



CBC ST JOHN'S, PARKLANDS	
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POLICY TITLE	<b>CODE OF CONDUCT FOR STUDENTS AT CBC ST JOHN'S, PARKLANDS</b>
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## CODE OF CONDUCT FOR STUDENTS AT CBC ST JOHN'S, PARKLANDS

### 1. PREAMBLE

- 1.1 To guide the conduct of the parents of students and the mutual relationship between the parents and the College
- 1.2 The code of conduct is aimed at establishing a disciplined and purposeful environment, dedicated to the improvement and maintenance of the quality of the learning process at CBC ST JOHN'S.
- 1.3 Nothing contained in the South African Schools Act exempts a learner from the obligation to comply with the code of conduct of the school attended by the learner.
- 1.4 While the state must make education available and accessible, this must be complemented by the commitment and acceptance of responsibility by the other partners in education, namely the learners, educators, and parents.
- 1.5 The code of conduct should promote a culture of reconciliation, teaching, learning, and mutual respect, and the establishment of a culture of tolerance and peace in the school.  
The code of conduct must be read in conjunction with the drug testing policy.

### 1.2 DOCUMENTS GUIDING THE POLICY

#### 1.2.1 ETHOS STATEMENT OF CBC ST JOHN'S:

- It is how we say and do things.
- It is how we greet each other in the mornings.
- It is how we address one another in class and on the playground.
- It is how we manage our classrooms, behave in class, and keep our learning space tidy.
- It is how we relate to each other as teachers, students, and parents.
- It is how we organise our structures to reflect the democratic and inclusive nature of the school.
- It is how we develop and implement our policies to enable everybody to reach their full potential.
- It is how we bring the mission of the Church and Constitution into our school community.



- How we bring justice, peace, equality, acceptance, unity, truth, and God's endearing love to all his people.
- It is how we deal with the stresses we face as teachers, students, and parents.
- It is how we create pride and school spirit as we commit ourselves to being the best we can be.
- It is how we celebrate our successes.

## 1.2.2 ETHOS POLICY

1.2.2.1 As an expression of the mission of the Church and the body of Christ in the real world, the ethos of CBC St John's Parklands is governed by the Gospels, the Sacraments of the Church, the spiritual and educational legacy of Blessed Edmund Rice, the consecrated reason of all within its community and the constitution of a democratic South Africa. Therefore, the school should always allow its policies, priorities, and purpose to be illuminated, inspired, guided, and challenged by the teaching of the Gospel (Sullivan, 2000), and by striving to emulate the key characteristics of our founder Blessed Edmund Ignatius Rice, thereby becoming stewards of his spiritual legacy.

### 1.2.2.2 THE ETHOS OF CBC ST JOHN'S PARKLANDS

1.2.2.2.1 The Ethos Committee has an integral function as the heartbeat of the College. In embracing and performing its function the Ethos Committee will oversee all ethical matters. Every action and practice of our college community must be ethical. The primary function of the Ethos Committee is to guide and uphold all who work within the walls of CBC St John's according to our ethos, vision, and mission. The aim of the Ethos Committee is:

To let all practices within the College community be guided by honouring the Word of God, the Sacraments of the Church, and the legacy of Blessed Edmund Ignatius Rice.

We intend to achieve this by

- Guarding and strengthening the existence and functioning of the school's charism.
- Preserving the spiritual heritage and legacy of the school.
- Striving to create an environment in which the love of Christ and restorative justice manifests.

1.2.2.2.2 On an organizational level, the Ethos Committee serves the dynamic relationship between the office bearers of the College, the Church, staff members, and students. This committee is accessible to the entire school community. The committee answers directly to the Head of Schools, Head of College, and BOG and, ultimately, is accountable to the Archbishop. The Ethos Policy provides the framework in which the Ethos Committee operates and thrives. They should maintain a vigilant stance and keep their pulse on all matters about the entire school body, including non-teaching, administrative, teaching, and maintenance staff, all students, co-curricular coaches as well as visitors to the school.

### 1.2.2.3 CRITERIA OF THIS ETHOS POLICY

1.2.2.3.1 As an independent Catholic school, this Ethos Policy will impact the entire school community. The scope will reach:

- Board of Governors: To approve the policy and ensure its implementation.
- Head of College: To support the procedures of the policy and to be the primary custodian in ensuring its implementation.



- School Staff: As the staff of CBC St John's Parklands, the requirement is that the whole staff embraces and upholds the ethos of the school and supports the cross-curricular nature of the Ethos Policy.

Their responsibility will be:

- implement and review the policy.
- To ensure a high standard and effective delivery of the Ethos Policy.
- The Ethos Policy will be implemented and preserved by the
- Chaplain, in assisting in the faith development of students.
- Pastoral Care Personnel, Religious Educators, and Guidance Counsellors: By collaborating with the core committee members of the Ethos body to provide support and give guidance to the students and staff.
- Parents / Guardians, by supporting the Ethos Policy requirements in the school and the faith formation of their children.
- Students, by fully adhering to, participating in, and embracing the Ethos Policy.

### 1.2.3 MISSION STATEMENT

***As an independent Catholic school, we aim to provide an enriched, holistic education based on Gospel values, where the spirituality of each person is nurtured in an environment where Faith, Family, Excellence, and Diversity are celebrated. By recognizing each child's potential, we aspire to produce students who are meaningful contributors to a world requiring social advocacy, compassion, tolerance, and innovative thinking.***

The archdiocese requires Catholic schools to cooperate in every possible way when adhering to holistic education and spreading Gospel values (Archdiocesan Catholic Policy, since 2009).

Inspired by the vision of Blessed Edmund Rice, founder of CBC, our school, St John's Parklands, hereby adheres to the following 10 pillars of our ethos:

"Docemus" (We teach) - Devote enough priority time and resources to well-organized formal religious education programmes.

"Veritas" (Truth) - In all our educational endeavours are aligned to the contemporary challenges of the Gospel countering the false culture of domination in all its forms, including sexism, racism, exploitation, and greed.

"Celebramus" (We celebrate) - Express our faith through prayer and symbolism, as a whole school or in its various groupings, particularly in the celebration of special occasions and events.

"Incarnatus" (Incarnation) - Providing a holistic, integrated, relevant education where the divine presence is honoured in the human experience and so the Christian spirituality of each person is purposefully cultivated.

"Curamus" (We care) - Nurturing a family-like compassionate community.

"Laboramus" (We work) - Aspiring for excellence in education.

"Servamus" (We serve) - Cultivating a culture of service with a priority given to the poor and marginalized.

"Dignitas" (Dignity) - the dignity of everyone by daily emulating Gospel values.

"Respectamus" (We respect) - Manifest self-respect, respect for the environment, and all others.

"Virtus" (Morality) Upholding a moral compass of CBC College in promoting the school body through all forms of social media, including Facebook, Twitter, texting, email, and Skype.

### CONCLUSION

At CBC St John's, we commit to the importance of formal religious and moral education. This policy allows us the opportunity to reflect on, explore and articulate what it means to be at our school. It is our privilege and purpose to harness the religious development of our students and to provide opportunities for them to know God. We strive to be faithful to the intentions of our founder and recognise the



implications of what it means to be at a Catholic school within the contemporary context of a democratic South Africa.

#### 1.2.4 EXTRACT FROM THE PREAMBLE OF THE SOUTH AFRICAN SCHOOLS ACT - ACT NO. 84.1996

"WHEREAS this country requires a new national system for schools which will redress past injustices in educational provision, provide an education of progressively high quality for all learners and in so doing lay a strong foundation for the development of all our people's talents and capabilities, advance the democratic transformation of society, combat racism and sexism and all other forms of unfair discrimination and intolerance, contribute to the eradication of poverty and the economic well-being of society, protect and advance our diverse cultures and languages, uphold the rights of all learners, parents, and educators, and promote their acceptance of responsibility for the organization, governance and funding of schools in partnership with the state;"

#### 1.2.5 THE CONSTITUTION OF SOUTH AFRICA: ACT 108 OF 1996

##### FOUNDING PROVISIONS

The Republic of South Africa is one, sovereign, democratic state founded on the following values: - Human dignity, the achievement of equality, and the advancement of human rights and freedoms;

- Non-racialism and non-sexism;
- Supremacy of the constitution and the rule of law ...

#### 1.2.6 BILL OF RIGHTS

This Bill of Rights is the cornerstone of democracy in South Africa. It enshrines the rights of all people in our country and affirms the democratic values of human dignity, equality, and freedom.

A juristic person is entitled to the rights in the Bill of Rights to the extent required by the nature of that juristic person.

**Equality:** Everyone is equal before the law and has the right to equal protection and benefit from the law.

**Human Dignity:** Everyone has inherent dignity and the right to have their dignity respected and protected

**Freedom and Security of the person:** Everyone has the right to freedom and security of the person.

**Freedom of Religion, Belief, and Opinion:** Everyone has the right to freedom of conscience, religion, thought, belief, and opinion.

**Limitation of Rights:** The rights in the Bill of Rights may be limited only in terms of law of general application to the extent that the limitation is reasonable and justifiable in an open and democratic society based on human dignity, equality, and freedom, taking into account all relevant factors, including the nature of the right; the importance of the purpose of the limitation; the nature and extent of the limitation; the relation between the limitation and its purpose; and less restrictive means to achieve the purpose.



### 1.3 TERMS OF LEGISLATION

The Code of Conduct for Learners at CBC ST JOHN'S, PARKLANDS has been drawn up in terms of the following legislation:

The Constitution of the Republic of South Africa 1996, Act No. 108, and the Bill of Rights included in the constitution

South African Schools Act, 1996 (Act No. 84 of 1996) as amended

Guideline for the consideration of Governing Bodies in adopting a code of conduct for learners, in Government Gazette No 18900

General manual for the suspension and expulsion of learners from public schools (excluding public schools for learners who were referred or transferred to such schools in terms of the childcare act, 1983 (act 74 of 1983), and/or the criminal procedure act, 1977 (act 51 of 1977)), in circular 0030/99 – Provincial Administration Western Cape – Education Department.

### 1.4 LEGAL AUTHORITY

The South African Schools Act, Act No. 84 of 1996, section 8(1) empowers a governing body of a school to maintain discipline in a school. The Code of Conduct must prescribe behaviour that respects the rights of learners and educators.

- An educator at the school shall have the same rights as a parent to control and discipline a learner according to the Code of Conduct during the time the learner attends the school, in any classroom, at any school function or school excursion, or other school-related activities.
- The principal or an educator, upon reasonable suspicion (sufficient information), has the legal authority to conduct a search of any learner or property in possession of the learner for a dangerous weapon, firearm, drugs, or harmful dangerous substance, stolen property, or pornographic material brought onto the school property. During a search, human dignity shall be observed, and learners shall be searched in private by persons of their gender, preferably in the presence of at least one other person. A record must be kept of the search proceedings and the outcome.

## 2. POLICY STATEMENT

### 2.1 Students are expected to

- 2.1.1 Comply with the school rules.
- 2.1.2 Maintain a high academic standard. Do his/her homework/assignments/projects timeously, prepare for tests and examinations and respect the right of their peers to study.
- 2.1.3 Respect the rights/dignity and personal safety of others as well as treat the property of others with respect.
- 2.1.4 Refrain from cheating, plagiarism, theft, dishonesty, and substance abuse.
- 2.1.5 Attend practices and matches of chosen extra-mural and will behave appropriately.
- 2.1.6 Attend school Masses and Services.
- 2.1.7 Be ambassadors of the College.



2.1.8 Accept the responsibility for his/her behaviour and the consequences that may result from his/her failure to observe the Code of Conduct.

## 2.2 MISCONDUCT OR INFRINGEMENT OF THE CODE OF CONDUCT:

### 2.2.3 Category 1

- 2.2.3.1 Wilful disregard of instructions.
- 2.2.3.2 Use of abusive language and name-calling.
- 2.2.3.3 Incorrect grooming – including sport/PT practices and matches.
- 2.2.3.4 Trespassing on school property after school hours.
- 2.2.3.5 Persistent late coming either in the morning, for lessons, or to school functions.
- 2.2.3.6 Consistent misbehaviour in class or during lessons,
- 2.2.3.7 Disruptive behaviour in class/ assembly/services /Mass.
- 2.2.3.8 Bullying is either mental, verbal or written, or physical.
- 2.2.3.9 Being excessively noisy.
- 2.2.3.10 Dangerous horseplay.
- 2.2.3.11 Insulting others.
- 2.2.3.12 Spreading malicious rumours.
- 2.2.3.13 Intimidating other
- 2.2.3.14 Fighting or threatening others.
- 2.2.3.15 Eating or drinking in class.
- 2.2.3.16 Chewing gum while in school uniform or at functions where the school is represented.
- 2.2.3.17 Homework not done.
- 2.2.3.18 Assignments not done.
- 2.2.3.19 Copying of tests, assignments, and projects.
- 2.2.3.20 Copying of homework.
- 2.2.3.21 Being dishonest, lying, or cheating.
- 2.2.3.22 Unsportsmanlike behaviour.
- 2.2.3.23 Misbehaving during Mass/services.
- 2.2.3.24 Being disrespectful.
- 2.2.3.25 Littering
- 2.2.3.26 Cell phones not switched off will be confiscated for a week.

### 2.2.4 Category 2

- 2.2.4.1 Repeated infringement / more serious nature of Category 1 offenses.
- 2.2.4.2 Behaviour, in or out of uniform, which disgraces the reputation of the school
- 2.2.4.3 Bullying – verbal, written, mental, or physical.
- 2.2.4.4 Use of force.
- 2.2.4.5 Fighting or threatening others.
- 2.2.4.6 Copying/cheating in examinations.
- 2.2.4.7 Vandalism of property.
- 2.2.4.8 Racist/sexist or ant-religious comments.
- 2.2.4.9 Tampering with the property of others.
- 2.2.4.10 Defacing the property of others.
- 2.2.4.11 Dangerous behaviour.
- 2.2.4.12 Smoking in uniform (on or off the school property) or at any function where the school is being represented.
- 2.2.4.13 Not attending matches.
- 2.2.4.14 Bringing the school team's name into disrepute at matches. Owning/or supplying pornographic material (print or electronic) at school or any school function or trip.

### 2.2.5 Category 3



- 2.2.5.1 Repeated infringement / more serious nature of Category 2 offenses.
- 2.2.5.2 Combination of offenses in Category 2.
- 2.2.5.3 Alcohol or substance use at school or on any school trip or at any school function. (Counselling must be sought)
- 2.2.5.4 Supplying or selling of alcohol or any illegal substance either on or off the premises.
- 2.2.5.5 Suspected illegal substance abuse off the premises.
- 2.2.5.6 Having knives, guns, or any other dangerous instrument.
- 2.2.5.7 Playing obscene games
- 2.2.5.8 Sexual harassment – verbal, written, or physical
- 2.2.5.9 Stealing
- 2.2.5.10 Bringing the school's name into disrepute.
- 2.2.5.11 Using any electronic equipment or a social website such as Facebook to threaten/harass/intimidate any person or community - whether by recording or sending /leaving messages/photographs/videos.
- 2.2.5.12 Storing, publishing, and disseminating material via the internet, mobile telephone, or any such device that could be considered offensive, pornographic, or objectionable to others.

### 3.1 CODE OF CONDUCT

#### 3.1.1 DISCIPLINARY PROCEDURE:

The School Rules have been divided into THREE categories.

**3.1.1.1 Infringement of Category 1** rules will be dealt with by the teacher at his/her discretion.

The following procedures are meant as a guideline. Should a teacher decide that the action(s) of the pupil warrants immediate detention/parent contact/ being sent to the principal he/she has the right to do so.

#### Steps

##### **Behaviour / Grooming/Academic**

- Verbal warning
- Demerit
- Friday Detention (3 demerits)
- Contact parents
- Sent to principal
- Internal Disciplinary Hearing (Restorative justice)

##### **Academic**

- As above
- DT may be given without warning for CASS work not submitted
- Contact parents
- Daily Report
- Compulsory homework class
- Saturday Detention (for accumulated CASS work not submitted)

**3.1.1.2 Infringement of Category 2 rules** will be dealt with by the Internal Disciplinary Committee and/or the principal and/or Head of the College.

3.1.1.3 Parents will be contacted, *and if deemed necessary*, an appointment made for an interview.

3.1.1.4 The internal disciplinary committee will conduct the hearing chaired by an impartial person who was not part of the initial investigation.



- 3.1.2 The student charged with the offense has the right to call another student or teacher to testify in his/her defence.
- 3.2 The Internal Disciplinary Committee/Principal, in consultation with the Head of College, reserves the right to:
- Suspend a pupil until the breach of conduct has been rectified, or the pupil agrees to abide by the rules and ethos of the College.
  - Refer the matter to the Board of Governors' Disciplinary Committee for further action.

**3.1.1.3 Infringement of Category 3** rules may lead to automatic suspension until the hearing before the Board of Governors' Disciplinary Committee. The internal disciplinary committee may give sanction to refer a single category 2 offense, or any combination of offenses, to the Board of Governors for a tribunal hearing.

3.1.1.3.1 Any infringement of the College rules/ethos that warrants a Board of Governors' Disciplinary Hearing will be deemed serious enough to request that the pupil be expelled.

The Board of Governors' Disciplinary Committee reserves the right to:

- Suspend a pupil for a length of time deemed appropriate
- Recommend relevant remedial/corrective action /counselling
- Request parents to permanently remove the child from the College.
- Expel the child from the College.

3.1.1.3.2 During a tribunal hearing by the Board of Governors, a student is eligible for representation by his/her parent or legal advisor.





## CODE OF CONDUCT (STUDENT'S PLEDGE)

It is required by CBC that all students are aware of the school rules and the consequences of their actions should there be an infringement of the rules and Code of Conduct.

1. I realise that I am an ambassador of the College and will always conduct myself accordingly, both in and out of uniform.
2. I have read and understand the school rules and the consequences should I disobey the rules. I will accept responsibility for my behaviour and actions.
3. I will always show respect to others and the property of others.
4. I will to the best of my ability maintain a high academic standard.  
I will do my homework/assignments/projects timeously and prepare for tests and examinations.  
I will respect the right of my peers to study.
5. I will refrain from cheating, plagiarism, theft, dishonesty, and substance abuse.
6. I will attend practices and matches of my chosen extra-mural and will behave appropriately.
7. I will attend school Masses and Services.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## CODE OF CONDUCT: STUDENTS – GRIEVANCE POLICY AND FORM

A student has the right to lodge a grievance against a staff member under the following conditions:

- Academic performance.
- Administrative processes/decision (e.g., incorrect marks) within the School.
- Unprofessional conduct of a member of staff.

A grievance of any nature should first be discussed with the grade head.

If the above matter cannot be resolved, it should be referred to the phase head. If the matter is still unresolved, it should be referred to the Curriculum manager (for Academic matters) or the Head of College.

Should the Head of College not be able to resolve the matter an appeal can be made to the Board of Governors.

## GRIEVANCE FORM



**CHRISTIAN BROTHERS COLLEGE  
ST JOHN'S PARKLANDS**

GRIEVANCE FORM FOR STUDENTS

Copies to be distributed on request to

1. Aggrieved student
2. Representative
3. Phase Head
4. Head of College

Student: \_\_\_\_\_

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

Phase head: \_\_\_\_\_

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

Nature of grievance (underline option):

- Academic performance.
- Administrative processes/decision
- Unprofessional conduct of a member of staff.

Settlement desired by student:

Signature of Student.

\_\_\_\_\_

Outcome: Comments by Phase Head / Head of College