

CODE OF CONDUCT AND DISCIPLINARY CODE

The Aim of the Code is :

To ensure a high standard of education.

To encourage the boys to develop an inner discipline which is created through the understanding and adherence to the underlying principles and values, which govern rules.

To protect the interests of all at Cordwalles by ensuring a sound ethos.

To ensure that the disciplinary measures are fair and that boys learn why their behaviour was wrong, corrective steps to put it right and strategies to ensure it does not happen again.

To put in place a culture of discipline in which boys, parents and teachers will be aware of the rules and regulations, and will accept joint responsibility for the application and execution of the Code.

Legal Aspects :

In accordance with the ruling of Articles 8(1),(2),(3),(4) and (5) of the South African Schools Law 1996, Law 84 of 1996, a Code of Conduct and a Disciplinary Code, (the Code), is to be set up and implemented by all Schools. Each boy is subject to the rulings of the Code and commits himself to comply with it fully.

At Cordwalles, the Code expects from each boy a positive attitude and sense of pride towards the school.

A boy with a positive attitude should view the Code as a guideline for behaviour both within and outside the school premises and he should apply himself to adhere strictly to the Code. Such a boy will be proud of his school, his school uniform and the image of the school that he embodies.

The code is subject to legislation and is legally enforceable. It applies to boys who can, by definition, be regarded as registered at Cordwalles School and is applicable at all times and in all situations in which the boy can be regarded as such, e.g. on buses, during sporting events, all extra mural activities and in public places.

Expectations of the school with regard to pupils :

Boys are expected not to disrupt or disturb others during the learning process.

Boys are expected to be polite and respectful to others in the community by displaying care and manners in their interactions.

Boys are expected to strive to do their best in all activities at school.

Cordwalles boys should always conduct themselves in the knowledge that they are ambassadors of their school.

The school uniform is the pride of Cordwalles and therefore boys are expected at all times to be neatly and correctly dressed, whether attending sport and cultural gatherings, school events, on buses or in streets.

Hair must be neat and well kept at all times and only acceptable hairstyles will be permitted. No gel, hair colouring or alternative hairstyles are allowed.

Boys may not wear any cosmetic jewellery.

No boys may leave the school premises, unless accompanied by a member of staff, without the permission from the Headmaster, the Deputy Headmasters, the Heads of the Junior Primary and Pre-Primary.

Boys need to respect their own property, the property of others and the school property. Vandalism is seen as a serious offence.

Ball games are prohibited in all school buildings and corridors, unless supervised by a member of staff. Boys are not allowed in classrooms during break times. Littering will not be tolerated.

Punctuality is viewed as being very important at Cordwalles.

Stealing will not be tolerated. Copying others work is viewed as stealing.

Boys are expected to be organised. They need to ensure that they bring the correct equipment to whatever activity they are engaged in. Their areas within the school should be kept neat and tidy.

Bullying or any form of violence is not acceptable at Cordwalles.

No cell phones, toys, rollerblades/skates may be brought to school.

Boys may not sell any articles at school, unless authorised to do so by the Headmaster.

Boys may not use foul or improper language on or outside the school premises.

Prohibited Areas :

Boys should note that the following areas of the school are out of bounds before and after school and during breaks:

Classrooms, the Besant Theatre, Staff Room, Staff Cloakrooms, Swimming Pool, Computer Centre, Design and Technology Centre, Kitchen, Music Rooms, and Staff Quarters (except under the supervision of a member of staff).

DISCIPLINARY CODE

1. Forms of Discipline:

Disciplining and punishment measures must be educationally sound and in accordance with the nature and severity of the offence. The following types of discipline, or combinations thereof, can be used :

- Reprimanding the boy
- Telephonic contact with the parents/guardians of the boy
- Informing the parents/guardians in writing of the offence
- Community Service
- Setting of tasks
- Claiming the cost of damage done by the boy
- Suspending the boy for a period of time within the school
- Suspending the boy from the school
- Expelling the boy from the school.

2. Categories of Transgressions:

Transgressions by boys are divided into three categories, i.e.

Category 1 Less serious offences

Category 2 Serious offences

Category 3 Extremely serious offences

Transgressions in Categories 1 and 2 will be dealt with by the Teachers and Management of the school, while transgressions in Category 3 will be dealt with by a Disciplinary Committee.

As far as it is practically possible, all disciplinary action (Categories 2 and 3) will be noted or communicated in writing to the learner or his parents.

Category 3 offences will be immediately be referred to the Disciplinary Committee.

In the case of severe conduct disorder, an interview will be arranged immediately with the parents/guardians of the relevant learner.

3. Disciplinary Measures

Herewith is the list of transgressions and possible punishment in each category:

3.1 Category 1 Offences

These offences will be dealt with by the individual teachers. Continuous breaches in this category can result in further action being taken. Examples include:

- Homework not being completed
- Textbooks and exercise books not brought to class
- Lost property left lying around the school
- Not having the correct kit for sport, etc.
- Not returning school documentation, i.e. reports, circulars, return slips; or not showing these documents to parents or not having them signed
- Eating or drinking in class without permission
- Wearing incorrect uniform
- Arriving late for class without a valid reason
- Not having a diary
- Disrupting the class.

3.2 Category 2 Offences – Unacceptable behaviour

Boys will be sent to one of the Deputy Headmasters for offences of the following type:

- General poor behaviour
- Disobedience
- Continuously disrupting a class with the result that effective reading and/or learning cannot take place
- Foul and indecent or rude language
- Rudeness towards teachers or fellow boys
- Ignoring reasonable instructions from staff
- Fighting at school
- Refusing to obey school rules
- Destructive or derogatory comments to others
- Absence without permission from class or extra mural activities

The Deputy Headmaster will then decide on the appropriate punishment.

3.3 Category 3 Offences – Serious Offences

Boys will be reported directly to the Headmaster. A disciplinary enquiry will be held and the parents will be contacted.

Offences:

- Behaviour which endangers others safety or infringes of their rights
- Bullying or intimidation of fellow learners
- Fighting at school
- Vandalism
- Dishonesty – including copying during tests and exams as well as copying or forging signatures
- Hateful language, racism or sexism
- Theft or possession of stolen property
- Any illegal behaviour

- Continually infringing in Category 2.

The punishment will be decided by the Disciplinary Committee, comprising the Headmaster, the two Deputy Headmasters and another member of staff. The committee can punish boys in this category by, amongst other actions, suspending a boy for a period not exceeding one week.

The committee may also consider other disciplinary measures. However, in this instance, the continued education of the boy at Cordwalles School will be linked to an undertaking of the parent/guardian with regard to their child's future behaviour.

Possible disciplinary actions for Category 3 transgressions include suspension, expulsion or a punishment determined by the Disciplinary Committee.