



# College

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## CEDARWOOD SCHOOL College Code of Conduct

This policy must be read in conjunction  
with the POPIA Manual

### Cedarwood School: College Code of Conduct for Pupils: 2024

**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

All Cedarwood pupils are expected to practice the following desirable behaviour in line with the core values (this is not an exhaustive list):

- \* In accordance with the country's laws and Values of Cedarwood school when on the school property or when in uniform, going on camps, or anywhere else when representing the school;
- \* Act with honesty and integrity in all tasks;
- \* Tell the truth;
- \* Consistent school attendance is expected, where otherwise a doctor's note will need to be provided;
- \* Respect and safeguard the safety of all staff, parents and pupils at school;
- \* Act respectfully, honestly and with integrity when engaging with others;
- \* Engage in activities and conversations that improve yourself and others;
- \* Foster nurturing relationships with everyone in the school;
- \* Respect others, their property and their differences;
- \* Listen to staff respectfully before responding.

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.

Cedarwood school offers emotional support and guidance alongside, but not in place of, any disciplinary procedure.

**PLEASE NOTE THAT NO CELL PHONES OR ELECTRONIC DEVICES CONTAINING THE ABILITY TO PHONE, ACCESS WHATSAPP, SMS 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. SMART WATCHES ARE NOT TO BE USED AS TELEPHONIC DEVICES. THE SCHOOL PHONE MAY BE USED TO MAKE PHONE CALLS WHEN NECESSARY.**

#### Corrective actions for minor transgressions:

Minor transgressions are identified by a class teacher or any teacher on duty and escalated into the Disciplinary team and senior management should improvement not be observed.

Unacceptable behaviour: 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.	Action (in order listed)
<ol style="list-style-type: none"> <li>1. Homework not done or completed/ no evidence of an attempt at the homework.</li> <li>2. Incomplete classwork or noncompliance when asked to complete work in class.</li> <li>3. Failure to bring required stationery and books to school</li> <li>4. Inappropriate behaviour in test and exam settings:               <ol style="list-style-type: none"> <li>a. Disrupting the silence required in a test or exam setting;</li> <li>b. Late arrival or non-completion of required school-based assessments.</li> </ol> </li> <li>5. Late arrival for curricular and extra-curricular activities (school, class, practices and matches) without a valid reason.</li> <li>6. Failure to bring the correct extra mural and extra-curricular kit/ gear/uniform.</li> <li>7. Non-compliance with the correct school uniform: Cedarwood Uniform rules are considered Gender neutral and applicable across all demographics.               <ol style="list-style-type: none"> <li>a. Cedarwood uniform to be worn with corresponding season;</li> <li>b. No additional clothing such as jackets or</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Break detention for each transgression. Register to be kept by teacher on duty. Email to be sent to parents by the teacher who issued the detention or identified the transgression.</li> <li>2. After 2 offences within the same category, the teacher will escalate the concern to the HOP, who will communicate with the parents.</li> <li>3. Should the transgression be observed again, this will be reported to the Headmaster and Deputy Headmaster for further corrective action.</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>beanies that are not of the Cedarwood uniform;</p> <ol style="list-style-type: none"> <li>c. Short hair kept neat;</li> <li>d. Hair longer than the collar should be tied at the back of the head. No loose hanging portions of the hair allowed;</li> <li>e. Hairstyles should be of a conservative nature. Pupils are not permitted to have mullets, rat tails, top knots, mohawks, extra-long fringes, beaded, manbuns or any other <u>non-conventional style</u> cuts. Hair is not to be undercut or layered;</li> <li>f. No facial hair is allowed (exceptions for proven religious reasons);</li> <li>g. Maintain your natural hair colour;</li> <li>h. No makeup or nail polish;</li> <li>i. No jewellery aside from one stud or sleeper in each ear;</li> <li>j. No visible tattoos, body or facial piercings;</li> <li>k. No visible religious symbols.</li> </ol> <ol style="list-style-type: none"> <li>8. Use of inappropriate language or gestures;</li> <li>9. Handling of another person's property without their permission;</li> <li>10. Disrespect towards the school property;</li> <li>11. Use of electronic equipment without permission;</li> <li>12. Failure to hand in a cell phone during register or if found with a cell phone on person during compulsory class time;</li> <li>13. Failure to participate actively in curricular or extracurricular activities;</li> <li>14. Making use of ordering services during the school day without permission;</li> <li>15. Any other transgression not listed above or that are not mentioned in the major offences section.</li> </ol>	
<p>Absenteeism from school</p>	<p>* 2 consecutive days absent without communication - contact will be made with parents</p> <p>* 5 days absent within a month without a valid medical reason or</p> <p>15 days absent in a year will result in a letter to the Department of Education or SACAI</p>

## Corrective action for major transgressions

Major Transgressions will be escalated to the Disciplinary committee with immediate effect and managed with increased urgency and severity.

Unacceptable behaviour	Action (depends on the severity of the misconduct. Dealt with by the disciplinary committee OR in order as listed below)
Not obeying the exam and test rules during Assessments: <ul style="list-style-type: none"> <li>* Cheating</li> <li>* Copying someone else's work</li> <li>* Submitting work which is not the pupils original work</li> </ul>	<ul style="list-style-type: none"> <li>* Zero for assessment</li> <li>* 1<sup>st</sup> written warning</li> <li>* 2<sup>nd</sup> written warning</li> <li>* Disciplinary hearing</li> </ul>
Damaging property (belonging to others, the school etc.) <ul style="list-style-type: none"> <li>* Destruction of property</li> <li>* Defacing of property</li> <li>* Taking property without permission</li> </ul>	<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> <li>* Replacing the damaged property</li> </ul>
Getting involved in or initiating any act that would endanger the physical or mental safety of teachers, parents and the pupils at school– In particular, but not limited to, deviant behaviour	<ul style="list-style-type: none"> <li>* Disciplinary hearing</li> </ul>
Bringing to school any dangerous ( real or fake) weapons/ tools/ equipment/ paraphernalia.	<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>
Bullying others in any form <ul style="list-style-type: none"> <li>* Physical bullying</li> <li>* Emotional bullying</li> <li>* Social bullying such as spreading rumours or actively negatively influencing friendships</li> <li>* Name calling</li> <li>* Repeated teasing</li> <li>* Racial remarks</li> <li>* Gender discrimination remarks</li> <li>* Hiding of another's property</li> <li>* Fabrication of information to get another into trouble</li> <li>* Any unfair use of power or intimidation to intimidate another</li> </ul>	<ul style="list-style-type: none"> <li>* Disciplinary Committee to investigate the accusations and implement restorative justice as far as possible</li> <li>* 1<sup>st</sup> written warning</li> <li>* 2<sup>nd</sup> written warning</li> <li>* Disciplinary hearing</li> </ul>
Inappropriate use or comments on social media which occurs on the school property or within school hours should not occur if all pupils are compliant in handing in cell phones.  Inappropriate use of social media or technology in the form of <b>bullying or unlawful action occur after school hours or off the school property</b> , the parents are responsible for taking necessary supportive and disciplinary action. The school	<ul style="list-style-type: none"> <li>• Refer to Social Media Policy for Pupils</li> </ul>

cannot share personal information with parents requesting it, as in line with POPIA. Guidance and support can be offered to parents and pupils school will not undertake any mediation regarding any off campus matters.	
However, should electronic devices or social media be used inappropriately under the care of the teachers (in loco parentis), disciplinary action will occur.	<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>
Engaging in any activity that constitutes intimidation or threatening of others, whether physical, verbal or emotional <b>at school</b> .	<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>
Getting involved in physical fighting	<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>
Using any unlawful substances on the school property or when in uniform – including drugs, cigarettes, vapes etc.	<ul style="list-style-type: none"> <li>* 1st written warning – depending on severity</li> <li>* 2nd written warning - depending on severity</li> <li>* Disciplinary hearing- depending on severity</li> </ul>
Engaging or initiating inappropriate behaviour with others of a sexual nature	<ul style="list-style-type: none"> <li>* 1st written warning – depending on severity</li> <li>* 2nd written warning - depending on severity</li> <li>* Disciplinary hearing- depending on severity</li> </ul>

**For major transgressions, the Disciplinary Committee will make recommend consequence in the case of finding a pupil guilty but the ultimate decision on the consequences would be with the Head.**

I, \_\_\_\_\_ (name and surname) a pupil at Cedarwood College, understand the Code of Conduct and commit myself to doing my very best to uphold the values of Cedarwood at all times. I understand that failure to adhere to the Code of Conduct will lead to consequences that I will face.

Pupil's signature: \_\_\_\_\_ Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_



### RECORD OF CHANGES

<u>Date</u>	<u>Page no, heading, brief description of changes</u>	<u>Entered by</u>
11/09/2020	None	Management
13/09/2021	None	Management
26/11/2021	Increased detail and structure	Management
23/11/ 2022	Increased detail	Phillip Kotze
19/10/2023	Increased Detail	Phillip Kotze
27/11/2023	Suggested changes to consequences	David Thomson

