



PECANWOOD

COLLEGE

Prepared for Life

CODE OF CONDUCT

SECTION 1 – INTRODUCTION

This Code of Conduct has been compiled in accordance to the South African Schools Act, 1966.

It promotes the Mission Statement of the College and works towards a well-balanced, broad education for learners, a professional environment for educators and an atmosphere for the extension of the College ethos. It applies to all aspects of school life and incorporates both behavioural goals and ethical norms.

It is accepted that this code is a dynamic document, requiring frequent deliberation, and possible revision, in order to satisfy always the needs of the College community. To this end, you are invited to submit any suggestions that may be reviewed from time to time by College management and the Board of Directors.

The Code of Conduct is to be presented to all parties concerned on first acceptance to Pecanwood College. Signing the Parents/Guardians' Declarations and Contract of Enrolment implies an acceptance of the Code, as does the employment contract for educators.

SECTION 2 – CODE OF CONDUCT

The Code of Conduct applies to all members of the College. It promotes the welfare, dignity and respect of learners, educators and parents.

2.1 Code of Conduct for Learners

Objectives:

By attending Pecanwood College learners will endeavour to:

- develop their intellectual, sporting, cultural and spiritual potential;
- develop thinking and problem solving skills;
- gain knowledge about the world in which they live;
- treat others with dignity and respect;
- improve social and relationship skills;
- explore career opportunities and follow related educational programmes;
- care for others less fortunate than themselves.
- approach College activities with a positive, co-operative attitude

Code:

Learners are to understand that they each, through their own response to the Code of Conduct and subsequent daily behaviour, either encourage or prevent the attainment of the College's objectives. The purpose of this Code of Conduct is to ensure that the opportunities presented at Pecanwood College are fully utilized. The Code thus identifies what behaviour is required and expected.

2.1.1 Relationships with educators:

Learners are expected to respect the task of educators that is to teach, to co-ordinate learning activities and to facilitate the full school programme. Learners can demonstrate this by, for example, being punctual to lessons and activities, being attentive and co-operative, applying themselves fully to academic activities and working as a member of a team.

2.1.2 As regards other learners:

Learners are expected to respect the rights of others to learn by:

- supporting other learners in their tasks;
- giving others opportunities to make contributions in class and in tasks;
- not interrupting others while they contribute;
- respecting others' points of view;
- avoiding ridiculing others.

2.1.3 Personal application

Learners are expected to maximize the learning opportunities at the College by:

- attending school every day, unless incapacitated and authorized to stay away by a parent or guardian;
- devoting appropriate time and effort to academic studies;
- taking part willingly and enthusiastically in class activities;
- working independently and doing more than the minimum required;
- doing homework and project work as set;
- presenting assignments of a high standard and on time;
- preparing well for tests and examinations;
- working neatly;
- showing commitment to academic achievement;
- participation in the extramural programme.

2.2 Code of Conduct – Educators

Objectives:

Educators will fulfill their professional responsibilities by:

- Respecting the dignity and rights of learners;
- using their professional skills to educate learners;
- contribute fully to the programme of the College;
- creating a stimulating learning environment in their classrooms;
- maintain regular contact with parents;
- be prepared to go the extra mile in the interests of the learners and the attainment of the College's objectives

Code:

While every educator can expect the respect, support and co-operation of the College, parents and learners in his or her efforts to create a healthy learning environment inside and outside the classroom, it is important that educators acknowledge their responsibilities. Educators at Pecanwood College thus undertake to:

- Maintain a professional bearing and manner and by so doing set a positive example to the learners;
- Be well prepared;
- Be fully conversant with the demands of the syllabi taught;
- Be punctual for meetings and classrooms;
- Mark and return assignments, tests and examinations within a reasonable period of time;
- Praise, encourage and motivate learners;
- Help create a concept of team work or partnership with learners in the education process;
- Help establish and communicate realistic, clear and meaningful goals;
- Correct appropriately learners who transgress the code;
- Contact parents where necessary;
- Report serious misconduct to senior executive staff;
- Be sensitive to the individual needs and problems of learners.

Where a parent feels it necessary to discuss a matter relevant to educator/learner interaction, the educator or coach should first be approached. If the matter cannot be resolved the head of department of the phase should be approached. The Head of the phase should be approached if the matter is still unresolved. The Board of Directors is the final authority in all College matters and should be approached, in writing, through the chairman if no other resolution can be obtained.

2.3 Code of Conduct – Parents**Objectives:**

In their association with the College, parents are expected to:

- provide their children with the necessities for their life at school;
- support their children in their studies and various school activities;
- support the efforts and actions of College staff;
- support parent activities wherever possible;
- attend College functions, sport and cultural activities;
- extend their own professional expertise to the College, wherever possible;
- uphold and promote the good name of Pecanwood College.

Code:

Pecanwood College aims to maintain a positive relationship with parents. Parents are expected to assist the College in the following ways:

- support educators in their efforts to teach their children, i.e. monitor homework, check test results, help set goals, regularly consult their diary for educators' comments;
- never criticize an educator in a child's presence;
- communicate with the educator, coach, head of department or Head timeously regarding areas of concern before they become major issues;
- make suggestions or provide assistance to improve educational process and sporting activities;
- encourage their children to participate fully in the life of the College;
- endeavour to uphold moral and legal behaviour in their children especially as regards alcohol, cigarettes, substance abuse and sexual activity;
- be aware at all times of the whereabouts of their children and set parameters as far as time lines, transport arrangements, dress codes and appropriate behaviour is concerned;
- communicate directly with the parents of their children's' friends to clarify information.

SECTION 3

3.1 College

It is every learner's right to receive an education and while the College will strive to provide the educational opportunities our community has come to expect, it is important that learners acknowledge their responsibilities to their fellow learners and the College community at large.

There are many forms of recognition within the College which reward positive, sustained performance and behaviour. These may take the form of praise, favourable diary or newsletter entries, public announcements, colours, councillorship, awards made at formal assemblies, Honours Evening, Prize-Giving's or Valedictions, Achievers Dinners. These serve as positive rewards to motivate learners to achieve and to exhibit the behaviour expected at Pecanwood College.

Follow up action will occur in all cases where behaviour is inappropriate and always with positive purpose – to define the error, correct the behaviour and prevent future infringement.

The following sections will define the kinds of behaviour that will not be tolerated. The follow up consequences that may be expected are outlined. The discipline code applies whenever a learner may be associated with Pecanwood College, not only during school hours. Please note that it is impossible to list every likely offence that may be committed by a learner. For this reason the Head, or staff member delegated by him for the purpose, may take appropriate action on any behaviour deemed an infringement of the principles of the Code of Conduct.

BEHAVIOUR	CONSEQUENCE
<p>(i)</p> <p>That disrupts the College's organization or damages its image e.g.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Persistent lateness to school <input type="checkbox"/> Failing to fulfill extra-mural commitments <input type="checkbox"/> Failing to give or return important communications between the College and parents (newsletters, reports, etc.) <input type="checkbox"/> Being out of bounds without permission <input type="checkbox"/> Defacing or damaging College property <input type="checkbox"/> Infringing the dress code <input type="checkbox"/> Littering <input type="checkbox"/> Misbehaviour during assemblies <input type="checkbox"/> Inappropriate behaviour towards a visitor to the College. <input type="checkbox"/> Truancy 	<p>Written impositions and detentions may be given when learners persistently fail to co-operate in these instances and parents may be contacted via the Head or HOD</p>
<p>(ii)</p> <p>That harms a learner's own educational opportunities. i.e. Generally failing to co-operate with an educator in the classroom e.g.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Not doing homework <input type="checkbox"/> Failing to bring work materials to school <input type="checkbox"/> Failing to hand in required work <input type="checkbox"/> Not paying sufficient attention to his/her studies <input type="checkbox"/> Failing to write cycle tests or examinations without medical certificates 	<p>It is the subject or class educator's responsibility to act on behaviour that adversely affects a learner's own educational opportunities. Appropriate punishments include written impositions, extra exercises, mark penalties, rewriting tests, etc.</p> <p>If a learner repeatedly fails to co-operate, parents will be advised, and, if necessary, executive staff will become involved.</p> <p>It must be noted that although this behaviour may only seem to affect the individual learner, such non co-operation may also undermine the educational tone of the class, thus harming the opportunities of others.</p>

<p>(iii) That harms the healthy learning environment of the College i.e. the learner's behaviour is illegal, criminal, anti-social, dangerous, offensive or lowers the educational tone of the College.</p> <p>e.g.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bullying <input type="checkbox"/> Dishonesty <input type="checkbox"/> Fighting <input type="checkbox"/> Fraudulent actions <ul style="list-style-type: none"> No cheating or dishonesty of any kind will be tolerated during assessments <input type="checkbox"/> Hate speech & Racial misbehaviour <input type="checkbox"/> Plagiarism <input type="checkbox"/> Possession of offensive or pornographic material <input type="checkbox"/> Possession of or smoking cigarettes (this includes electronic devices and hubbly-bubbly) or any instrument, appliance or any form of tobacco. <input type="checkbox"/> Racism <input type="checkbox"/> Rudeness or insolence <input type="checkbox"/> Satanism <input type="checkbox"/> Sexism <input type="checkbox"/> Sexual impropriety <input type="checkbox"/> Stolen Property found on your possession <input type="checkbox"/> Swearing <input type="checkbox"/> Tampering with or damaging other peoples' property <input type="checkbox"/> Theft <input type="checkbox"/> Unseemly or inappropriate physical contact <input type="checkbox"/> Vandalism <input type="checkbox"/> Verbal or physical threats <input type="checkbox"/> Possession of, dealing in or using alcohol or drugs 	<p>Depending on the nature of the incident, a learner may be removed from the class.</p> <p>Confidential reports may be obtained from the learner's educators to view the incident in a broader perspective.</p> <p>An interview with the parents will be arranged to discuss the matter.</p> <p>Depending on the nature of the report, the learner's previous disciplinary record at the College and the seriousness of the offence, the Head may issue a verbal or written warning to the learner in the presence of the learner's parents.</p> <p>Any serious incident and/or repeated incidents of this type of misconduct may result in parents being asked to remove their child from Pecanwood College.</p> <p>These offences will result in formal disciplinary hearings, possible suspension and expulsion procedures. Refer to the specific drug and alcohol policy in Section 4.</p>
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In all disciplinary procedures, Pecanwood College will endeavour to be fair, consistent, and impartial and will treat the learners with dignity. Moreover, in cases of serious misconduct (when a disciplinary hearing is necessary) parents will be invited to be present with their children.

SECTION 4 – DRUG AND ALCOHOL POLICY

SUBSTANCE ABUSE

Definition

1. Substance abuse is defined for the purpose of this policy as:

being under the influence of or the unauthorized, excessive or wrongful use of drugs (whether legal or illegal) or alcohol by any member of the College community whenever that person can be associated with the College; a positive identification of drug use by test of an agency recognized by the College for the purpose.

Policy

2. The Head will bear responsibility to ensure that Pecanwood College remains a drug free zone.
3. Suitable education, guidance and monitoring programmes will be conducted at the College.
4. Appropriate actions will be taken in cases of infringements of this policy.
5. The best interests of the College as a whole will be considered paramount.

Application

6. This policy will be applied consistently in all cases.
7. A distinction in culpability will be made between instances of those seeking assistance voluntarily and those discovered.
8. Anyone associated with the College will be given every assistance should it be requested, regardless of any disciplinary action taken.
9. All assistance given will respect to the dignity of those concerned and will be according to generally accepted codes of confidentiality and legal correctness.

Resources

10. The executive staff will be responsible for providing suitable guidance and educational programmes regarding substance abuse on an ongoing basis.
11. The Directors will be responsible for providing the Head with resources required: e.g. skilled monitoring services. Whenever possible the Head's requests for assistance in these matters will be acceded to and whatever reasonable support is deemed necessary at any time will be given.
12. Parent responsibility will be recognized and emphasized throughout.
13. Outside agencies will be contacted for assistance in both educational and monitoring matters.

Procedures

14. All instances of substance abuse will be investigated and actions taken consistent with this policy.
15. The Head and staff will be responsible for all necessary investigations.
16. Pecanwood College reserves the right to:
 - 16.1 exert control at all times, as deemed fit by the Head;
 - 16.2 arrange urine and/or other drug tests by an outside agency selected by the College. These tests will be at the expense of the College if negative, for the parents' account if positive;
 - 16.3 use agencies (e.g. the SAPS) and/or staff teams to monitor persons, belongings, grounds at any time, to identify possession or usage of drugs or alcohol;
 - 16.4 establish and insist upon adherence to contracts of behaviour to regulate future conduct.

17. In cases of possession, usage, abuse or distribution, discipline will be meted out, as seen fit by the Head or Disciplinary Hearing. Discipline may take the form of:
- Detentions;
 - Withdrawals from College activities;
 - Community service;
 - Written or verbal warnings;
 - Final warnings;
 - Regular monitoring;
 - Contracts regulating behaviour;
 - Suspensions;
 - Expulsion;
 - Referral to the SAPS;
 - Or any other action deemed suitable at the time.
18. Serious and second infractions will be considered expellable offences.
19. In every case, parents must be informed of their children's involvement and of what actions have been and will be taken.
20. Expulsions and suspensions will be according to the South African Schools Act, 1966, or other relevant legislation.

Principles

21. In every instance, regardless of whether or not the learner/s concerned is removed from Pecanwood College, counselling will be offered and the College's facilities or advice made available.
22. To ensure that Pecanwood College is maintained as a drug free zone, the strictest measures must be taken in cases where inappropriate substances are:
- Transported to school or to any activity associated with the College;
 - Passed on to others at school or at any activity associated with the College.
23. The degree of involvement of any learner must be assessed thoroughly and actions taken must be commensurate with the severity of the case, the past disciplinary record of the individual concerned, and coercion or intimidation which may have taken place, as well as the reaction of the individual to being involved.
24. Learners may be guilty by association: those in company of others at the time they are guilty of infringements to this policy can be deemed similarly culpable and may be subjected to the same or other disciplinary action.
25. The Head has the right to search any learner for a dangerous weapon, firearm, drugs, or harmful dangerous substance, stolen property, or pornographic material brought on to the school property. Refer to Government Gazette, Notice 776 of 1998 for further information.

Police action

26. In cases of possession or of the distribution of illegal substances at school, or in activities associated with the College, referral will be made to the SAPS for further investigation.
27. The College will render to the police whatever assistance is required.
28. Referral to the police will in no way delay or prevent the implementation of the College's drug policy.

Testing

29. Parent/Guardian acceptance of the Admission Policy of the College provides prior permission to the Head to arrange tests at his discretion.
30. The Head or his or her delegate will
- Within one working day, if practicable, inform the parent that a random test or search and seizure was done in respect of his or her child; and
 - Inform the learner and his or her parent of the result of the test immediately after it becomes available.

SECTION 5 – EXTRAMURAL CODE

Introduction

Each activity has its own specific code, to which all participants are expected to adhere. Nevertheless, the following hold as general principles.

Objectives

Extramural activities are presented to:

- Contribute to a balanced College programme;
- Foster healthy lifestyles;
- Develop interest in sporting and cultural activities;
- Develop skills;
- Teach respect for the rules of sport;
- Teach respect for coaches and officials;
- Teach good attitudes towards winning and losing;
- Enhance school spirit;
- Develop camaraderie and team spirit.

Code

Participants are expected to:

- Behave appropriately on and off the sports field;
- Play in the spirit of the game always;
- Respect opponents;
- Show due courtesy;
- Attend scheduled practices and matches;
- Adhere to the dress code
- Use the activity as a means of social interaction.

SECTION 6 – DRESS CODE

No variation from the uniform specified in the admission document will be permitted. Any item that is not listed may be confiscated if worn by a learner.

At inter school matches learners not wearing the stipulated uniform will not enter the field of competition.

Any sloppy or untidy appearances will not be tolerated.

Infringements of the dress/uniform code will result in removal from the activity until the learner's appearance is satisfactory.

SECTION 7 - CELLULAR PHONE POLICY

Although it is not encouraged for learners to bring their cellular phones to school, it is generally accepted that it is necessary for families to communicate arrangements with one another.

It is the responsibility of the learner to look after his/her cellular phone at all times and not that of any staff members.

Learners bring cellular phones to school at their own risk.

Cellular phones will be switched off during academic time. Phone calls may be made after school hours only.

Use of cellular phones for any anti-social or obscene purposes will be considered abuse and dealt with accordingly.

No communication between pupils on cell phones will be tolerated. This can be done in their private capacity.

Teachers will confiscate cellular phones if used without permission. The phone will be handed in to Mrs Moretti for safekeeping. They will be returned to the pupils after 2 weeks.

SECTION 8 –PREPARATORY

8.1 General

- Students are required to abide by the Schools Rules and to follow the directions of teachers and other people with authority delegated by the School. These rules include those formulated for the classroom, the playground as well as travelling to and from school. These rules are based on three basic rights :
 - The right to feel safe
 - The right to learn
 - The right to be treated with dignity and respect

The rules of the school relate to the responsibilities of students in order that these three basic rights are maintained.

- It is every pupil's right to receive an education and while the Prep will strive to provide the educational opportunities our community has come to expect, it is important that pupils acknowledge their responsibilities in the process.
- There are many forms of recognition within the Prep which reward positive, sustained performance and behaviour. These may take the form of praise, favourable diary or newsletter entries, public announcements, Pizza awards, awards made at formal assemblies and Prize-Giving's. These serve as positive rewards to motivate pupils to achieve and to exhibit the behaviour expected at PWC.

8.2 Discipline Procedure

Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the School, staff members or other students, the student may be subject to disciplinary action.

Discipline will be enforced in all cases where behaviour is inappropriate and always with positive purpose – to define the error, correct the behaviour and prevent future infringement. The discipline code applies whenever a pupil may be associated with PWC, not only during school hours.

Please note that it is impossible to list every punishable offence that may be committed by a pupil. For this reason the Headmaster, Head of Discipline or staff member delegated by him/her for the purpose, may take appropriate action on any behaviour deemed an infringement of the principles of the discipline code.

Below are a list of infringements:

- Persistent lateness at school
- Failing to fulfil extra-mural commitments
- Being out of bounds
- Defacing or damaging the Prep property
- Hate speech
- Infringing the dress code
- Selling items at school without prior consent
- Inappropriate behaviour towards a visitor on the Prep property.
- Bullying
- Dishonesty
- No cheating or dishonesty of any kind will be tolerated during assessments.
- Fighting
- Fraudulent actions
- *Stolen Property found on your possession
- Racism
- Rudeness or insolence
- Satanism
- Sexism
- Swearing
- *Tampering with or damaging other peoples' Property
- *Theft
- Unseemly or inappropriate physical contact
- Vandalism
- Verbal or physical threats
- Substance abuse

- Bringing the name of PWC into disrepute
- Inappropriate or offensive messaging on cellular phones will not be tolerated. Pupils will treat one another with respect at all times.

In all disciplinary procedures, PWC will endeavour to be fair, consistent, and impartial and will treat the pupil with dignity. Detention, suspension (internal or external), contacting parents, daily report, etc. can be issued depending on the infringement and will be age related and appropriate. The Headmaster to approve children suspended internally or externally.

Moreover, in cases of serious misconduct (when a disciplinary hearing is necessary) parents will be invited to be present with their children; a formal Disciplinary Committee will be convened.

Process of Investigating a Disciplinary Matter

In cases where disciplinary sanctions are likely to be imposed, the process of applying these sanctions must be fair to all parties involved. The following steps should be applied in investigating a serious alleged breach and applying sanctions.

The student and parent / guardian should:

- Know and understand the allegations related to a specific matter and any other information which will be taken into account in considering the matter.
- Know the process by which the matter is considered. This process should be impartial with an absence of bias from decision makers. In most cases where the allegations are of a serious nature more than one person will be involved in the decision making process.
- Have an opportunity to respond to the allegations (This may be by using a student "Personal Response Sheet")
- For breaches that result in suspension or expulsion from school, know how to seek a review of the decision made in response to an allegation.

Where the offending behavior is of such a nature that it may result in suspension or expulsion, the student also will be:

- Informed of the alleged breach. In some cases this may mean providing copies of statements made by other involved in the investigation. However the school also needs to ensure the privacy of other students and parents who may have make statements. Therefore, details of the allegations made in the statements may be used, but every effort should be made to not include names or other details that may identify complainants or witnesses.
- Informed as to who will make the decision on the penalty. For serious breaches, where suspension or expulsion is a possible outcome, this would normally be the Headmaster, Deputy Head or Head of the junior school.
- Informed that they will be afforded a right of review or appeal. All appeals should be in writing to the headmaster, stating the grounds on which the appeal is being made.
- Informed of the procedures to be followed which will include an opportunity to have a parent or guardian present when responding to serious allegations and allegations relating to matters concerning child protection.

The Headmaster will reach a preliminary decision in relation to the allegation and any penalty to be imposed and advise the student (and parent/s) of that view.

Review Process

The student (and parent/s) would be advised that if they wish the disciplinary decision to be reviewed, they may make application for a review to the Headmaster and submit any information they want to be considered during the review process. The Headmaster will then either confirm the preliminary decision as final or amend the preliminary decision based on the additional information provided. During this process of considering an appeal the Headmaster will:

- Deal with the appeal in a timely manner
- Review all relevant material
- Ensure all appropriate information is available to the student and parent or guardian
- Discuss relevant issues with the person(s) making the appeal and other parties as appropriate
- Advise all parties of the decision and the specific reasons for reaching the decision.

Following serious breaches a review/assessment process should be undertaken involving the following staff as appropriate:

- Senior Executive responsible for final action
- The Senior Headmaster
- Any staff member who reported the incident, was affected by the actions of the student or otherwise would need to be involved in debriefing.