



**CEDARWOOD SCHOOL**  
**College Code of Conduct**

## Cedarwood School: College Code of Conduct for Pupils: 2019

**Name of pupil:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

Cedarwood College aims to promote **positive** behaviour. This document reflects the various types of behaviours expected at Cedarwood College and the consequences for not adhering to the Code of Conduct.

The first line of intervention when the Code of Conduct is not adhered to, is to apply the principle of restorative justice (where this is possible).

Each behaviour (whether positive or negative) reflects the ability to apply the acceptable values of the world we live in. Below are the core values that Cedarwood College subscribes to:

1. We Care
2. Open Engagement
3. Respect
4. Community
5. Inclusion of Diversity
6. Best Practice

**A Cedarwood pupil will always show the following desirable behaviour (this is not an exhaustive list):**

- \* Obey the exam and test rules during assessments
- \* Act with honesty and integrity in all tasks
- \* Remain quiet during exam and test sessions
- \* Ask for permission to use electronic equipment
- \* Tell the truth always
- \* Give the necessary attention to homework
- \* Complete class work always
- \* Submit original work
- \* Bring stationery to school
- \* Have textbooks and exercise books in class
- \* Attend school regularly
- \* Attend extra murals or extra classes diligently

- \* Respect other people and the school's property
- \* Behave in an acceptable manner when at school, going to camps, or anywhere else when representing the school.
- \* Participate actively in curricular and extra-curricular activities.
- \* Arrive on time for curricular and extra-curricular activities (such as school, class, matches, practices etc.)
- \* Bring the correct extra mural and extra-curricular kit/gear/uniform to school when required and wear it with pride
- \* Respect and safeguard the safety of teachers, parents and pupils at school
- \* Bring to school only safe equipment that is permitted by a teacher and that enhances educational experience
- \* Act respectfully, honestly and with integrity when engaging with others
- \* Is obedient
- \* Know that certain behaviours influence others and is, therefore, quiet and attentive
- \* Engage in activities and conversations that edify others
- \* Foster nurturing relationships with everyone in the school
- \* Respect others, their property and their differences
- \* Use respectful language and signs
- \* Listen to teachers, peers and elders respectfully before responding
- \* A Cedarwood pupil will only handle another person's property with their permission
- \* Wear the correct uniform with pride
- \* Cover all visible tattoos, piercings (other than studs or sleepers), and religious symbols
- \* Keep hair short (boys) and neat
- \* Keep long hair tied back (girls) and neat
- \* Keep face and nails natural and free of makeup and/or nail varnish
- \* Keep hair a natural colour
- \* Behave in accordance with the country's laws and the values of the school when on the school's property or when in uniform
- \* Engage in appropriate behaviours at all times

Pupils who display the values of the school and show desirable behaviours on a consistent basis may be given a compliment slip during line up. After receiving 5 compliment slips, the pupil qualifies for an incentive from the school.

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

**Corrective actions for minor transgressions:**

<p><b>Unacceptable behaviour:</b> When considering actual or perceived unacceptable behaviour, consideration should be given to the nature of the child's difficulty/disorder/barrier and support or restorative practice may need to be considered first.</p>	<p><b>Action (in order listed)</b></p>
<p><b>Homework and classwork not done or completed/ no evidence to attempt the homework.</b></p>	<ol style="list-style-type: none"> <li>1. Break detention. Register to be kept by teacher on duty.</li> <li>2. After 5 break detentions, Friday detention (13:45 – 16:00)</li> <li>3. After 2 Friday detentions, meeting with school principal and parents.</li> <li>4. Corrective action at the discretion of school disciplinary committee (in the best interest of the school and other pupils)</li> </ol>
<p><b>Any other transgression not listed above or that are not mentioned in the major offences section</b></p>	<ol style="list-style-type: none"> <li>1. 1 Break detention for each transgression.</li> <li>2. After 5 break detentions, Friday detention (13:45-16:00)</li> <li>3. After 2 Friday detentions, meeting with school principal and parents.</li> <li>4. Corrective action at the discretion of school disciplinary committee (in the best interest of the school and other pupils)</li> </ol>
<p><b>Absenteeism from school</b></p>	<ul style="list-style-type: none"> <li>* 5 days absent within a month or</li> <li>* 15 days absent in a year results in letter to the Department of Education.</li> </ul>

**Corrective action for major transgressions**

<p><b>Unacceptable behaviour</b></p>	<p><b>Action (depends on the severity of the misconduct. Dealt with by the disciplinary committee or in order as listed below)</b></p>
<p><b>Not obeying the exam and test rules during assessments</b></p>	<ul style="list-style-type: none"> <li>* Zero for assessment</li> <li>* Disciplinary hearing</li> </ul>
<p><b>Damaging property (belonging to others, the school etc.)</b></p>	<ul style="list-style-type: none"> <li>* 1<sup>st</sup> written warning</li> <li>* 2<sup>nd</sup> written warning</li> <li>* Disciplinary hearing</li> </ul>
<p><b>Getting involved in or initiating any act that would endanger the safety of teachers, parents and the pupils at school</b></p>	<ul style="list-style-type: none"> <li>* Disciplinary hearing</li> </ul>

Bringing to school any dangerous weapons/tools/equipment/paraphernalia	* Disciplinary hearing
Bullying others in any form	* 1 <sup>st</sup> written warning * 2 <sup>nd</sup> written warning * Disciplinary hearing
Engaging in any activity that constitutes intimidation or threatening of others	* 1 <sup>st</sup> written warning * 2 <sup>nd</sup> written warning * Disciplinary hearing
Getting involved in physical fighting	* 1 <sup>st</sup> written warning * 2 <sup>nd</sup> written warning * Disciplinary hearing
Taking/removing/hiding anyone's property without their permission	* Disciplinary hearing
Using any unlawful substances on the school property or when in uniform	* 1 <sup>st</sup> written warning * 2 <sup>nd</sup> written warning * Disciplinary hearing
Engaging or initiating inappropriate behaviour with others (including that of a sexual nature)	* 1 <sup>st</sup> written warning * 2 <sup>nd</sup> written warning * Disciplinary hearing

Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Gr: \_\_\_\_\_  
(Learner) SIGN

Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian 1) SIGN

Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian 2) SIGN

**RECORD OF CHANGES**

<b><u>Date</u></b>	<b><u>Page no, heading, brief description of changes</u></b>	<b><u>Entered by</u></b>
01/01/19	None	Management