unexcused absences/6 Tardies       | Letter sent home   | Disciplinary head |
| 5 Unexcused absences/ 8 Tardies      | A phone call, a letter sent home, considered for withholding from fieldwork.   | Disciplinary head |
| 8 Unexcused absences/11 Tardies      | Meeting with School leader   | Disciplinary head |
| 10 Unexcused absences/13 Tardies     | Meeting with Disciplinary head<br>Promotion in Doubt letter signed by the parent<br>An individualized attendance plan/contract will be created for you and your child. | Disciplinary head |
| 12 Unexcused absences/15 Tardies     | Meeting with School leader student is at risk of hold- over and cannot participate in any extracurricular activities, including field lessons.                         | Disciplinary head |

|                                  |  |               |
|----------------------------------|--|---------------|
| 20 Unexcused absences/23 Tardies | The student is automatically retained.<br>The student is withheld from events including field day, field lessons, performances, etc. | School leader |
|----------------------------------|--|---------------|

## **LANDMARK ACADEMY ARRIVAL AND DISMISSAL POLICY**

In order to maximize instructional time and to maintain an orderly school environment, Landmark Academy has implemented strict policies and procedures for student arrival and dismissal. Safety is our priority when students are arriving and being dismissed from school. We strongly believe that this is best achieved when everyone is mindful and respectful of these policies and procedures.

These policies and procedures are put in place to ensure that arrival and dismissal is a safe and efficient experience for parents, staff, and students

### **Arrival Policy**

- Vehicles are permitted to park in the parking lot from 7:15 AM
- Parents/Transport drivers and students are to remain in their vehicles at all times.
- All students should exit the vehicle to safely avoid vehicular traffic in the parking lot at 7:21 AM
- Parents/Transport drivers should remain in their vehicle and be prepared to depart quickly when the student(s) exit the vehicle.
- Parents and students on foot are not permitted to enter the premises prior to 7:25 AM.
- Students are considered tardy if they arrive from 7:31 AM.

### **Dismissal Policy**

- Parents and transport drivers should arrive at 14:00 every Monday, Tuesday, Wednesday, Thursday and Friday and on Friday at 13:30 for dismissal. Kindly note that anyone on Landmark Academy grounds must wear a face covering.
- When parents and transport drivers arrive, class teachers will be notified and will send scholars out. Prior to scholars leaving campus, they will have their temperatures checked and will have on a face mask that should be worn until they arrive at home.

## **EARLY ARRIVAL AND LATE PICK-UP POLICY**

Landmark Academy is committed to ensuring that all scholars are provided with a safe and structured space between the hours of 7:00 and 15:00 M,T,W,TH and 13:30 on Fridays. Below we have outlined our late pick up and early arrival policies:

### **Early Arrival Policy**

Scholars are not permitted to arrive at school alone prior to 7:00. Arriving early means that scholars are unprotected and unsupervised. In addition, our morning supervision does not begin prior to 7:00. Parents will be charged R5 per minute should scholars arrive before 7:00.

Parents and transport drivers arriving with scholars should not arrive earlier than 7:00 and **ALL** scholars must be supervised by a parent, guardian, or transport driver prior to gates opening at 7:01. Scholars in Grade 4 may walk to school on their own.

### **Late Pick-up Policy**

Student safety is the highest priority at Landmark Academy. Therefore, we make every effort to ensure that all students are under appropriate supervision until they return to you at the end of their school day.

All scholars must be fetched Monday, ~~Tuesday~~, Wednesday, Thursday and Fridays before 14:15, parents will be charged R5 per minute from 14:16. If your child is charged for late pick-up, the amount is due 2 days from the day he/she was fetched late. Failure to do so may result in your child being unenrolled

for the next school year. On Fridays, scholars must be fetched before 13:45, parents will be charged R5 per minute from 13:46.

### **LATE COMING TARDY SHEET**

|                             |   |
|-----------------------------|---|
| <b>1<sup>st</sup> Tardy</b> | <b>First warning</b>                          |
| <b>2<sup>nd</sup> Tardy</b> | <b>Second urgent warning</b>                  |
| <b>3<sup>rd</sup> Tardy</b> | <b>Detention</b>                              |
| <b>4<sup>th</sup> Tardy</b> | <b>Detention + logical consequence</b>        |
| <b>5<sup>th</sup> Tardy</b> | <b>Loss of Privileges</b>                     |
| <b>6<sup>th</sup> Tardy</b> | <b>Written warning + parental involvement</b> |

### **TRANSPORT POLICY**

To ensure the safety of learners while being transported to and from school, transporters who are paid to transport learners must adhere to specific regulations. Any person who's paid to transport children to and from school, must abide by the regulations – irrespective of private arrangements with parents or caregivers.

Parents seeking transport for their scholars must ensure that the driver complies and abides by the following:

- The driver must possess a professional driving permit/license
- The driver must not smoke, or use any tobacco or drugs in the presence of scholars or must not have drugs in his/her system when transporting scholars
- The driver must not be under the influence of alcohol while transporting students
- The driver must not play music loudly while transporting scholars
- The driver must follow COVID-19 regulations, which includes wearing a mask while transporting scholars
- The driver must be able to provide a seat inside of the vehicle for each child that they are transporting. Please see examples below:
  - Avanzas: 7 student passengers

- Quantums: 18 student passengers
  - Toyota Hiace Ses-fikile: 16 student passengers
  - Siyas: 15 student passengers
  - Hatchback & Sedans: 4 student passengers
- The driver must drop off scholars between 7:20-7:30 and must fetch scholars between 13:30-13:45 on Fridays and between 14:00-14:15 on M,T,W, & TH
- At no time may a child be transported with a bakkie, delivery van, or truck. Scholars may also not be transported in the boot of vehicles, regardless of the make of the vehicle.



Please note that transports that fail to meet that which is outlined below will not be permitted on campus and Landmark Academy reserves the right to not permit scholars to leave with transport drivers who are out of compliance.

## **LANDMARK ACADEMY MEDICATION POLICY**

The purpose of this Policy is to establish a framework and provide directions for the administration of medication to students enrolled in the school.

### **Policy Framework**

Landmark Academy acknowledges that the dignity, safety and well being of students are central to the values underpinning the school. The school also recognizes that it is responsible and accountable for ensuring, so far as is reasonably practicable, the health, safety, privacy and welfare of students enrolled at the school. It is also acknowledged that there will be occasions when the administration of medication is necessary to support students during the course of normal school activities.

To meet its obligations this school is committed to:

- Providing practical support for the parents/guardians of students who require medication during school activities
- Optimizing the health, safety and wellbeing of students

### **Medication Policy Responsibility**

#### **Responsibilities of parents**

Parents are responsible for:

- Obtaining the relevant medication forms from the school and arranging for their completion and return
- Providing the medication in the original labeled container to the nominated staff member
- Ensuring the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken
- Providing a request by parents and written instructions from a medical practitioner for medication that is not obtained on prescription, indicating:
  - Name of student
  - The condition for which the medication is required
  - Guidelines for administration

#### **Responsibilities of the school**

The school is responsible for:

- Informing the school community of school procedures for the administration of medication and the management of health conditions
- Providing parents with relevant medication forms for completion
- Providing information to and training for staff on the administration of medication for the health conditions about which parents have

- notified the school
- Developing a management plan (in consultation with parents) for students who require long term medication or management of a health condition at school.
- Developing a safe system for the storage and administration of medication
- Keeping and storing records of all medication administered
- Developing procedures to manage particular medical conditions such as asthma, diabetes, ADHD, anaphylaxis, and epilepsy
- Following protocols that incorporate safety and security considerations for students approved to self-administer medication and/or self manage a health condition
- Reminding students (where necessary) about taking medication

## ..... **OUR MODEL**

### **Visitors in the First 6 Weeks**

During the first six weeks of school, parents and visitors are not permitted to visit the classrooms during the day as to not disrupt instruction in classrooms. Parents will be invited to meet teachers and view the classrooms during the Back to School Night. which is held in the first 6 weeks of the school year.

### **Routines and Procedures**

At Landmark Academy, we firmly believe that by providing scholars with a warm, rigorous, and structured school culture that we will enable them to excel and flourish academically. In the first 6 weeks of school, we prioritize routines and procedures and the amount of academic work is limited.

Our approach is well researched and the results of such an approach are well-documented. Outlined below, you will find the goals that shape our focus for the first 6 Weeks of School. The information was gathered from: The First 6 Weeks of School, Center for Responsive Schools, Inc.; 2nd edition.

**Goal #1:** Create a climate and tone of warmth and safety. Students can come to know each other and develop a sense of belonging through activities that help them define their commonality and their differences. Deliberately focusing on group-building activities during these weeks helps create the trust and safety essential for active, collaborative learning. However, this sense of trust is not built solely on warmth and friendliness. It is also built upon students' assurance that there are reasonable limits and boundaries for behavior and that their teacher will enforce them. They must see that their teacher will exercise vigilance and good judgment to keep everyone safe.

**Goal #2:** Teach the schedule and routines of the school day and our expectations for behavior in each of them. A sense of order and predictability in daily school life is important. It enables children to relax, to focus their energy on learning, and to feel competent.

**Goal #3:** Introduce students to the physical environment and the materials of the classroom and the school, and teach students how to use and care for them. In order for students to feel a sense of ownership for the school environment and materials, they must become familiar with them and have

time to explore them.

**Goal #4:** Establish expectations about ways we will learn together in the year ahead. We want to generate excitement and enthusiasm about the curricula we will engage in this year—complicated new math concepts, engrossing novels full of dilemmas to explore, beautiful art materials and techniques for using them, microscopes to observe a previously invisible world. Our learning—whether we are wrestling with an ethical dilemma presented in a history lesson or considering a complicated question about collecting data for a science experiment—requires participation and focused effort, thoughtful questions, and the ability to cooperate and collaborate.

### Daily Schedule

Landmark Academy is a university preparatory school and thus all scholars participate in a rigorous academic programme everyday of the week. In addition to a heavy focus on reading and math in Grades R-4; all scholars also participate in Art, Physical Education and extramurals 3-5 days per week. In the Intermediate Phase, scholars have Social Science and Natural Science. Below is a sample daily schedule for Foundation Phase and Intermediate Phase.

| Foundation Phase   | Intermediate Phase   |
|--|--|
| Assembly   | Assembly   |
| Morning news/ updates  | Morning news/updates   |
| Sight Words  | Sight Words  |
| Jolly Phonics  | Math   |
| Math   | Reading Comprehension  |
| Shared Reading or Writing (Students rotate subjects on different days) | Grammar or Writing (Students rotate subjects on different days)                |
| Recess   | Recess   |
| Lunch  | Lunch  |
| Art or PE  | Art or PE  |
| Extra murrals  | Extra murrals  |
| Guided Reading   | Natural Science or Social Science (Students rotate subjects on different days) |

|         |                |
|---------|----------------|
| Closing | Guided Reading |
|         | Closing        |

### Remote Learning

Our priority is to ensure that we are continuously providing scholars access to a world class education, even during the challenging times that we face with the uncertainty of how COVID-19 will impact our school community this year. Landmark Academy will utilize WhatsApp as a platform to communicate student work during Remote Learning. Should there be a need to transition to Remote Learning, the following policies will govern how Remote Learning operates. Families should note that participation in Remote Learning is not optional. Work from Remote Learning will be marked in the same manner that work would be marked during in-person learning. The Landmark Academy Retention policy still applies regardless of whether learning takes place remotely or in person.

|  |  |
|--|--|
| Materials Needed by Families (to be secured by families) | Writing Notebook, Pencil, Crayons: (Foundation Phase), Colour Pencils: (Intermediate Phase) Basic Smartphone, Whatsapp Bundles. Note that other materials may be needed and will be communicated with you by your child's teacher.   |
| Reporting Absences                                       | If a scholar is ill or needs to miss Remote Learning for any reason, the parent or guardian needs to follow the same process used for in-person learning, which would be phoning Ms. Khensi to report the absence. If the absence is excused, the scholar will be allowed to make up the work that was missed. If the reason for the absence is not valid, then the work should be completed, but will not be marked.  |
| Remote Learning Schedule                                 | Scholars will be assigned work by their teachers by 8:00 on Mondays-Thursday. On Friday, scholars will not receive work and teachers will use this time to mark student work and will share feedback with parents.   |
| Academic Honesty   | Scholars must complete all work independently and in their own handwriting. If a scholar struggles with a concept, the parent should reach out to the teacher via a Voice note on Whatsapp or the parent can assist the scholar with recording a Voice Note. Completing work on the behalf of a scholar and /or giving scholars answers is not permitted and may result in your child receiving a mark of Zero for all work not completed by the scholar, a disciplinary hearing and/or removal of the child from the school for the upcoming school year. |

|                              |   |
|------------------------------|---|
| Reviewing Submissions        | Parents are responsible for checking to ensure that scholars submit all required work to the teacher by the deadline. While older scholars can complete much of their work independently, parents must monitor the process by checking to ensure that all work has been completed and submitted with excellence.  |
| Submission Deadlines         | Monday and Tuesday work are due by 20:00 on Tuesday.<br>Wednesday and Thursday work are due by 20:00 on Thursday.   |
| Late Work Policy             | Late work is not accepted, work must be submitted by the deadlines.   |
| Support with Remote Learning | Scholars/Parents needing support with Remote Learning should send the teacher a voice note.   |
| Feedback                     | Teachers will provide scholars with feedback at least 1 time per week. If you are not satisfied with the feedback that your child is receiving, you should reach out to your child's teacher first to share your concern. If the matter is not rectified the next week, you will need to reach out to Ms.Khensi, who will assist you in scheduling a meeting with school principal, Ms. Tilly.                                |
| Data/Electrical Outages      | Parents are responsible for ensuring that scholars have sufficient WhatsApp bundles that are to be used to complete work. Not having data will not be an acceptable excuse for late submissions or non-submissions. In addition, we recognize, that electrical outages do occur, however, parents are asked to ensure that cell phones remain charged and operable in the event of load shedding or other electrical outages. |

### **Homework**

Landmark Academy scholars receive Homework on an almost daily basis. Homework must be completed by the child in his or her own handwriting the night before it is due. For non-readers, parents may read homework directions, however, homework should be completed based on what scholar's know. Scholars will receive a mark on their report for homework completion. Completing work on the behalf of a scholar and /or giving scholars answers is not permitted and may result in your child receiving a mark of Zero for all work not completed by the scholar, a disciplinary hearing and/or removal of the child from the school for the upcoming school year.

### **100% Homework completion means:**

- Reading log filled out and signed (where applicable)
- Homework completed

- Family signature/comment on Weekly Scholar Report

### **HOMEWORK TARDY SHEET**

|                             |   |
|-----------------------------|---|
| <b>1<sup>st</sup> Tardy</b> | <b>First warning</b>                          |
| <b>2<sup>nd</sup> Tardy</b> | <b>Second urgent warning</b>                  |
| <b>3<sup>rd</sup> Tardy</b> | <b>Detention</b>                              |
| <b>4<sup>th</sup> Tardy</b> | <b>Detention + logical consequence</b>        |
| <b>5<sup>th</sup> Tardy</b> | <b>Loss of Privileges</b>                     |
| <b>6<sup>th</sup> Tardy</b> | <b>Written warning + parental involvement</b> |

### **Cheating/Plagiarism**

Cheating is a serious offense. If a student copies another student's work or if a student gives another student his/her work, it is considered cheating, and the student will receive a serious logical consequence for this behavior.

Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas and thoughts of another author (or person) and then passing them off as the student's own original work. If a student plagiarizes and forges a signature, this is also considered Academic Dishonesty. Students will receive a serious logical consequence and may be uninvited to attend the school in the next school year.

### **Landmark Academy Grading Scale**

Landmark Academy utilizes a grading scale that focuses on mastery of standards. We utilize a 7 point scale which is outlined below:

| <b>KEY</b>                      |                            |
|---------------------------------|----------------------------|
| NE – Not Evaluated at this Time |                            |
| 80-100%                         | -7-Outstanding achievement |
| 70-79%                          | -6-Meritorious achievement |
| 60-69%                          | -5-Substantial achievement |
| 50-59%                          | -4-Adequate achievement    |
| 40-49%                          | -3-Moderate achievement    |
| 30-39%                          | -2-Elementary achievement  |
| 0-29%                           | -1-Not achieved            |

The goal for scholars is to reach a level 5 for each standard, which means that a scholar is meeting grade level expectations and is on track for success.

### **Grading**

Scholars are graded on the following, at the percentages outlined below:

| GRADING GUIDELINES                                 |
|--|
| Homework: 10%                                      |
| Classwork: 25%                                     |
| Class Tests/Mid-Module Assessments: 25%            |
| Interim Assessments/End of Module Assessments: 40% |

### **Student Retention**

Landmark Academy works to support all scholars on the path to university; however, all scholars progress at different speeds and there are times when it becomes apparent that a scholar needs to repeat a grade instead of moving forward in order to address learning gaps. When a scholar has to repeat



a grade, it does not mean that the scholar has failed or didn't give their best, instead, it means that the scholar needs more time to develop his or her academic skills.

In order for a scholar to be promoted they must have a cumulative average of 2.0 (which is **approaching** grade level) in Math **and** they must have a cumulative average of 2.0 in Literacy. A cumulative average of a 2.0 means that a student is approaching mastery and may be successful when promoted. Scholars who score less than a 2.0 have yet to meet the grade level expectations and are not ready to tackle the content of the next grade. Scholars can be retained in any grade from Grade R through Grade 12, if they do not meet expectations.

Note that a scholar must have a cumulative average 2.0 for the year in order to be promoted to the next grade. For example, if a scholar scores the following then they **will** be retained as their cumulative average is 1.75. Note that for one term the scholar did score above 2.0, however, the cumulative average has to be a 2.0 or above.

- To calculate the cumulative average, first you add the average for each term:
  - $1.0 + 1.5 + 2.75 + 1.75 = 7$
- Next: Divide the total by the number of terms, which is 4.
  - $7/4 = 1.75$
- 1.75 is the scholars cumulative average for the year

| Term               | Average |
|--------------------|---------|
| 1                  | 1.0     |
| 2                  | 1.5     |
| 3                  | 2.75    |
| 4                  | 1.75    |
| Cumulative Average | 1.75    |

### Student Retention Notification

If a scholar is at risk of retention, meaning that they have an average score of 1.99 or below, parents will be notified at the end of term 2, during Parent Teacher Conferences. The teacher will discuss the child's strengths and growth areas and parents will sign a Retention Acknowledgement Form, that states that the possibility of retention was discussed with them. If a parent fails to attend Parent Teacher Conferences, teachers will reach out to reschedule. If ultimately, a parent does not attend the conference, a letter will be sent home in your child's homework folder stating that your

child is at risk of retention. A record of the communication will also be placed in your child's permanent file.

At the end of subsequent terms, the Retention Acknowledgement form will be presented to parents of scholars whose cumulative average is still below a 2.0.

If a scholar is no longer at risk of retention, teachers will share the results and an official letter stating that if progress continues, your child will no longer be at risk of retention; however, if their cumulative average drops below a 2.0, they are still at risk.

### **End of Year Retention Meetings**

After the results from the final assessments have been entered in late November or early December, Landmark Academy will contact the parents of scholars whose cumulative average are below 2.0 to share the news of the scholars retention. Parents and scholars will be scheduled to meet with members of the Landmark Academy team to support the scholar as he or she prepares to repeat their current grade. **It should be noted that all retention are final and can not be negotiated.**

### **Special Circumstances**

According to the Department of Basic Education, a scholar can not repeat a grade within the same grade band more than once. For example, grades R-3 fall within the same grade band; if a scholar was retained in Grade 1 once, then the following year, if the scholar's cumulative average falls below a 2.0, they will have to be promoted to the next grade.

### **Special Note on Retention**

Please note that during Parent Teacher Conferences teachers will speak of your child's strengths and growth areas. Do note that in the case that a teacher shares your scholar is making progress, it does not mean that the child is meeting grade level expectations. The Retention Letter is the only official correspondence between the school and the parent and verbal discussions of progress does not exempt your child from being retained if they are not at a 2.0 or higher.

## **BEHAVIORAL MANAGEMENT**

### **Building Character through Behavior Management**

At Landmark Academy we believe that for our students to be successful in school and beyond we must work as a community to support their growth in both academics and character.

We expect that every member of our school community will Be Safe, Be Nice, and will Work Hard whenever they are in school. These expectations, along with our school values, guide how we will deal with situations when students make choices that are not safe or nice.

If a student is struggling to make safe or nice choices in a way that aligns with the three school expectations, the following are some examples of logical consequences that might be assigned by teachers and school staff. The school team will assign these consequences based upon student actions and needs of the situation.

### **Possible Logical Consequences**

- Take a Break (short timeout and reflection in one's classroom)
- Buddy Break (extended time timeout and reflection in another classroom)
- Sitting out of recess and/or choice time
- Separate desk from classmates
- Writing an apology/reflection
- Loss of Field Lessons
- Loss of other classroom privileges

While every effort is to keep scholars in class so that learning can continue, there are cases where scholars may have to take time away from the learning environment for severe behavior.

In the event where your scholar demonstrates more extreme behaviors such as: sexual harassment, fighting, bullying, hitting, or for students who repeatedly make unsafe or unkind choices that conflict with the school expectations the following options will be considered. Do note that the number of days that a scholar is suspended or whether a scholar is recommended for expulsion may be based on the scholars age, the severity of the incident, and whether the incident is a part of a chronic behavior pattern, etc.:

|   |
|---|
| 1 Day Suspension with a mandatory meeting with parents prior to returning to school                             |
| 2 Day Suspension with a mandatory meeting with parents prior to returning to school                             |
| 3 Day Suspension with a mandatory meeting with parents prior to returning to school                             |
| 4+ Day Suspension with a mandatory meeting with parents prior to returning to school                            |
| Hearing with the recommendation of expulsion with a mandatory meeting with parents prior to returning to school |
| Univite scholar for the upcoming school year  |

In addition to the options listed above the school may also consider the following to support the needs of your child who is struggling with severe behavior challenges:

|   |
|---|
| Referral to an educational psychologist for testing   |
| Referral to the school counselor for both parent and scholar for therapy                                    |
| Referral to the Kid's Clinic for both parent and scholar for therapy  |
| Referral to the Gauteng Department of Education to secure a school that can meet the needs of your scholar. |

### **Sexual Harassment**

Sexual harassment towards a student or a staff member will NOT be tolerated at Landmark Academy. Scholars demonstrating such behaviour can result in being expelled by the school pending the outcome of an independent disciplinary hearing.

### **Statement of Policy**

Sexual harassment is a form of discrimination which violates human rights. It is a policy of Landmark Academy to maintain a learning and working environment that is free from sexual harassment. Landmark Academy prohibits any form of sexual harassment. The Academy will train staff and students appropriately, and will take appropriate disciplinary action including warnings, suspension, expulsion or termination for staff, to prevent the occurrence or recurrence of sexual harassment. It shall be a violation of this policy for any student or employee of Landmark Academy to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

Landmark Academy will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of Landmark Academy.

### **Sexual Harassment Defined**

1. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
2. The conduct takes the form of Quid Pro Quo (something in exchange for something):
3. Submission to the conduct is made explicitly or implicitly a term or condition of employment or a student's education (including any aspect of the student's participation in school-sponsored activities);
4. Submission to or rejection of the conduct is used as the basis for employment decisions or a student's education (including academic performance, participation in school-sponsored activities, or any other aspect of a student's education).
5. The conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive environment.
6. It will also be considered sexual harassment for any student to have romantic contact with a student, regardless of the student's age
7. Any school related sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy

**Sexual Harassment may include but is not limited to:**

1. Criminal Behavior such as: Rape, attempted rape, sexual abuse, sexual assault, attempted sexual assault, lewdness, hazing, and other sexual and gender-based criminal activities.
2. Quid Pro Quo (something in exchange for something) such as: Sexual invitations or requests for sexual activity in exchange for grades, favors, selection for extra-curricular activities, promotions, evaluations, etc.;
3. Actions creating an Hostile Environment such as:
  - a. Unwelcome or offensive public displays of affection, including kissing, inappropriate touching of oneself or others, massages, etc.;
  - b. Offensive communication, leers, stares, or gestures that are sexually suggestive, sexually degrading, or imply sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance, or activities; sexual gestures; public conversations about sexual activities; sexual rumors; catcalls or whistles; sexually graphic messages or games; etc.;
  - c. Offensive name calling, slang, or profanity of a sexual nature;
  - d. Offensive physical contact or closeness of a sexual nature such as spanking, pinching, hugging, following, etc.;
  - e. Offensive physical pranks such as touching or pulling the clothes of another, bra-snapping, "panting," etc.;
  - f. Offensive exposure such as "mooning" or streaking;
  - g. Offensive written or visual displays or distribution of pornographic or sexually explicit materials such as magazines, videos, films, posters, etc.;
  - h. Other Behavior Any other offensive or unwelcome gender-based behavior that is degrading, intimidating, demeaning, or based on sexual stereotypes or attitudes, or any romantic contact between a staff member and a student.

**Reporting Procedures**

Any person who believes that he or she has been sexually harassed by a student or an employee or other person under the control of Landmark Academy, or any third person with knowledge or belief of conduct which may constitute sexual harassment may submit a written report of the alleged acts immediately to the head of school or Assistant Principal. Landmark Academy encourages the reporting party to use the Sexual Harassment Reporting Form available from the leader of each building.

**Disciplinary Hearings**

A disciplinary hearing may be conducted in the event where the standards outlined in the LA Family Handbook have been breached. Breach in the code of conduct can result in a disciplinary hearing being held for the student in question. The school shall ensure that an independent contractor is hired to ensure that the process is fair and that both sides of the story can be heard without any bias. A disciplinary hearing can be conducted for a single incident, repetitive breach or for an extreme breach of the student code of conduct and can result in the student being expelled. Behaviour that could result in a disciplinary hearing being conducted include but are not limited to the following behaviours:

- Being found in possession of a deadly weapon on the schools premises
- Hitting a teacher or employee hired by the school
- Refusal to respond to instructions given by an employee of Landmark Academy
- Breach of student code of conduct

- Chronic student absenteeism
- Threatening other students or staff
- Parents failing to pay fees over a long duration without a reasonable explanation
- Sexual Harassment
- Sexual Assault
- Threats of sexual assault
- Theft
- Destruction of property
- Possession or under the influence of drugs or Alcohol
- Engaging in consensual sexual acts
- Other acts, as deemed inappropriate and in violation of the schools values, mission and/or vision.

### **Notice of Enquiry**

The school will reach out to the students' parents within 5 days before the hearing to notify them of the disciplinary hearing.

The parent must sign the receipt of the notice. If the parent refuses to sign the receipt of the notice, it must be given to the parent in the presence of a Landmark Academy representative who shall sign in confirmation that the notice was conveyed to the scholars' parent.

The written notice of the disciplinary meeting must use the form of Notice Of Disciplinary Meeting and should provide:

1. a description of the allegations of misconduct and the main evidence on which the school will rely;
2. details of the time, place and venue of the hearing; and
3. information on the rights of the student to representation by a fellow scholar and or teacher and to bring witnesses to the hearing.
4. information of the rights of the student to request the evidence that will be presented during the hearing.
5. information of the right to an interpreter during the hearing

### **Conducting the Disciplinary Hearing**

The disciplinary hearing must be held within ten working days after the notice referred is delivered to the scholar and his/her parents. The following information should be noted:

1. Students may be represented in the hearing by a parent or other family representative
2. If necessary, an interpreter may attend the hearing.
3. In a disciplinary hearing, neither the student nor the school may be represented by a legal practitioner, unless the parent is a legal practitioner. For the purposes of this agreement, a legal practitioner is defined as a person who is admitted to practice as an advocate or an attorney in South Africa.

4. If the student fails to attend the hearing and the chair concludes that the student did not have a valid reason, the hearing may continue in the student's absence.
5. The chair must keep a record of the notice of the disciplinary hearing and the proceedings of the meeting.
6. The chair will read the notice for the record and start the hearing.
7. The representative of the school will lead evidence on the conduct giving rise to the hearing. The students' representative may question any witness introduced by the schools representative
8. The parent/student will be given an opportunity to lead evidence. The school's representative may question the witnesses.
9. The chair may ask any witness questions for clarification.
10. If the chair decides the student has committed misconduct, the chair must inform the student of the finding and the reasons for it.
11. Before deciding on a sanction, the chair must give the student an opportunity to present relevant circumstances in mitigation. The school's representative may also present aggravating circumstances.
12. The chair must communicate the final outcome of the hearing to the student within five working days after the conclusion of the disciplinary enquiry, and the outcome must be recorded on the student's personal file.

## **FIELDWORK**

Each year teachers plan field trips that complement the curriculum. We encourage parents and family members (18 years or older) to attend fieldwork as chaperones. In order for your scholar to be eligible for the trip, you must sign and return the permission form (sent home in the homework folder prior to the trip). In addition, the school reserves the right to remove a student from a lesson or prohibit them from going for any reason that jeopardizes the physical or emotional well-being of themselves or others.

## **PARENT INVOLVEMENT**

At LandmarkAcademy all families are asked to volunteer for 10 hours per school

year. Below are a few ways to get involved:

- Chaperone and participate in our school activities and field trips
- Get involved in parent-literacy activities with your child
- Attend student in-class performances across the days of the week or All School news the last Friday of the month
- Attend awards ceremonies
- Attend parent-meetings
- Inform us of community events or activities we should be participating in
- Help with Picture Day
- Attend parent-teacher conferences
- Help teachers make copies and laminate class materials

- Serve on a committee

## **LANDMARK ACADEMY COMMITMENT TO EXCELLENCE**

All Landmark Academy students, staff, and parents sign the Commitment to Excellence which is a pledge to ensuring that we all commit to ensuring that we each play our role in getting scholars to university. Please find the various commitments below:

### **Student Commitment**

I fully commit to Landmark Academy in the following ways:

1. I will arrive at school every day by 7:30 (Mon- Fri)
2. I will remind my parents that I must remain at school until 14:00. (Monday, Tuesday, Wednesday, and Thursday) and until 13:30 on. Friday
3. I will always work, think, and behave in the best way I know how.
4. I will uphold the Landmark Academy values.
5. I will do whatever it takes for me and my fellow classmates to learn.
6. I will take responsibility to complete my homework every night
7. I will complete my classwork daily to the best of my ability.
8. I will raise my hand and ask questions in class if I do not understand something.
9. If I make a mistake, I will tell the truth and accept responsibility for my actions.
10. I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom.
11. I will always listen to all my school teammates and give everyone my respect.
12. I will follow the school dress code.
13. I will be responsible for my own behavior, and will follow the teachers' directions.

*Failure to adhere to these commitments may cause me to lose various Landmark Academy privileges, receive a logical consequence or may lead to my dismissal from the school.*

### **Teacher Commitment**

We fully commit to Landmark Academy in the following ways:

1. We will arrive at school every day by 7:00 (Mon-Fri).
2. We will remain at school until 15:00.
3. We will attend every session of the beginning of the school year Staff Institute
4. We will always teach in the best way we know how and we will do whatever it takes for our students to learn.
5. We will communicate with parents about their child's academic and behavior progress and will ensure that parents understand how to best support their scholars at home.
6. We will communicate with parents at every Parent Teacher Conference if there is a risk of a scholar be retained.



7. We acknowledge that we represent ourselves and Landmark Academy and will hold ourselves to high standards and will model the Landmark Academy values in all that we do.
8. We will attend all mandatory school events.
9. We will engage respectfully with parents and will listen to their comments, concerns, and suggestions with an open mind.
10. We will display an openness to feedback and commit to providing our peers and scholars with feedback to support their growth and development.
11. We will demonstrate self-awareness and will engage frequently in crucial conversations with our peers.
12. We will discipline our students with love, refraining from corporal punishment and unkind words and actions.
13. We will always protect the safety, interests, and rights of all individuals in the classroom. We will always put the best interests of the child first.
14. We will always keep level 0 noise level during lessons and on corridors.
15. We will ensure that our classroom are well managed, in regards to order, cleanliness and design
16. We will ensure to avoid small talks during lessons and on corridors.
17. We will adhere to acknowledging school whatsapp group messages.
18. We will ensure that all transport drivers sign off their kids on a daily.
19. We will follow all the instructions from management.
20. We should all treat everyone with professionalism and respect at all times.

*Failure to adhere to these commitments can lead to disciplinary action and could result in dismissal from Landmark Academy.*

### **Parent/Guardian Commitment**

We fully commit to Landmark Academy in the following ways:

1. We will always help our child in the best way we know how and we will do whatever it takes for him/her to learn. We will do the following in order to ensure that our child succeeds:
  - a. We will ensure that our scholar complete his or her own homework
  - b. We will assist with homework the best we know how, but will not write or give answers to our scholar
  - c. We will check our child's homework every night
  - d. We will sign the weekly Scholar Report
  - e. We will read with our child every night
  - f. We will ensure that our child has access to the tools and support for success with Remote Learning
2. We will ensure that our child attends school on a daily basis unless they are seriously ill. We will phone the school's office by 9:00 in the event of an absence and will send a Doctor's note if our child is sick for more than 1 day.
3. We will ensure that school fees are remitted no later than the 6th of the month in order to ensure that the school is able to meet its financial obligations.
4. We will make sure our child arrives at school every day on time between 7:25-7:30.
5. We will make arrangements so our child can remain at school until 14:00. (Monday, Tuesday Wednesday, and Thursday) and until 13:30 on Friday.
6. We will support our children by attending all Parent Teacher Conferences, Parent Meetings, and Special Events.

7. We will communicate our concerns to the school in a respectful manner and will make an appointment with the appropriate party should we have a personal concern.
8. We will always make ourselves available to our children, the school, and any concerns they might have. This also means that we will carefully read all the papers that the school sends home.
9. We will allow our child to go on school field trips.
10. We will make sure our child follows the school's dress code.
11. We will support all projects and school related activities for my child/children.
12. We will commit to support the school with all kinds of events/civvies etc.
13. We will make appointments 24hours prior to visit the school premises.

14. We understand that our child must follow the school rules so as to protect the safety, interests, and rights of all individuals in the classroom.
15. We, not the school, are responsible for the behavior and actions of our child.

*I understand that failure to adhere to these commitments may result in my child losing various LANDMARK ACADEMY privileges and may result in my child being disinvented from school.*

## **SPECIAL SERVICES**

Landmark Academy provides scholars with the following special services as a step to ensure that all barriers to learning are removed. The services offered are outlined below:

### **Counseling Services**

The Landmark Academy School counselor offers individual counseling to help students resolve personal or interpersonal problems. Teachers or parents may refer a scholar to see the school counselor and the counselor is also able to provide supportive services to parents as well. The school counselor may also offer small group counseling to help students enhance listening and social skills, learn to empathize with others, and find social support through healthy peer relationships. For students who are otherwise unable to access mental health services, the school counselors provide support at no cost.

Further, the counselor often helps students:

- Maintain academic standards and set goals for academic success.
- Develop skills to improve organization, study habits, and time management.
- Work through personal problems that may affect academics or relationships.
- Improve social skills.
- Cope with school or community-related violence, accidents, and trauma.
- Identify interests, strengths, and aptitudes through assessment.

## **MANDATORY CHILD ABUSE REPORTING**

It is our responsibility to provide a safe, supportive, and responsive school environment for all students. Landmark Academy believes that all students have the right to be protected from abuse and neglect.

We acknowledge the necessity of this policy to ensure school personnel are able to recognize and report suspected cases of abuse and neglect to the police and the Department of Social development. In an event where Landmark Academy suspects abuse of any kind, including physical, sexual or emotional, the school will report the event to the relevant authorities with or without the parents knowledge or consent.



