



CBC Mount Edmund

FAITH | LEADERSHIP | EXCELLENCE

College & Preparatory School | Girls & Boys | RRR-12

CODE OF CONDUCT FOR PREPARATORY SCHOOL PUPILS

Parents are required to ensure that their children understand the content of this document

1. PREAMBLE

CBC MOUNT EDMUND is committed to the holistic development of its pupils within the Gospel values of justice, truth and love.

Our Commitment to a Supportive Learning Environment:

We are dedicated to creating a safe, inclusive, and respectful community that fosters academic excellence and personal growth.

To achieve this, we:

- Empower pupils, teachers, and parents to thrive in a secure and supportive environment.
- Encourage pupils to take ownership of their actions and behaviours, promoting accountability and self-awareness.
- Celebrate diversity and promote equality, prohibiting all forms of discrimination and intolerance.
- Foster a culture of kindness, respect, and empathy, eliminating disruptive and offensive behaviour.

Our Code of Conduct Applies:

This code applies to all pupils when on school premises, representing the school, or attending school functions.

Respect and Dignity

We uphold the fundamental principle of dignity and respect in all aspects of school life. We expect pupils to embody these values in their behaviour and conduct.

2. Rights and Responsibilities of Pupils

- All pupils are entitled to:
- Equal treatment and protection, free from unfair discrimination.
- Respect for their dignity and protection from cruel or degrading treatment. We promote non-violent conflict resolution.
- Privacy, with reasonable searches and seizures only when necessary.
- Freedom of expression, including speech and petition, while maintaining respectful and constructive communication.

3. THE LEGAL AUTHORITY FOR THE CONTROL AND DISCIPLINE OF PUPILS

Rights of Pupils; Every CBC Mount Edmund learner has the right to:

- human dignity by being treated fairly and respectfully,
- be protected from any form of discrimination or abuse,
- the safety of him/herself and his/her possessions,
- express opinions without judgement,
- work in a safe, clean and healthy environment.



Responsibilities of Pupils Coinciding with these rights, all pupils have the responsibility to:

- treat everyone in a Christian manner, showing respect and courtesy in their speech and actions,
- accept responsibility for their own actions,
- take responsibility for their own learning by committing fully to their schoolwork,
- set a good example to others,
- care for their own, and other pupils' possessions

The South African School's Act, Act No. 84 of 1996 section 8(1) empowers the Board of Governors to maintain discipline.

The Code of Conduct will be displayed at the school and must be given to each learner on enrolment and/or annually.

Pupils must understand that action may be taken against them if they contravene the Code of Conduct. The punishment will suit the offence.

An educator at the school has the same rights as a parent to control and discipline the learner according to the Code of Conduct during the time the learner is in attendance at the school i.e. in a classroom, at a school function, on a school excursion or during school related activities.

4. Partnership with Parents/Guardians:

We value our collaborative relationship with parents/guardians and believe that together, we can provide a supportive and inclusive environment for our pupils to thrive.

To achieve this, we ask parents/guardians to:

- **Support our staff:** Partner with us to enrich your child's learning experience by actively engaging in their educational journey.
- **Communicate openly:** Share concerns and feedback with us in a timely manner to ensure we address any issues promptly.
- **Encourage responsible behaviour:** Reinforce the importance of adhering to our Code of Conduct, including punctuality, uniform, and respect for others.
- **Foster holistic development:** Inspire your child to explore and engage in various aspects of school life, including spiritual growth, academics, sports, culture, and community service.
- **Get involved:** Join us in school activities and events to strengthen our community and show your support for our shared values.

5. Our Behaviour Goals

We strive to create a supportive and inclusive community where pupils can grow and thrive. Our behaviour goals are:

- **Regular attendance:** We expect pupils to attend school regularly, punctually, and be prepared for classes.
- **Respect for all:** Treat educators, peers, and visitors with kindness, empathy, and dignity.
- **Integrity:** Demonstrate honesty, truthfulness, and authenticity in all interactions.
- **Academic diligence:** Work conscientiously, complete homework, and submit original work to reach your full potential.
- **Holistic engagement:** Participate in at least one sport or activity per term to develop new skills and interests.

Next Review: 2025



- **Uniform pride:** Wear the correct uniform with pride, both on and off school premises, to represent our community.
- **Good sportsmanship:** Embody respect, fairness, and kindness in all competitions and interactions.
- **Stewardship:** Take care of our facilities, equipment, and environment to preserve them for future generations.
- **Environmental responsibility:** Show respect and care for our planet and its resources.
- **Appropriate behaviour:** Demonstrate respectful and considerate behaviour in all interactions, refraining from inappropriate displays of affection.

6. Maintaining a Supportive Learning Environment

We strive to create a safe, inclusive, and respectful community where pupils can grow and thrive.

To achieve this, we establish clear expectations and consequences for misconduct, aiming to teach self-discipline and personal responsibility.

7. Disciplinary Procedure

Our disciplinary process uses a points system to address contraventions of our rules and expectations. The goal is to guide pupils towards positive behaviour and accountability. Accumulating a certain number of points will result in consequences, as outlined in our framework. A green slip is for positive behaviour and a pink slip is for negative behaviour.

Consequences and Support

Our consequences are designed to be fair, constructive, and supportive, focusing on:

- Redirection and reflection
- Restorative actions
- Skill-building and growth
- Parent/guardian involvement and collaboration.

Points gained	Reward
50	Acknowledged at Prep School Liturgy
100	Friday Civvies
150	Grade Certificate for behaviour merits
200	Special Merit Tea with the Head of Prep

Next Review: 2025

8. Punishment and consequences of loss of points: Misconduct - Categories & Disciplinary Measures

Purpose

We maintain a disciplined environment to ensure pupils receive a quality education without disruptions or offenses. Our goal is to guide pupils towards self-discipline and personal responsibility.

Our disciplinary process uses a points system to address rule contraventions. The process is as follows:

1. **Points System:** Pupils accumulate points for misconduct. (See CBC Mount Edmund Pink Slip)
2. **Consequences:** Accumulating a certain number of points results in consequences, outlined below.

Points lost	Punishment	Consequences
50	Detention	Parents notified
100	Detention, loss of privilege	Parents notified
150	Detention, loss of privilege	Meeting with parents
200	Possible suspension or expulsion	Formal Disciplinary hearing (Board of Governors)

Detention Process:

- Detentions will take preference above all other activities and needs
- Detention is a time when learner will do appropriate academic work, revision or test preparation. Detention may include community service
- Foundation Phase will do Friday detention from 13:15 – 14:00
- Intermediate Phase detention takes place on a Monday from 13:30 – 15:30.
- Further non-compliance will lead to a meeting with the parents of the learner and/or a Formal Disciplinary Committee hearing by the Board of Governors
- Once pupils have completed detentions, 50 points will be subtracted from their conduct record

Please see examples of the GREEN and PINK slips on the following pages

CBC Mount Edmund SLIP	GREEN	Recognition Slip - Intermediate Phase	
Continuous hard work (Academical)	3	Respect	10
Reporting of negative behaviour of other pupils	3	Taking extra responsibility	10
Handed in lost goods/money	3	Meeting deadlines	10
Honesty	3	Improved academic performance in assessments	10

Next Review: 2025

Good exemplary conduct	3	Outstanding Presentation	10
Helpfulness	3	Consistently submitting neat work	10
Sense of duty	3	Improvement in the quality of written work	10
Loving behaviour	3	Completing a book review on a library book	10
Politeness	3	Consistently wearing the correct school uniform with pride	10
Self control	3	Taking part in extra mural activities	10
Show patience	3	Service at College Event	10
Humbleness	3	Displaying initiative	10
Peace maker	3	Picking up litter	10
Faithful		Improvement in Formal Assessments	10
Participation debates	3	Being helpful or kind	10
Participation: Sport/Culture	3	No negative disciplinary points for the week	10
Participation Olympiads	3	Behavioral improvement	10
Participation Expo's	3	Honesty	15
Improved classroom behaviour	10	Consistently completing homework	20
Going above and beyond assigned work	10	Achieving over 80% in an assessment	20
Being supportive of a peer or staff member	10	Detention Attended - clean slate	50
TEACHER:		LEARNER:	
DATE: _____		GRADE & CLASS: _____	
EDMUND IGNATIUS RICE		HEAD OF PHASE:	

CBC Mount Edmund		PINK SLIP	Violation Slip - Intermediate Phase
Leave school without permission	-5	Unauthorised use of devices	-15
Chronically away from school	-5	Cellphone at school	-15
Letting school down (Sport/Culture)	-5	Backchatting a teacher	-15
Cheating in tests / exams	-5	Books / device not at school	-15
Dishonesty in general	-5	Smoking	-20
Riding on chair	-5	Absence from co-curricular activities without notice	-20

Next Review: 2025

Shouting out	-5	Disruption in class/assembly/Chapel	-20
Throwing of objects	-5	Four / inappropriate language	-20
Test not signed	-5	Out of bounds within school	-20
Running on the corridors	-5	Mocking friends	-20
Late for school / class	-5	Bunking break detention	-20
Refusing to work	-5	Bunking afternoon detention	-25
Hair violation	-10	Forgery	-25
Disobedience	-10	Cheating on a test	-25
Corrections not done	-10	Library books outstanding	-25
Littering	-10	Fighting	-25
Eating in class / Chewing gum	-10	Damaging school property	-25
Not a correct substitution	-10	Disrespect toward educators	-40
Swearing	-10	Stealing	-40
Return slips outstanding	-10	Racism	-40
Homework / classwork not done	-10	Sexual harrasment	-40
General disobedience in class	-10	Threatening other pupils	-40
Clothing / uniform violation	-15	Inappropriate material	-40
Other:		Bullying friends	-40
TEACHER:		LEARNER:	
DATE: _____		GRADE & CLASS: _____	
HEAD OF PHASE:			

9. Notification of Misconduct to Parents

Purpose and Scope

This section outlines the procedures and guidelines for informing parents or guardians about learner misconduct. The goal is to ensure clear communication, support the learner's development, and foster a collaborative approach to addressing behavioural issues.

Criteria for Notification

Parents or guardians will be informed about learner misconduct in the following circumstances:

Severe Misconduct: Immediate notification for serious violations, such as physical altercations, substance abuse, or significant breaches of safety and school policies.

Next Review: 2025

Repeated Misconduct: Notification for repeated or persistent minor violations that have not been resolved through initial interventions or warnings.

Behavioural Concerns Affecting Learning: Notification when misconduct is impacting the learner's academic performance or classroom environment.

Notification Procedure

Initial Reporting:

When a learner's behaviour is deemed to require parental involvement, the school will prepare a detailed report outlining the nature of the misconduct, any prior interventions, and the impact on the learner's educational environment.

A pink slip is deemed as the initial concise report of the child's misconduct. It is sent to parent for them to sign and acknowledge the misconduct. Parents will need to ensure that the child corrects the behaviour

Timing of Notification: Parents or guardians will be contacted as soon as possible after the misconduct is identified. For severe cases, notification will occur within 24 hours. For repeated or less severe issues, the school aims to notify parents within 3 school days.

Mode of Communication: Notification will typically be made via phone call, followed by a formal written report sent home. In cases where phone contact is unsuccessful, the school will use email to ensure the information is conveyed.

Content of Notification

Description of Incident: A clear and concise summary of the misconduct, including what occurred, when, and where.

Previous Actions Taken: Details on any prior interventions or warnings issued to the learner regarding the behaviour.

Impact on Learning Environment: Explanation of how the misconduct affects the learner's education and the classroom environment.

Next Steps: Information on the school's response to the misconduct, including any disciplinary actions taken and proposed next steps for addressing the behaviour.

Opportunities for Discussion: An invitation for parents to meet with school officials to discuss the misconduct, its implications, and strategies for supporting the learner's improvement.

Follow-Up and Support

Ongoing Communication: The school will continue to engage with parents to monitor the learner's progress and provide support as necessary.

Support Services: Information on available support services, such as counselling or behavioural intervention programs, will be provided to parents to assist in addressing the misconduct effectively.

Next Review: 2025



Review and Adjustment: Regular reviews of the learner's behaviour and progress will be conducted, with ongoing updates provided to parents.

Confidentiality

All communications regarding learner misconduct will be handled with confidentiality to protect the privacy of the learner and their family. Information will be shared only with those directly involved in managing the issue and supporting the learner's development.

10. Disciplinary Process

The Disciplinary Team may take the following steps, considering the severity of the misconduct:

Misconduct has three categories:

- **Minor Transgressions**
- **Serious Misconduct**
- **Very Serious Misconduct**

Refer the matter LEARNER CODE OF CONDUCT: List of transgressions (this is not an exhaustive list)

- **Disciplinary Hearing**

The Disciplinary Team may convene a hearing, resulting in:

- **Suspension:** Up to 5 school days, potentially accompanied by community service, to:
 - Ensure learner safety
 - Protect school property
 - Facilitate further inquiry
 - Safeguard witnesses
- **Final Written Warning:** A formal warning, outlining:
 - Personal details
 - Misconduct details
 - Unacceptable behaviour reasons
 - Potential consequences of further misconduct
- **Board of Governors Disciplinary Hearing**

In severe cases, the Board of Governors may convene a hearing, resulting in:

1. **Expulsion:** If the learner's continued presence is deemed unacceptable due to:
 - Severe misconduct
 - Repeated, unacceptable behaviour
2. **Police Intervention:** In cases involving unlawful acts

11. Disciplinary Hearings

In cases of extremely serious offenses, pupils will appear before a Disciplinary Committee, ensuring a fair and supportive process.

Committee Process

Evidence and Decision: The committee will hear evidence and decide on appropriate action.

Parental Notification: Parents will receive written notification of:

Proposed action

Hearing outcome (within 48 hours)

Fair Hearing: Pupils will:

Understand the charges

Share their perspective

Be treated with dignity

Receive written notification of the decision and penalty

Scope of the Code of Conduct

This disciplinary procedure applies to all cases of unacceptable conduct by pupils, including off-campus behaviour that may impact the school's reputation.

12 APPEAL PROCESS:

○ Counselling, Work Assignment, Loss of Privilege, Detention (Gr 4 – 7 only)

In all cases where a learner feels that a punishment has been unjust, the learner has the right to query the penalty and to put forward his/her side of the story. This must be done with the person applying the discipline, but the final decision of the authority figure is binding and must be complied with by the learner. The learner may, however, if still aggrieved, seek an appointment with the Head of Phase to discuss his/her point of view.

○ Written Warning, Suspension and Expulsion

Pupils, with the aid of their parents, may formally lodge an appeal against any disciplinary action of this nature. This appeal must be in writing and signed by the parent. It must include the reason for the appeal.

Appeal hearing presided over by a member of the Appeal Committee and will include the following people:

- The appellant (learner)
- The College Principal
- The parent or guardian
- A scribe

Appeals must be submitted on an individual basis.

Next Review: 2025

An appeal must be in writing and the grounds of the appeal must be comprehensively motivated. An appeal must be lodged within 3 (three) working days of delivery of the outcome of the Disciplinary Hearing to the student and the parents/guardians.

If the student has been suspended, s/he will remain suspended until such time as the appeal process has been concluded.

Lodging an appeal does not mean the whole case is “re-heard”.

The appeal procedure is limited to the assessment of the decision made based on the merits of the matter, the finding of guilty and/or the sanction and is based solely on the grounds and motivations set out in the written appeal.

The Appeal Committee’s decision on the appeal must be communicated, in writing, to the student and parents/guardians within 7 (seven) working days of receiving the appeal.

No legal representation will be permitted. The chairperson, together with the College Principal, will make the final decision in this matter. All parties will abide by this decision.

Note: The process of an appeal, the leading of witnesses and the rights and duties of the various parties must be spelled out at the beginning of a hearing.

Grounds for Appeal:

A learner or the parent of a learner may appeal to the Appeal Committee against-

- (a) any finding of guilt by the Disciplinary Committee in respect of which a penalty of expulsion has been imposed.
- (b) a penalty of expulsion imposed by the Chairperson of the Disciplinary hearing/ College Principal
- (c) an order made by the College Principal and Chairperson of the Disciplinary Hearing.

13. Responsible Technology Use: e.g. Cell phones and Tablets

We encourage responsible technology use to support academic excellence and safety.

Device Guidelines

- Grades 4-7: Wi-Fi ONLY enabled tablets (**without SIM cards**) are permitted for academic purposes only.
- Cell phones: Strictly prohibited on school premises.
- Other devices: Earphones, iPods, MP3 players, tablets, iPads, handheld gaming devices, etc. are prohibited on school camps and tours.

Consequences of Non-Compliance

- Confiscation: Cell phones will be confiscated and held by the Head of Department.
- Parent collection: Parents must collect confiscated devices from the Head of Department.
- Emergency protocol: Pupils can use school phones to contact parents in emergencies.

Shared Responsibilities

- Teachers, prefects, and pupils share the responsibility of upholding this policy.
- Confiscated devices will not be exchanged or replaced.

Next Review: 2025

Important Notes

- The school will not be responsible for lost or stolen devices.
- This policy supports our commitment to a focused and safe learning environment

14. Timely Submission of Work (Grade 4-7)

We encourage pupils to develop good time management skills and meet deadlines. Assessment Plans are provided at the beginning of each term. If work is submitted late (excluding absences), the following deductions apply:

- 1 day late: 5% deduction (parent/guardian notification via email)
- Day 3: 10% deduction if work remains unsubmitted (final deadline notification via email)

15. Appearance and Uniform Guidelines

We promote a neat and respectful appearance, aligning with our school uniform policy.

Blazers (Grade 4-7)

- Wear blazers to assemblies, Chapel services, and formal events.

Grooming and Hygiene

- Hair: Clean, neat, and styled appropriately.
- Nails: Clean and trimmed
- Makeup and Jewellery: Minimal and discreet.

Specific Guidelines

- Girls:
 - Hair accessories: Navy, black, or white only
 - Hair: Clean, neat, and tidy
 - Nails: Not visible from the inside of the palm
 - Earrings: Small silver or gold studs/sleepers only
- Boys:
 - Hair: Clean, neat, and tidy
 - Nails: Short and clean
 - No jewellery or makeup

Shared Responsibilities

- Pupils, parents, and staff share the responsibility of upholding these guidelines.
- The school reserves the right to address any infringements.
- The Head of Phase will investigate the matter.

Personal Accessories Guidelines (Grade 3-7)

Next Review: 2025

We encourage pupils to express themselves while maintaining a focused and respectful learning environment.

Allowed Accessories

- **Watches:** Plain watches with simple gold, silver, black, or navy straps
- **Medic Alert Bracelets:** Permitted for medical purposes
- **Religious Symbols:** Discreetly worn on a long chain (not visible at the neckline)

Not Permitted

- **Elaborate Watches:** No ornate links, straps, diamantes, fashion watches, or large face watches
- **Armbands, Bracelets, Bangles:** Not allowed
- **Tongue Rings, Nose Studs:** Not permitted

SCHOOL UNIFORM

All uniforms must be neat and clean. Garments which are too small or short may not be worn to school. Damaged or torn garments may not be worn to school.

School Uniform for Grade R

Boys	Girls
College PE shorts College golf shirt White socks White sports shoes College tracksuits – to be worn in full College sweatshirt (for cooler weather, worn under tracksuit) Blue floppy hat	College PE shorts College golf shirt White socks White sports shoes College tracksuits – to be worn in full College sweatshirt (for cooler weather, worn under tracksuit) Blue floppy hat

School Uniform for Grade 1 – 7

Boys		Girls	
Summer School Uniform	Winter School Uniform	Summer School Uniform	Winter School Uniform
White open neck shirt (Gr 1 – 3)	White long-sleeved shirt	Grey pinafore (Gr. 1-3)	Grey pinafore (Gr 1-3)
White Short sleeve shirt (Gr 4 – 7)	Long grey flannel trousers	Grey Skirt (Gr. 4-7)	Grey Skirt (Gr 4-7)
Khaki shorts	College grey socks	White open-neck shirt	Grey long pants (All)

Next Review: 2025

College grey socks Black leather lace-up shoes College Junior Tie College jersey (Gr 4 – 7) College blazer (Gr 4 – 7) College jersey Navy blue floppy hat (Gr. R – 3) Blue CBC baseball cap (Gr. 3 – 7) <i>*Grades 1 – 3 No blazer required</i>	Black leather lace-up shoes College Junior Tie College jersey College blazer (Gr 4 – 7) Grey scarf with college colours Navy blue floppy hat (Gr. R – 3) Blue CBC baseball cap (Gr. 3 – 7) <i>*Grades 1 – 3 No blazer required</i>	Plain short white socks Black leather shoes with laces or buckles College jersey Navy blue floppy hat (Gr. R-3) Blue CBC baseball cap (Gr. 3 – 7) College Blazer (Gr 4 – 7) <i>*Grades 1 – 3 No blazer required</i>	White long-sleeved shirt Junior College tie College grey socks OR Black tights Black leather shoes with laces or buckles College jersey College blazer (Gr 4 – 7) Grey scarf with college colours Navy blue floppy hat (Gr. R – 3) Blue CBC baseball cap (Gr. 3 – 7) <i>*Grades 1 – 3 No blazer required</i>
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Sport Uniform for Grade R – 7

Boys	Girls
College PE shorts College golf shirt CBC green sports socks Match shirt when appropriate Running shoes to be predominately white College swimming costume - navy Green swimming cap Gold cap for team swimmers (available at school) College tracksuits – to be worn in full College sweatshirt (for cooler weather, worn under tracksuit) Blue floppy hat (FP) <u>OR</u> CBC blue baseball cap (Gr 3-7)	College PE shorts <u>OR</u> navy skirt (Gr 4 – 7) College golf shirt CBC green sports socks Match shirt when appropriate Running shoes to be predominately white College swimming costume - navy Green swimming cap Gold cap for team swimmers (available at school) College tracksuits – to be worn in full College sweatshirt (for cooler weather, worn under tracksuit) Blue floppy hat (FP) <u>OR</u> CBC blue baseball cap (Gr 3-7)

CIVVIES DAYS

Girls

- Clothing must be casual, neat, presentable and not revealing.
- Underwear may not show
- Jewellery may be worn.

Next Review: 2025

- Make-up is not permitted.
- No tops with thin straps. (Shoulders should be covered Gr 4-7)
- Necklines may not be too low (cleavage may not show).
- Very short skirts and very short shorts are not permitted.
- No high heels

Boys

- Clothing must be casual, neat and presentable
- Hair gel may be worn. • Earrings are NOT permitted.
- Underwear may not stick out above the pant

LEARNER CODE OF CONDUCT: List of transgressions (this is not an exhaustive list)

Every matter shall be dealt with on its own merits and the offences and sanctions below are guidelines that may/may not be followed by the school.

Type of learner misconduct/ transgression	Recommended sanction		
	First transgression	2nd/repeat transgression	Subsequent transgression
1. Misconduct relating to violence, discrimination and harassment			
1.1 Violent, abusive, intimidating or threatening behaviour, verbal or physical, and/or	Hearing with suspension and/or expulsion and/or alternative sanction		
1.2 fighting, assault, threatened or actual, and/or			
1.3 victimisation, bullying or initiation of any sort, including cyber bullying or intimidation, regardless of the electronic platform used and/or			
1.4 transferring, selling or distributing, using or being in possession of a dangerous object, including, but not restricted to, weapons, including guns, ammunition, knives, clubs or screwdrivers, fireworks, explosives or any object that may be considered as being potentially dangerous			

Next Review: 2025

at school or at school events, and/or			
1.5 inciting, advising or rewarding others to perform violent, offensive or threatening acts and/or			
1.6 any gang-related activity that may threaten the safety or welfare of others at school, at school events or in relation to school, and/or			
1.7 harassment, sexual, racial, religious or other grounds, and/or			
1.8 discrimination against another,			
1.9 behaviour that may pose a danger to the safety and welfare of others at school or at school events.			
Type of learner misconduct/transgression	Recommended sanction		
	First transgression	2nd/repeat transgression	Subsequent transgression
2. Misconduct relating to drugs, alcohol and other prohibited substances			
2.1. Being in possession of or under the influence of alcoholic, hallucinogenic or dangerous/prohibited substances that produce a psychoactive effect or distributing, storing or consuming any of these substances at school or at school events and/or	Hearing with suspension and/or expulsion and/or alternative sanction		
2.2 strong suspicion of habitual use/abuse or regular use of medication, drugs or alcohol at school or at school events.			
3. Misconduct relating to theft sale or possession of a third party's property	Hearing with suspension and/or expulsion and/or alternative sanction		

Next Review: 2025

3.1 Being in possession of another's property without their knowledge or consent or attempting to remove another's property without their knowledge or consent and/or			
3.2 theft or attempted theft and/or sale of another person's stolen property			
4. Misconduct relating to insubordination, dishonesty and cheating and off-site criminal misconduct	Hearing with suspension and/or expulsion and/or alternative sanction		
4.1 Committing an act of insubordination, continual insubordination or gross insubordination and/or			
4.2 cheating, plagiarising, copying or tampering with test or exam results, reports or assignments and/or			
Type of learner misconduct/ transgression	Recommended sanction		
	First transgression	2nd/repeat transgression	Subsequent transgression
4.3 being in possession of or distributing material or information that may give an advantage in a test or an exam and/or			
4.4 extortion, bribery, corruption or fraud, attempted or actual, and/or			
4.5. being an accomplice to colluding, conspiring, assisting, abetting or instigating dishonesty, fraud or theft and/or			
4.6 inciting, advising or rewarding others to commit a dishonest act and/or			
4.7 serious breach of school security procedures or unreasonably refusing to submit to a search and/or			
4.8 off-site criminal misconduct that disrupts or substantially damages the school/learner relationship and the educational process			

Next Review: 2025

Act Courageously

16

5. Misconduct relating to inappropriate sexual behaviour and offences, abusive behaviour and undesirable material	Hearing with suspension and/or expulsion and/or alternative sanction		
5.1 Obscene, indecent or sexually explicit behaviour, gestures or attempts to make unwanted physical contact and/or			
5.2 sexual harassment, inappropriate sexual innuendos or graphic comments and/or			
5.3 committing a sexual offence and/or			
5.4 intentional and offensive, insulting, abusive, racist or lewd behaviour and/or			
5.5 storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, email, text, SMS, MMS, cartoons, objects or material that incites violence.			
Type of learner misconduct/ transgression	Recommended sanction		
	First transgression	2nd/repeat transgression	Subsequent transgression
6. Misconduct relating to damaging and occupying the school, preventing school access and protest action	Hearing with suspension and/or expulsion and/or alternative		
6.1 Sabotage, malicious or wilful damage to school or others' property and/or			
6.2 unauthorised occupation of any school property or facility or having the effect of depriving others from using this property or facility			
6.3 unauthorised preventing or seeking to prevent free assembly by others on the school's property and/or			
6.4 blocking off any entrances or exits to or from the school premises with the intention or effect of interfering with free access/egress by others and/or			

Next Review: 2025

6.5 participating in or supporting industrial or protest action which prevents pupils from attending school/school activities.			
7. Misconduct relating to the endangerment of others	Hearing with suspension and/or expulsion and/or alternative sanction		
7.1 Actions that expose others to serious danger or injury or expose the school to potential accidental loss or damages, whether due to wilful, grossly negligent or			
7.2 unsafe acts or behaviour that endangers the safety and welfare of others.			

Type of learner misconduct/ transgression	Recommended sanction		
	First transgression	2nd/repeat transgression	Subsequent transgression
8. Misconduct relating disrepute of school's reputation	Counselling/ hearing with suspension and/or expulsion		
8.1. Serious misconduct or actions that may bring the reputation of the school, pupils or other stakeholders into disrepute			
9. Misconduct justifying expulsion as first offence	Counselling/ hearing with suspension and/or expulsion		
9.1 Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence.			
SERIOUS MISCONDUCT			
Continual repetition of any of the below misconduct may result in a hearing			
10. Misconduct relating to absenteeism	Parental contact and/or final warning /Pink Slip entry	Hearing with suspension and/or expulsion and/or alternative sanction	

Next Review: 2025

11.Misconduct relating to dangerous and illegal activities and abusive conduct	Parental contact and counselling and/or final warning /Pink slip entry	Hearing with suspension and/or expulsion and/or alternative sanction	
11.1 Playing of dangerous, obscene, insulting or demeaning games and/or			
11.2 malicious teasing and/or partaking in any form of gambling or similar gaming activities while on the school premises or in school uniform.			

Type of learner misconduct/transgression	Recommended sanction		
	First transgression	2nd/repeat transgression	Subsequent transgression
12.Misconduct relating to inappropriate behaviour and abuse of privileges	Parental contact and counselling and/or final warning /Pink slip entry	Hearing with suspension and/or expulsion and/or alternative sanction	
12.1 Inappropriate behaviour or comments in public or at school events that bring the school into disrepute and/or			
12.2 abuse of school privileges or seniority/status or abuse of position of authority.			
13.Misconduct relating to tobacco and cigarettes	Parental contact and counselling and/or final warning /Pink slip entry	Hearing with suspension and/or expulsion and/or alternative sanction	
13.1. Smoking or being in possession of tobacco or cigarettes on the school premises or at official school events.			

Next Review: 2025

14. Misconduct relating fraud and dishonesty	Parental contact and counselling and/or final warning /Pink Slip entry	Hearing with suspension and/or expulsion and/or alternative sanction	
14.1 Forgery or falsification of school documents and reports and/or			
14.2 lying/dishonesty and unfair behaviour with less serious initial consequences.			

Type of learner misconduct/ transgression	Recommended sanction		
	First transgression	2nd/repeat transgression	Subsequent transgression
15.Misconduct relating to damage to property	Parental contact and/or counselling and/or final warning /Pink slip entry	Hearing with suspension and/or expulsion and/or alternative sanction	
15.1 Vandalising property or equipment of school or others, including but not limited to damaging, marking, defacing, improper use and/or			
15.2. not taking due care of property or equipment and/or			
15.3. accidental damage to property and/or			
15.4 removing any school property from the school premises without the prior consent of the executive head/teacher.			
16.Misconduct relating to disruption of school activities and order	Parental contact and counselling	Hearing with suspension and/or expulsion	

Next Review: 2025

	and/or final warning /Pink slip entry	and/or alternative sanction	
16.1. Acts or behaviour designed to create a hostile or threatening school environment and/or			
16.2. wilful disruption of school activities and interference with school authorities and/or			
16.3. conduct designed to be prejudicial to good order or discipline at the school.			

Type of learner misconduct/ transgression	Recommended sanction		
	First transgression	2nd/repeat transgression	Subsequent transgression
17. Other serious misconduct Any misconduct by the learner that is considered by school authorities to warrant more than a verbal reprimand or an ordinary warning.	Parental contact and/or counselling and/or final warning /Pink slip entry	Hearing with suspension and/or expulsion and/or alternative sanction	
MINOR TRANSGRESSIONS			
18.Misconduct relating to disregard and defiance	Counselling and/or reprimand and/or warning and/or demerit/Pink slip entry	Parental contact and/or counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
18.1. Disregard for rules, directions, instructions or for any persons in authority and/or			
18.2. Defiance and disrespect and/or			
18.3 discourtesy toward school authorities, parents / guardians, visitors or pupils and/or			
18.4 being unreasonably intolerant of others and their			

Next Review: 2025

personal beliefs, traditions, appearance or of diversity and/or			
18.5 persistent violation of school rules with less serious initial consequences.			
19. Misconduct relating to unauthorised games	Counselling and/or reprimand and/or warning and/or demerit /Pink slip entry	Parental contact and/or counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
19.1. Use of excessive force when playing games or during sporting events and/or			

Type of learner misconduct/ transgression	Recommended sanction		
	First transgression	2nd/repeat transgression	Subsequent transgression
19.2. playing games in an area where others may be injured or where property may be damaged and/or			
19.3 riding skateboards, wheelies, bicycles or motorbikes in areas where such activities are prohibited or in a manner that may cause injury to others or damage to property.			
20. Misconduct relating to disruptive behaviour and unauthorised entering of school	Counselling and/or reprimand and/or warning and/or demerit/Pink slip entry	Parental contact and/or counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
20.1. Noisy or disruptive behaviour, disturbing the activities of others and/or			

Next Review: 2025

Act Courageously

22

20.2. highly disruptive or unruly classroom behaviour which may include walking around the classroom without permission from the teacher and/or			
20.3. trespassing or entering school premises without permission or without supervision and/or after school hours and/or			
20.4. refusing to identify oneself upon request by a school authority.			

Type of learner misconduct/ transgression	Recommended sanction		
	First transgression	2nd/repeat transgression	Subsequent transgression
21. Misconduct relating to use of language Swearing and use of vulgar, profane and foul language.	Counselling and/or reprimand and/or warning and/or demerit /Pink slip entry	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
22.Misconduct relating to school and personal neatness	Counselling and/or reprimand and/or warning and/or demerit/Pink Slip entry	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
22.1. Tardiness or littering and/or			
22.2. failure to have the correct learning materials during lessons and/or			
22.3. poor grooming, unhygienic personal habits and improper use of school facilities or ablutions and/or			
22.4. hair, dress or apparel that is not in accordance with school standards or rules and/or			

Next Review: 2025

22.5. eating or drinking during class or school events / activities when not permitted.			
23. Misconduct relating to possessions or equipment of others or the school	Counselling and/or reprimand and/or warning and/or demerit/Pink Slip entry	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
23.1. 23.1. Tampering with the possessions or equipment of others and/or			
23.2. use of school equipment without permission with no serious consequences			

Type of learner misconduct/ transgression	Recommended sanction		
	First transgression	2nd/repeat transgression	Subsequent transgression
24. Misconduct relating to defacing school premises	Counselling and/or reprimand and/or warning and/or demerit /Pink Slip entry	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
24.1. Failure to keep the school premises, including but not limited to toilets, classrooms, hall, playground and/or sports fields in a clean and neat state and/or			
24.2. blocking the drain and/or toilet pan with paper or any other material or substance and/or leaving the bathroom taps running and/or			
24.3. placing posters and/or stickers and/or graffiti on any school surface/property without the written authority of the executive head.			

Next Review: 2025

25. Misconduct relating to schoolwork and activities			Hearing with suspension and/or expulsion and/or alternative sanction
25.1. Refusal or failure to complete homework tasks and/or assignments on the due date and/or			
25.2. failure to keep and maintain a homework book and/or			
25.3. refusal to deliver or return reports, reply slips or letters to parents/guardians or to the school and/or			
25.4. unreasonable and unexplained refusal to attend or participate in school activities or compulsory events and/or			
25.5. General uncooperativeness and/or being wilfully obstructive and/or			
25.6. poor application to studies, schoolwork or assignments.			
Type of learner misconduct/ transgression	Recommended sanction		
	First transgression	2nd/repeat transgression	Subsequent transgression
26.Misconduct relating to school attendance	Counselling and/or reprimand and/or warning and/or demerit / Pink Slip entry	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
26.1. Truancy, poor timekeeping practices and/or			
26.2. unexplained absences from classes or from compulsory events or activities and/or			
26.3. failing to make prior arrangements and/or receive prior permission when absent from school and then on return to school failing to present a note from			

Next Review: 2025

Act Courageously

25

the learner's parents explaining the absence, regardless of the reason for absence and/or			
26.4. leaving class or school premises without permission and/or			
26.5. persistent late-coming or early unauthorised departure from class/school.			
27. Misconduct relating to electronic devices	Counselling and/or reprimand and/or warning and/or demerit/Pink Slip entry	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
27.1. Persistent misuse of personal communication devices during school activities. The use of electronic devices is only permitted when an teacher grants the learner permission			

Type of learner misconduct/ transgression	Recommended sanction		
	First transgression	2nd/repeat transgression	Subsequent transgression
28. Misconduct relating to motor vehicles	Counselling and/or reprimand and/or warning and/or demerit/Pink Slip entry	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
28.1. Bringing a motor vehicle or motorcycle onto school property without written consent from the executive head or an teacher nominated by the executive head and/or			
28.2. failure to follow any instructions given by the executive head when granting permission and/or			
28.3. driving a motor vehicle or motorcycle in a manner that creates			

Next Review: 2025

Act Courageously

26

a risk and/or harm to other persons on/around school property and/or			
28.4. failing to produce the learner's valid driver's license on request from an teacher/staff member.			
29.Misconduct relating to classroom behaviour	Counselling and/or reprimand and/or warning and/or demerit /Pink Slip entry	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
29.1. Failing, in the classroom during lessons, to: greet the teacher and each other and/or			
29.2. leave the learner's desk neat and tidy when leaving the classroom and/or			
29.3. maintain silence when requested to do so and/or			
29.4.be well-mannered, disciplined, cooperative, attentive and/or responsive.			

Type of learner misconduct/ transgression	Recommended sanction		
	First transgression	2nd/repeat transgression	Subsequent transgression
30.Misconduct relating to other infringements	Counselling and/or reprimand and/or warning and/or demerit	Parental contact and counselling and/or final warning	Hearing with suspension and/or expulsion and/or alternative sanction
Any other infringement not mentioned herein that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures.			

Next Review: 2025

Review Schedule:

Policy	Responsibility	Review Cycle	Review Date	Sign
Code of Conduct Pupils	Head of Preparatory School College Principal	1 Year	2025/09/09	

ANNEXURE: A

Next Review: 2025

28



PREPARATRY SCHOOL LEARNER'S CONTRACTUAL AGREEMENT

Learner Declaration

I, _____, commit to upholding the values and rules of our school community.

I have read and understood the Code of Conduct and Contractual Agreement. I agree to always adhere to these rules and accept responsibility for my actions. I understand that failure to comply will result in disciplinary measures.

As a learner at CBC Mount Edmund, I recognize that my behaviour, actions, and attitude reflect on both me and the school. I acknowledge that my primary focus is to learn, succeed academically, engage in physical activities, and grow as a person.

As a representative of this school, I commit to:

- Taking ownership of my academic growth and development
- Embracing opportunities for physical and personal growth
- Upholding the values and principles of the school
- Being a positive representative of the school community
- Respect teaching and learning activities, avoiding disruptions and distractions.

I will:

1. Be punctual for classes, activities, and assignments.
2. Develop good personal organization and time management skills.
3. Welcome new members and visitors with kindness and politeness.
4. Display good manners towards all community members.
5. Avoid uncouth behaviour, foul language, and graffiti.
6. Familiarize myself with and comply with rules for specific areas and rooms.
7. Understand that serious offenses (smoking, alcohol, illegal drugs, bullying, obscenity, theft, dishonesty, vandalism) may lead to expulsion.
8. Adhere to the dress code and avoid chewing gum.
9. Remain within bounds unless permitted to do so.
10. Not possess weapons or dangerous objects.
11. Recognize the authority of educators, prefects, and the Disciplinary Committee.
12. Respect physical boundaries and avoid offensive or sexual contact.
13. Not engage in racial discrimination, plagiarism, or forgery.
14. Report any rule contraventions to an educator.

By signing below, I acknowledge that I have read, understood, and agreed to uphold this contract.

Learner's details:

Name: _____ Class: _____

Date of birth: _____

Signature: _____

Date: _____

Next Review: 2025

Learner's Cell No (Gr4-7): _____ Home tel. No: _____

Who do you live with? (E.g. Mom & Dad/Mom only, guardian etc.) _____

Are you the youngest/only member of your family attending CBC Mount Edmund? _____

LEARNER FULL NAMES

DATE

LEARNER SIGNATURE

Parent Declaration

I, _____ acknowledge that I have read and understood the CBC Mount Edmund Learner Code of Conduct.

I agree to:

- Explain the content of these documents to my child
- Support and assist my child in adhering to the Code of Conduct
- Cooperate with the school in enforcing the disciplinary procedures
- Accept and comply with the imposed sanctions should my child commit any transgressions

I understand that it is essential for parents and the school to work together to ensure my child's well-being and success.

Mother's details:

Title: _____ Initials: _____

Surname: _____

Signature: _____

Cell No: _____

Work No: _____ Work No: _____

e-mail: _____

Signature: _____ Signature: _____

Guardian's details:

Title: _____ Initials: _____

Surname: _____ Surname: _____

Father's details:

Title: _____ Initials: _____

Surname: _____

Signature: _____

Cell No: _____

e-mail: _____

Next Review: 2025

30



Signature: _____ Signature: _____

Cell No: _____ Cell No: _____

Work No: _____ Work No: _____

e-mail: _____ email _____

Signature: _____ Signature: _____

Preferred Cell phone number to receive SMS messages from the school:

Preferred e-mail to receive correspondence from the school:

PARENT/GUARDIAN SIGNATURE

DATE

Next Review: 2025