**JAHARI**

**CHRISTIAN ACADEMY**

****

**CODE OF CONDUCT**

The code of conduct has been explained to me. I understand the school rules and how I am expected to behave at school, or wherever I represent the school wearing my school uniform. I promise to comply with the rules and the code of conduct at all times. I understand the implications of any misconduct.

Student Name: …………………………………………… Date: ………………………………

Signature (student): ………………………………………………………………………….

**January 2021**

# 1. SCHOOL VISION

Our vision for this school is to fulfil God’s calling on our lives to reach out to the “Fatherless” and to bring the children in our care into the Kingdom of God. It is our desire to create a loving, controlled environment to unlock every student’s full potential. Through daily personal attention, and the use of our international curricula, the children will develop in character, academic competency, sport, and self-discipline. It is a desire of our hearts to give every student a head start in life that will place them on the road to success.

# 2. SCHOOL MISSION

To provide relevant individualized quality curriculum materials, training and biblical instruction from Grade 1 to Grade 12 to empower learners with academic excellence and Godly character.

# 3. SCHOOL POLICY

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

Therefore, the beginning of all godly education is … the FEAR OF THE LORD.

**Psalm 111:10**

*“The fear of the Lord is the beginning of wisdom, all who follow His precepts have good understanding”. (NIV)*

**Proverbs 1:7**

*“The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline”. (NIV)*

**Proverbs 14:26,27**

*“He who fears the Lord has a secure fortress, and for his children it will be a refuge. The fear of the Lord is a fountain of life, turning a man from the snares of death”.*

The **fear of the Lord** means to honour, respect, love, and obey God, and in so doing, we reap the benefits in life. If we exclude God from education, we exclude the source of all true knowledge and wisdom.

The purpose of the Code of Conduct provides a frame of reference for all learners towards fulfilling the school’s vision and mission, to establish a disciplined, safe and purposeful school environment, and is dedicated to the improvement and maintenance of the quality of the learning process. The Code of Conduct is to be endorsed by all learners at the school. It is a model based on the standards that the staff, learners and parents of the school believe in.

# ****RIGHTS AND RESPONSIBILITIES****

For quality learning to take place, certain rights and responsibilities need to be recognised, including the right to**:**

* personal safety and security of property
* a clean and functional environment
* fair treatment
* listen and  be heard
* undisturbed access to knowledge, skills and resources
* to have progress assessed

With every right there is a matching responsibility. To protect the rights of individuals, it is the responsibility of each learner not only to refrain from infringing such rights but to prevent others from doing so.

# ****EXPECTATIONS****

In order to maintain a disciplined and effective learning environment, learners are expected to be mature and responsible.

Learners can make a positive contribution by being honest, diligent, friendly, punctual, neat and courteous.  They must behave in a manner which is respectful to all cultures and to the rights of all. (See Addendum 1, FHHS Courtesy Regulations for more details.) In addition, it is the duty of all learners to protect the rights of others.

Commitments must be honoured. Homework and daily review should be routine and deadlines must be met.

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# SCHOOL RULES

These rules are applicable where a learner is on the school premises, at a school function or school activity, or in a public place where he or she is identifiable, or likely to be identified, as a learner of Jahari Christian Academy.

|  |  |
| --- | --- |
| 1. | A learner shall not use foul, abusive, racist, sexist or blasphemous language. |
| 2. | A learner shall not assault, threaten, bully, harass, abuse, intimidate, victimise or endanger the life or safety of anyone. |
| 3. | A learner shall not possess any weapon, knife or dangerous object. |
| 4. | A learner shall not smoke, use drugs or consume intoxicating liquor, nor may a learner associate himself or herself with any learner smoking, using drugs or consuming liquor as aforesaid. |
| 5. | A learner shall not attend a school function or activity whilst under the influence of drugs or intoxicating liquor. |
| 6. | A learner shall attend school for the whole of the prescribed school hours. In the case of absence a learner shall, on returning to school, furnish the Principal with a written note, signed by his/her parent or guardian, explaining the reason for his/her absence.  A medical certificate is required for any absence during examinations and for absence from control tests, orals and other continuous assessment (CASS) work. |
| 7. | A learner may not be absent from a class or leave the school premises during school hours without the permission of the Principal or his or her nominee. |
| 8. | A learner shall not damage, vandalise, deface or soil school property or the property of another. |
| 9. | The personal appearance and dress of a learner whenever travelling to or from any place as a learner of Jahari Christian Academy (whether or not that learner is wearing the official school uniform) shall conform to such standards of decency and propriety as are considered adequate and appropriate by the Principal or his or her nominee in charge of the learner at the time. |
| 10. | Learners shall at all times wear the full official school uniform as specified by the Board of Governors unless permitted otherwise by the Principal or his or her nominee. |
| 11 | A learner shall not hitchhike on a public road in School uniform. |
| 12. | No notice, banner or communication may be displayed on the premises without the permission of the Principal or his or her nominee. |
| 13. | A learner may not possess or view pornographic or undesirable material. |
| 14. | A learner may not use a cell phone or other electronic device during school hours, including breaks, unless permission from the supervisor has been given. |
| 15. | A learner shall not by way of any conduct or utterance bring the good name of the School into disrepute. |
| 16. | A learner shall obey, observe and carry out all regulations made and issued by the Principal or his or her nominee, and any instructions or directives given to the learner by an educator. |

# ****MISCONDUCT****

Failure to abide by the school rules and regulations and infringing the rights of others constitutes misconduct.

## ****7.1 PENALTIES FOR MISCONDUCT****

Penalties for misconduct range from verbal warnings and extra work to suspension and suspension pending a decision on expulsion.  All punishment must be seen to be fair, reasonable and consistent.  Misconduct can be categorised as follows**:**

**Minor misdemeanours** may incur detention, or suspended detention, and confiscation.  Examples are uniform faults such as shirts hanging out and wearing jewellery or non-uniform items.

**Serious offences** may lead to multiple detentions (up to two hours per day, every week day, Saturday (afternoon) detention, removal from a class, Daily Report, loss of privileges, letters to parents, interviews with parents, counselling etc).  Examples of serious offences are not doing homework, disobedience (such as repeated misdemeanours), insolence, abusive behaviour, and absence from school without permission.

A learner may not offer or receive outside assistance in tests or examinations, or place himself or herself in a position which allows them to give or receive outside assistance.  Learners may not share notes or any form of memory aid with fellow students.  No learner may have a cell phone in their possession during class time. In addition to the penalties for a serious offence, a learner who cheats or is suspected of cheating in tests or exams can get ZERO for such a test / exam.

**Very serious offences** may lead to community service, corrective action as envisaged under the Discipline Policy, suspension, or suspension with a view to expulsion.  Criminal activities may be reported to the SAPS.  Defiance of the Code of Conduct, threatening the physical safety of anyone, any behaviour which disrupts the effective functioning of the School, the possession, use or distribution of unauthorised drugs or alcohol, vandalism, theft, fraud and plagiarism are all examples of very serious offences.  A more detailed schedule of **very serious** offences may be found in Addendum 3.

# ****CIRCUMSTANCES COVERED BY THIS CODE****

This Code applies while a learner is in school uniform, participating in an activity sanctioned by the School, or when he/she is in any public place where he/she is likely - by reason of any utterance or conduct on his/her part - to be identified by the public as a learner of Jahari Christian Academy.

# ****DUE PROCESS****

In all cases of misconduct, learners must be clearly informed of the specific offence committed and the punishment they face.

 For all but the very serious offences, learners may appeal promptly against perceived unfair punishment.  Appeals to the supervisor should be made within 24 hours.  If these appeals are unsuccessful, learners may appeal to the Principal within 48 hours.

In the event of learners being charged with a very serious offence, the learners and the parents / guardians must be informed separately in writing of the charges, the possible consequences of those charges, the date, time and place of a hearing and of the learner's right to representation at the hearing. The hearing must take place at least 5 days after receipt of the letter unless the learner and parents request it to be brought forward

At the hearing, the rights of the learner and his/ her representative must be made clear to them. In the event of a potential expulsion, the final decision to expel shall be taken by the School’s management board.

# ****10. COURTESY  REGULATIONS****

The following are intended to reduce the stress experienced in our crowded classrooms and passages and to teach everyone valuable life skills. Manners have to be so well-learned that courteous behaviour is automatic.  Courtesy then becomes an effortless aid to friendly relationships.

* Do not run in the learning centre.
* Greet everyone, especially adults, at least with a smile.
* Do not shout indoors.
* NEVER sit down until invited to do so, once you enter an office or classroom.
* ALWAYS stand up when an adult who is standing or walking by addresses you, unless they expressly excuse you from the courtesy.
* Use "Please" whenever you want assistance and "Thank you" at least as often.
* Acknowledge instructions and advice with an appropriate response: "Yes, ma'am", "No, sir" or "Thank you".
* Respect the personal space of others. Getting up close to a person suggests intimacy that is inappropriate at school or work.
* Ask permission to leave your seat.

# Annexure A

20 Example of a Code of Conduct for a School

JAHARI CHRISTIAN ACADEMY

# Learner Commitment

I, ………………………………………………………………………………………………….., a learner at Jahari Christian Academy, understand the rules and their implications and hereby commit to:

* Abide by the Code of Conduct and Disciplinary System.
* Behave in a courteous and considerate manner and respect other learners, all members of staff and visitors to the School.
* Treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
* Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time.
* Cooperate with my teachers and other School staff.
* Assist in making the School a safe place for all.
* Seek help if I need it.
* Let the School know if I feel my rights have been infringed, or if I experience any other difficulty.

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*Learner Parent/Guardian*

..........................................................

*Date*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Annexure B 20 Example of a Code of Conduct for a School  JAHARI CHRISTIAN ACADEMY List of Offences  |  |  |  |  | | --- | --- | --- | --- | | **Grade 1 Offences** | **Grade 2 Offences** | **Grade 3 Offences** | **Grade 4 Offences** | | * littering * excessively noisy or unruly behaviour before School, during breaks, and after School * eating, drinking or chewing gum during any contact time (class and assembly) * misconduct in an assembly * entering an out of bounds area, classroom or passage without permission * loitering in the passages, at the tuck shop, at the toilets, or change rooms * misconduct or poor sportsmanship during an extra-mural activity’s practice, intra- or inter-School competition or league fixture * failure to:   + submit an absentee note or exit notes by the stipulated deadlines, return a library book by the due date, or pay the fine for overdue book/s, attend detention * continual interference with another learner which causes minor physical or mental discomfort * misconduct during detention * minor infringements of uniform regulations: * wearing of printed T-shirts; * an incorrect jersey or tracksuit top as an outer garment; * ; wearing of jewellery * failure to wear the correct full School uniform when in a public place, including the wearing of unauthorised items * failure to wear the correct sports kit for a match or practice * hitchhiking while in School uniform, formal or sport dress * disruptive behaviour in class * failure to: * do classwork set and submit homework * bring the required textbooks, notes, stationery, or equipment to a lesson * hand work in on time * copying another learner’s classwork or homework * defacing School property * reporting late for class, * possession and/or use of a cell phone, computer game, iPod and similar electronic devices, during all contact time (class or assembly) * arriving late for School without an excuse note | • vandalism  • interfering with another person’s possessions/ property without the owner’s consent  • racism: remarks/ insults  • forgery: altering of official documents such as medical certificates and qualifications and fraudulent use thereof  • intimidation by verbal or physical threat to harm the person or his property (bullying)  • swearing, lying or using obscene gestures  • verbal or non-verbal abuse  • disrespect or insolence  • insubordination – ignoring or failing to carry out a specific instruction (to include failure to do work/punishment  • fighting, common assault or attempted assault  • public disturbance and public indecency  • gambling  • failure to attend detention without prior submission of a written excuse or note  • unacceptable hair styles, including bleaching or colouring  • display of visible tattoos  • using a cell phone as a means of communication during formal testing  • cheating, attempting to cheat, or having forbidden material or information in a test venue during controlled testing (class tests, term tests, internal exams). This includes any form of communication, verbal or non-verbal, with another learner  • truancy from any contact time  • possession or use of fire crackers  • failure to attend an extra-mural activity, fixture or function as a participant or official  • any action which brings the School’s name into disrepute  • possession of offensive material, excluding pornographic material  • tampering with safety and other equipment on School premises  • unreasonable repetition of a Grade 1 offence  Example | • possession of weapons that can cause physical injury (knives, etc.)  • entering the School premises while under the influence of alcohol/drugs  • possession, copying, distribution, use or displaying of pornographic material  • assault with the intent to do grievous bodily harm  • truancy from School or leaving School grounds without the necessary permission  • taking part in any form of illegal strike action/ meeting/campaign on School premises  • any learner who, in or outside of the buildings, or on or off the premises of the School, whilst under the control of the School authorities, intentionally conducts himself in a manner which is or could be seriously detrimental to the maintenance of order or discipline at the School  • violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing teachers from providing teaching, or in any other manner  • violating the rights of the teacher to carry out his/her tasks, to the detriment of the School, the staff, the teacher, or fellow learners  • reckless or negligent driving whether in School uniform or not, and whether on the School property or not  • unreasonable repetition of a Grade 2 offence  22 Example | • use of weapons that cause physical injury (knives, etc.)  • possession and/or use of a firearm, firearm magazine, ammunition, dangerous or lethal weapon  • possession, using and/or dealing in drugs, or alcohol, or any other intoxicating substance  • poisoning, or attempting  to poison another person  • theft, robbery, breaking  and entering • malicious damage/ injury to property of the School, staff members, fellow learners or any other person or body  • rape, attempted rape, or indecent assault  • physical assault that results in bodily harm  • sedition or inciting any form of illegal strike action/meeting/campaign on School premises  • Any offence punishable under common law |  List of Offences and Possible Corrective Action  |  |  | | --- | --- | | **Grade 1 Offences** | **Possible Corrective Action** | | 1. Academic: Books/work materials left at home; homework -not done on time/copied  2. Extra-mutual activity: Non-attendance at practices and matches (without a valid excuse to teachers/ coach)  3. Personal conduct in classroom/on playground:   * Inappropriate displays of affection between learners; late arrival for class; uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; defacing desks/walls/books/cases with graffiti; eating/chewing in class; littering; and cell phone ringing   4. Dress code: Untidiness/unkempt appearance; School dress code not followed | Corrective actions/sanctions are carried out by the individual teacher and may include the following:  • Verbal reprimand;  • Written punishment;  • Detention at break;  • Subtracting marks (homework);  • Temporary confiscation until the end of School term  (e.g. uniform, jewellery, cell phones, bags and cases);  • Removing graffiti from bags and cases at break;  and  • Written notification | | **Grade 2 Offences** | **Possible Corrective Action** | | 1. Plagiarism of any work or cheating/attempted  cheating in class test/assignment  2.Damage to property/possession of other learners’ Property  3. Defiance/disregarding of an authority figure’s instructions  4. Detention – non-attendance  5. Disregarding test/examination procedures  6. Disruptive/uncooperative in class  7. Disruptive behaviour frustrating teaching and learning in the classroom  8. Repeated dress code infringements (including hair and personal grooming)  9. Fighting  10. Fire-crackers  11. Forgery, e.g. parent/guardian’s signature  12. Gambling on or off School property  13. Graffiti: books, case, desks, walls, etc.  14. Late for School – three (3) days  15. Late arrival at School after 8:20 am  16. Lying  17. Offensive material  18. Smoking – possession of cigarette/holding cigarette/caught in the act on/off School property  19. Smoking – selling cigarettes on/off School property  21. Sticking a sharp object, e.g. pin, pen, nib, etc. into a fellow learner  22. Substance abuse – possession/sniffing of unauthorised substance / chemicals  23. Threatening assault/intimidation of a fellow learner  24. Truancy – bunking a lesson  25. Truancy – bunking a day or part of a day  26. Vandalism – defacing/damaging/breaking School property  27. Verbal abuse of a fellow learner | Nought for test and warning letter  Repair/replacement, warning letter and Principal’s Detention  Suspension from class, warning letter and Principal’s detention  Making up missed detention, warning letter and an information hearing  Warning letter and Principal’s detention  Identification of culprit/s and grade teacher to organise corrective measures  Warning letter and detention  After three (3) warnings, Principal’s detention  Warning letter and detention  1st offence: Special detention  2nd offence: Special Detention  3rd offence: Information disciplinary hearing, special  detention and professional counselling  Removal, warning letter and Principal’s detention  Phone call to parents and detention  Phone call to parents and Principal’s detention  Warning letter and detention  Warning letter and detention  Phone call to parents and detention  Phone call to parents, warning letter and detention  Removal, warning letter and Principal’s detention  1st offence: Special detention  2nd offence: Special detention  3rd offence: Formal disciplinary hearing, special  detention and professional counselling  (All cigarettes and lighters to be confiscated)  1st offence: Information disciplinary hearing, warning letter and special detention  2nd offence: Formal disciplinary hearing, warning letter and special detention  Warning letter and detention  Information hearing, warning letter  Phone call to parents and warning letter and detention  Principal’s detention  Phone call to parents, warning letter and detention  Phone call to parents, repairs/payment of damages,  warning letter and detention  Warning letter and detention | | **Grade 3 Offences** | **Possible Corrective Action** | | 1. Alcohol – possession at School or on a School outing / smelling of liquor / under the influence at School or on School outing  2. Assault on a fellow learner (causing bodily harm)  3. Bullying/Intimidation  4. Cheating/attempted cheating in examination/cycle test/portfolio work  5. Cheating/attempted cheating in final Grade 12 examination  6. Possession/distribution of test or examination material prior to test or examination being written  7. Ongoing disruptive behaviour in classroom  (frustrating School’s educational programme)  8. Disruptive behaviour on School property or on  School sponsored fixture/outing/trip/tour  (frustrating School’s educational/extracurricular  programme)  9. Engaging in a conspiracy to disrupt the proper functioning of School through collective action  10. Drugs – consumption not associated with School  11. Gangs – promoting formation forming of/associating with/furthering activities of School gangs/‘social groups’  12. Involving/attempting to involve outsiders in disputes between learners  13. Pornography – distribution at School  14. Public indecency  15. Racist conduct that defames a learner/teacher Suspension from class/School.  16. Improper suggestions of a sexual nature  17. Sexual harassment of teacher/learner  18. Threatening to assault/intimidating a teacher  19. Verbal abuse of a teacher | Disciplinary hearing, warning letter, community service and detention  Suspension from class/School. Disciplinary hearing,  warning letter, community service and detention  3. Bullying/Intimidation  Nought and warning letter  Implementation of official provincial procedures  Disciplinary hearing, nought for test/examination, warning letter, community service, detention/official  provincial procedures for Grade 12  Suspension from class/School. Disciplinary hearing, warning letter, community service and detention  Suspension from class/School. Disciplinary hearing, warning letter, community service and detention  Suspension from class/School. Disciplinary hearing, warning letter, community service and detention  Interview with parents, professional intervention  Suspension from School. Disciplinary hearing, warning letter and detention  Disciplinary hearing, warning letter, community  service and detention  Disciplinary hearing, warning letter, community service and detention  Disciplinary hearing, warning letter, community service and detention  Disciplinary hearing, warning letter, community service and detention  Disciplinary hearing, warning letter, community service and detention  Suspension from School. Disciplinary hearing, warning letter, community service and detention  Suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion  Suspension from School. Disciplinary hearing, warning letter, community service and detention or expulsion | | **Grade 4 Offences** | **Possible Corrective Action** | | 1. Alcohol – drinking/drunk at School or on School or on School outing   2. Alcohol – drinking in public  3. Assault on a learner causing serious bodily harm  4. Assault on a teacher  5. Bribery/attempted bribery of any person respect of any test/examination material  6 Dangerous weapon or object, e.g. knife –  possession at School  7. Dangerous weapon or object, e.g. firearm – possession at School/on School outing  8. Drugs/illegal substances – possession at School/on School outing  9. Drugs/illegal substances – consumption/under the influence at School/on School property  10. Drugs/illegal substances – dealing (‘pushing’) at School / on School outing  11. Forgery of any document or signature to the potential/actual prejudice of the School  12. Fraud (financial)  13. Hostage-taking  14. Satanic practices that damage property or cause harm to people or any other living creatures.  15. Sexual assault/rape  16. Theft/dishonest conduct to the prejudice of  another person  17. Trading in test/examination material for personal monetary gain  18. Vandalism – malicious damage to School/teacher’s property | Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion  Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion  Suspension from School. Disciplinary hearing and expulsion  Suspension from School. Disciplinary hearing and expulsion  Disciplinary hearing, warning letter, community service and detention/expulsion  Suspension from School. Disciplinary hearing,  appropriate punishment, e.g. community service,  detention/expulsion  7. Dangerous weapon or object, e.g. firearm –  possession at School/on School outing  Suspension from School. Disciplinary hearing, warning letter, community service and detention  Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling  Suspension from School. Disciplinary hearing and expulsion  Suspension from School. Disciplinary hearing, warning letter, community service and detention/expulsion  Suspension from School. Disciplinary hearing, compensation, warning letter, community service and detention/expulsion  Disciplinary hearing and expulsion  Suspension from School. Disciplinary hearing, warning letter, community service, detention and professional counselling/expulsion  Suspension from School. Disciplinary hearing and expulsion  Disciplinary hearing, replacement of stolen articles, warning letter, community service and detention/expulsion  Disciplinary hearing, warning letter, community service, detention/expulsion  Disciplinary hearing, repair damage, warning letter, community service and detention/expulsion | |

# Annexure C:

School: …………………......................................………………….

**Written Warning**

Name of learner: ......................................................................................................................................

Learner ID number: ..................................................................................................................................

Subject: ....................................................................................................................................................

Supervisor: ..............................................................................................................................................

The above learner has breached the disciplinary code.

Date of offence: ................................................................................................................

Grade of offence: .............................................................................................................

Nature of offence:

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Learner’s statement:

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*Learner Teacher*

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*Witness Grade Head*

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*Date*

*• One (1) copy to learner, original to be kept by GRADE HEAD.*

*• Learner’s signature does not signify admission of guilt, but that charges and action taken have been explained.*

# Annexure D:

School: …………………......................................………………….

**NOTICE DISCIPLINARY HEARING**

Name of learner: ......................................................................................................................................

Learner ID number: ..................................................................................................................................

Subject: ....................................................................................................................................................

Supervisor ..............................................................................................................................................

A formal disciplinary hearing will be held and you are obliged to be present:

Date of hearing: .......................................................................................................................................

Venue of hearing: .....................................................................................................................................

Time of hearing: .......................................................................................................................................

Date served: ............................................................................................................................................

The charge against you is as follows:

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Date of offence: .......................................................................................................................................

Nature of offence:

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## Suspension from class

**You are further advised that you have been suspended from class from: …………………….. until ………………………………..**

During your period of suspension, you will not be permitted on the School premises unless written permission has been given to you by a senior member of management, or for attending this hearing.

## Rights of Learner facing Disciplinary Action

Learner’s rights (to be read by Server):

* The right to a formal hearing.

• The right to be present at the hearing.

* The right to be given time to prepare your case.

• The right to be given advance notice of the charges.

• The right to be represented at the hearing by an internal representative.

• The right to be assisted at the hearing by parents/guardian if under age.

• The right to ask questions on any evidence produced, or on statements of witnesses.

• The right to call witnesses to testify on your behalf.

* The right to an interpreter (to be requested in writing by yourself, the learner, 24 hours prior to the hearing).

• The right to appeal within five (5) School days against any penalty by the Disciplinary Committee.

* If you do not attend, the hearing will be conducted in your absence.

I certify that the above rights have been read and explained to the learner.

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Designation: .......................................................... ...........................................................

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*Learner Witness*

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*Witness Grade Head*

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*Date*

*• Note: Learner receives one (1) copy and the signed copy must be kept and filed.*