



CEDARWOOD COLLEGE 2018

CODE OF CONDUCT

Cedarwood College aims to promote **positive** behaviour. This document will be a reflection of the various types of behaviours and the consequences for not adhering to there.

Each behaviour (whether positive or negative) is a reflection of your ability to apply the acceptable values of the world we live in. Below are the same some of the values that Cedarwood College subscribe to:

Values	Acceptable behaviour
Honesty	<ul style="list-style-type: none">* Obeying the exam and test rules during assessments* not cheating* Not talking during exam and test sessions* Not using electronic equipment without permission* Always telling the truth
Responsibility	<ul style="list-style-type: none">* Homework always done* Class work always done* Work is original and not copied or plagiarised* Stationery at school* Textbooks and exercise books always in class* Attending school regularly* Not using cell phones in class without permission* Not using electronic devises in class without permission* Not being absent from extra murals or extra classes without permission* Not damaging property (belonging to others, the school etc.)* Behaving in an acceptable manner when at school, going to camps or anywhere else where you are representing the school.* Actively participating in curricular and extra-curricular activities.* Being on time for curricular and extra-curricular activities (such as school, class, matches, practices etc.)

	<ul style="list-style-type: none"> * Bring the correct extra mural and extra-curricular kits/gear/uniform to school when required and wearing it with pride. * Not getting involved or initiating any act that would endanger the safety of teachers, parents and pupils at school. * Not bringing to school any dangerous weapons/tools/equipment/paraphernalia to school
Valuing human dignity	<ul style="list-style-type: none"> * Not bullying others in any form * Being obedient * Knowing that your behaviour has an effect on others and not being disruptive * Not engaging in any activity that constitutes intimidation or threatening or others * Not getting involved in any verbal or physical fighting
Respect	<ul style="list-style-type: none"> * Respecting others, their property and their differences * Not using swear words, inappropriate language or signs * Not back-chatting * Not taking/removing/hiding anyone's property without their permission
Pride/own value	<ul style="list-style-type: none"> * Wearing the correct uniform with pride * Not displaying any visible tattoos, piercings (other than studs or sleepers) and religious symbols * Keeping hair short (boys) and neat * Keeping long hair tied back (girls) and neat * Not wearing make-up or nail polish to school or when in a school uniform * Keeping your hair's natural colour and not having it dyed * Not smoking or using any unlawful substances on the school property or when in uniform * Not engaging or initiating inappropriate behaviour with others.

PLEASE NOTE THAT NO CELL PHONES OR ELECTRONIC DEVICES CONTAINING THE ABILITY TO PHONE, ACCESS WHATSAPP, SMSs OR SOCIAL MEDIA MAY BE USED DURING SCHOOL HOURS. PUPILS WHO BRING THESE DEVICES TO SCHOOL DO THIS AT THEIR OWN RISK. CELL PHONE SHOULD BE HANDED IN DURING REGISTER PERIOD AND COLLECTED AFTER SCHOOL

Corrective actions for minor offences:

Unacceptable behaviour	Action (in order listed)
Homework and classwork not done or completed/ evidence to attempt the homework.	<ol style="list-style-type: none"> 1. Break detention and register to be kept by teacher on duty 2. After 5 break detentions, Friday detention. 3. Unacceptable behaviour needs to take into account the nature of the child's difficulty/disorder/barrier. And support or restorative practice needs to be evident.
Any other transgression not listed above or that are not mentioned in the major offences section	<ol style="list-style-type: none"> 1. 1 Demerit for each transgression 2. After 5 Demerits Friday detention (13:45-17:00) 3. After 5 Friday detentions to see school principal and meeting with parents 4. Corrective action at the discretion of school principal (in the best interest of the school and other pupils)
Absenteeism from school	<ul style="list-style-type: none"> * ± 5 Days absent with a month or * ± 15 Days absent in a year results in letter to the department of education

Corrective action for major offences

Unacceptable behaviour	Action (depending of severity of the misconduct, this is dealt with at the discretion of disciplinary committee or in order as listed below)
Not obeying the exam and test rules during assessments	<ul style="list-style-type: none"> * Zero for assessment * Disciplinary hearing
Damaging property (belonging to others, the school etc.)	<ul style="list-style-type: none"> * 1st written warning * 2nd written warning * Disciplinary hearing * Suspension or expulsion from school
Getting involved or initiating any act that would endanger the safety of teachers, parents and the pupils at school	<ul style="list-style-type: none"> * Disciplinary hearing * Suspension or expulsion from school
Bringing to school any dangerous weapons/tools/equipment/paraphernalia	<ul style="list-style-type: none"> * Disciplinary hearing * Suspension or expulsion from school
Bullying others in any form	<ul style="list-style-type: none"> * 1st written warning * 2nd written warning * Disciplinary hearing * Suspension or expulsion from school
Engaging in any activity that constitutes intimidation or threatening of others	<ul style="list-style-type: none"> * 1st written warning * 2nd written warning

	<ul style="list-style-type: none"> * Disciplinary hearing * Suspension or expulsion from school
Getting involved in physical fighting	<ul style="list-style-type: none"> * 1st written warning * 2nd written warning * Disciplinary hearing * Suspension or expulsion from school
Taking/removing/hiding anyone's property without their permission	<ul style="list-style-type: none"> * Disciplinary hearing * Suspension or expulsion from school
Smoking or using any unlawful substances on the school property or when in uniform	<ul style="list-style-type: none"> * 1st written warning * 2nd written warning * Disciplinary hearing * Suspension or expulsion from school
Engaging or initiating inappropriate behaviour with others (including that of a sexual nature)	<ul style="list-style-type: none"> * 1st written warning * 2nd written warning * Disciplinary hearing * Suspension or expulsion from school
Using swear words, inappropriate language or signs	<ul style="list-style-type: none"> * 1st written warning * 2nd written warning * Disciplinary hearing * Suspension or expulsion from school

Appeals procedure:

The learners and/or the learner's parents/guardians have the right to appeal against any finding of guilty of a disciplinary hearing and/or sanction imposed by the school (this only refers to when disciplinary hearing are held).

The appeal must be given to the Head in writing.

The appeal process applies to both individuals and to collective disciplinary matters. The school reserves the right to initiate separate or collective appeal processes to deal with any of the appeals that are lodged.

- Typical grounds for such an appeal may include inter alia:

- (a) The disciplinary procedure was not followed properly; and/or
- (b) The decision on guilt was not considered correct or fair; and/or
- (c) The sanction imposed was not considered inappropriate, and/or

- (d) Mitigating factors were not properly considered; and/or
- (e) The Chairperson was considered to be biased, did not apply his/her mind, or supposedly made a subjective decision; and/or
- (f) The learner was not in a position to properly present his/her case; and/or:

- The learner and/or the learner’s parents/guardians wishing to appeal must motivate his/her appeal in writing, and set out his/her grounds for appeal.
- The request for appeal must be submitted to the school within 5 working days of a decision having been communicated to the parents/guardians.
- If the learner has been suspended, pending the completion of the hearing process, the submission of an appeal will not affect the suspension which will remain in effect until the appeal process has also been concluded. In the case of any other formal disciplinary action being imposed, the implementation of such action will be delayed pending the appeal process
- The learner’s basic right to an appeal against disciplinary action does not ordinarily mean that all the matters raised at the disciplinary hearing will be “re-heard”. The appeal procedure is generally limited to only assessing the decision made on the merits of the matter, the finding of guilty, and/or the sanction, and is based on the grounds and motivations lodged in the appeal.
- An appeal will be decided by the disciplinary committee and their decision must be communicated to the learner and/or the learner's parents/guardians in writing within 3 working days of receiving the appeal.
- The conclusion of the School’s appeal procedure is the final step in the school disciplinary process and marks the exhaustion of internal disciplinary measures

RECORD OF CHANGES

<u>Date</u>	<u>Page no, heading, brief description of changes</u>	<u>Entered by</u>
14 Sept 2017	None	R Da Cruz