Code of Conduct

Cultivating Excellence Academy

Introduction

This Code of Conduct outlines expected behaviour for all students and teachers at Cultivating Excellence Academy. It is designed to create a safe, respectful, and productive learning environment. The school values diversity, inclusivity, and academic excellence. All students, parents, teachers, and staff are expected to uphold these principles.

Our Values:

1. Respect: All members of the school community must show respect to each other and to school property. Discrimination or harassment based on race, gender, religion, or any other characteristic will not be tolerated.
2. Integrity: Honesty and integrity are fundamental to our school. Everyone is expected to take responsibility for their actions and follow school rules and regulations.
3. Open Mindedness: Members of the school community should be open to new ideas, different perspectives, and constructive feedback. Embrace diversity and be willing to learn from others.
4. Tolerance: All are expected to show tolerance towards others' beliefs, cultures, and backgrounds. Accepting differences helps to foster an inclusive and harmonious environment.

Student Behavioral Expectations

1. Classroom Behaviour
    - Attend classes on time and be prepared to learn.
    - Participate actively and listen attentively.
    - Respect teachers and classmates during discussions.
    - Follow classroom rules and instructions.

2. School Property
    - Treat school property with care and respect.
    - Report any damage or loss to a teacher or administrator.
    - Do not bring prohibited items to school (e.g. weapons, vapes, cigarettes, drugs, alcohol).

Student Rights

Students have the right to a safe and supportive learning environment.
Students have the right to express their opinions in a respectful manner.
Students have the right to seek help from teachers or counsellors when needed.

Teacher Roles and Expectations

1. Professionalism
    - Maintain a professional demeanour at all times.
    - Arrive on time, prepare for classes, and ensure students are engaged and learning.
    - Use appropriate language and behaviour in all school-related interactions.

2. Respect and Inclusivity
    - Treat all students, parents, and colleagues with respect and fairness.
    - Promote an inclusive classroom environment, respecting diversity in all its forms.
    - Address any instances of discrimination or bullying immediately and ensure the school management knows about the incident.

3. Safety and Responsibility
    - Ensure a safe classroom environment, adhering to school safety protocols.
    - Report any unsafe conditions or behaviour to the administration.
    - Be responsible for students' well-being during school hours and activities.

4. Communication and Collaboration
    - Maintain open communication with parents and colleagues.
    - Collaborate with other teachers and staff to support students' academic and personal growth.
    - Provide timely feedback and guidance to students.

Teacher Rights

Teachers have the right to work in a safe and respectful environment.
Teachers have the right to express their professional opinions and to be treated fairly.
Teachers have the right to seek support from administration when needed.

Disciplinary Policy

Our school's disciplinary policy aims to promote a safe and respectful environment for all students, teachers, and staff. The following outlines how offences will be treated:

1. **Minor Offences**
    - Examples: tardiness, minor disruptions, incomplete homework.
    - Consequences: verbal warnings, extra assignments, detention during break or after school.
    - Repeated minor offences may lead to parental notification and further disciplinary action.
2. **Moderate Offences**
    - Examples: repeated class disruptions, disrespect to teachers or classmates, unauthorised use of technology, minor vandalism.
    - Consequences: detention, written warning, parent-teacher meetings, internal suspension.
    - Repeated moderate offences will lead to external suspension or other corrective measures depending on severity
3. **Serious Offences**
    - Examples: bullying, fighting, theft, cheating, smoking, vaping, harassment, bringing prohibited items to school.
    - Consequences: external suspension, mandatory counselling, parent-teacher conferences.
    - Serious offences will be dealt with by school management and may lead to external suspension or expulsion depending on the severity and frequency.

Reporting and Documentation

- All offences and disciplinary actions will be documented and kept on record.
- Parents will be informed of any serious disciplinary issues.
- School management will ensure that all disciplinary procedures are conducted fairly and consistently.

Dress Code

At **Cultivating Excellence Academy**, we believe that appropriate and respectful attire contributes to a positive learning environment. Our dress code is designed to ensure that **all** students feel comfortable, safe, and respected while fostering a sense of unity and discipline.

Why is the Dress Code Important?

- **Promotes a Respectful Environment** – As young individuals navigating an important stage of development, students should dress in a way that maintains dignity and confidence.

- **Encourages Inclusivity and Respect** – Our school community consists of individuals from diverse backgrounds, and clothing should reflect mutual respect for all cultures and beliefs.
- **Maintains a Focused Learning Environment** – Attire should not cause distractions or disruptions but should support an atmosphere conducive to academic success.

Dress Code Guidelines

Students are expected to dress in a manner that is **neat, clean, and appropriate for a school setting**. The following are **not permitted**:

- **Revealing Clothing** – Low-cut tops, crop tops (or midriff-baring shirts), visible cleavage, and see-through clothing.
- **Short and Tight Clothing** – Skirts must be at least mid-thigh or longer. Shorts must also reach mid-thigh or longer. Excessively tight clothing, including leggings without an appropriate-length top, is not permitted.
- **Visible Undergarments** – No underwear should be visible at any time.
- **Inappropriate Graphics or Messages** – Clothing with offensive, vulgar, or suggestive language, images, or references to drugs, alcohol, or violence is prohibited.
- **Political and Gang-Affiliated Clothing** – Attire displaying political slogans, gang symbols, or any messaging that may create division or conflict is not allowed.
- **Hats and Headgear** – Hats, caps, and hoodies (hoods) are not permitted in class (exceptions may be made for religious or medical reasons).

Sports and Fitness Attire

On sports days and during fitness classes, students must wear:

- Black fitness shorts of appropriate length (mid-thigh or longer).
- A plain white round neck T-shirt for fitness and round neck house colour plain T-shirt for sports day.
- Proper takkies to ensure safety during physical activity.

Enforcement and Compliance

- If a student is found in violation of the dress code, they may be asked to change into appropriate attire before returning to class.
- Persistent dress code violations will result in further disciplinary action in line with the school's code of conduct.

By following these guidelines, students contribute to a school environment that is **safe, inclusive, and conducive to learning**. We appreciate the cooperation of both students and parents in upholding these standards.

Technology Use Policy

To ensure a focused, safe, and productive learning environment, the following rules govern the use of **cellphones, laptops, and tablets** at Cultivating Excellence Academy. This applies to all learners with access to personal electronic devices.

1. General Principles

- All personal **cellphones, laptops, and tablets** brought onto the school premises remain the sole responsibility of the student and parent/guardian.
- CEA accepts **no liability** for loss, theft, damage, or injury related to the use/misuse of any personal device.
- Parents are encouraged to ensure that devices are appropriately insured.
- Devices may only be used for **educational purposes** and **with staff permission**.

2. Cellphones

- **Cellphones are not permitted to be kept by students during the school day.**
- All cellphones **must be handed in at the beginning of the school day** and will be securely stored by the school.
- Cellphones will be returned to students at the end of the school day.
- Any student found in possession of a cellphone during the school day, without explicit permission, will have the device **confiscated for one (1) school week**.
- Parents/guardians will be notified, and the incident will be recorded.
- Repeated non-compliance may result in disciplinary action in line with the school's disciplinary procedures.

3. Laptops and Tablets

- Students may only bring a **laptop or tablet** to school **with written parental consent**, as per the CEA Technology Consent Form.

- Laptops and tablets are to be used **strictly for school-related activities** and **only when instructed or permitted by a teacher**.
- Devices must remain stored away when not in use.
- Any misuse (including gaming, social media, messaging, recording others, or accessing non-educational content) will result in disciplinary action and may lead to the withdrawal of device privileges.

4. Communication with Parents During School Hours

- Students are **not permitted** to use personal devices to contact parents during school hours.
- If a student needs to contact a parent (e.g. illness, emergencies, forgotten items, medication), they must report to the **office**, where staff will assist or supervise the call.

5. Online Safety and Appropriate Use

- Students may **not access inappropriate, offensive, or non-educational content** at any time.
- Any form of cyberbullying, unauthorised recording, photographing, or sharing of content is strictly prohibited and will be dealt with seriously.

Punctuality Policy/Tardiness Policy

Punctuality is critical to a successful learning environment. School starts promptly at 8h00. It is essential for students to arrive on time to ensure a smooth start to the school day.

Consequences for late arrival at school: If a student arrives after 8h00, they will be considered late. Consequences for repeated tardiness may include a verbal warning, detention, or a meeting with parents to discuss punctuality. Parents are encouraged to let the school know if their child will be late for any reason.

Absenteeism Policy

Attendance at school is of utmost importance. If a student is absent, parents must inform the school by 07h30. This must be followed by an email giving the reason for the student's absence. The student is responsible for catching up on missed work and homework, obtaining worksheets if needed. Absence is not an excuse for incomplete homework. If a student is absent for more than 2 days, they must provide a medical certificate from a doctor.

Early Departure Notification

If a student needs to leave school early, please notify the school via email or WhatsApp by 07h30.

Food and Drink Policy

Eating and chewing gum are not permitted during lessons. However, students may have a bottle of water in class.

Ordering food is only permitted through our designated food vendor. Parents are responsible for ordering their child's lunch using the provided channels. The vendor will deliver the food to the school during designated break times. If you need to arrange any other food deliveries, please inform the school in advance.

Sleeping in Class

Students are expected to be attentive and engaged during lessons. Sleeping in class is not allowed, as it disrupts the learning environment and impacts academic performance.

- *Stay Alert:* Students should come to class prepared and well-rested, ensuring they are alert and ready to participate in the lesson.
- *Consequences:* If a student is found sleeping in class, the teacher will wake them up and remind them of the classroom expectations. Repeated instances of sleeping in class will lead to disciplinary action, which may include a verbal warning, parent-teacher conference, or detention.
- *Addressing Underlying Issues:* If a student is consistently sleeping in class, the teacher or school counsellor will meet with the student to understand any underlying issues, such as health problems, lack of sleep, or other personal concerns. The school will work with the student and their parents to address these issues and find a solution.
- *Respectful Environment:* Students should respect their classmates and teachers by staying awake and attentive during class. This helps create a conducive learning environment for everyone.

Music and Headphones Policy

Listening to music and wearing headphones in the classroom is prohibited except during break times. This rule helps maintain a focused learning environment and minimises distractions.

- *No Headphones During Lessons:* Students are not allowed to wear headphones or listen to music during class. This includes using earphones, earbuds, or any other audio devices.
- *Break Times:* Students may listen to music or use headphones during break times, provided they respect school property and others around them.
- *Consequences:* If a student is found using headphones or listening to music during class without permission, they will be asked to put them away. Repeated offences will result in disciplinary action, which may include confiscation, detention, or other corrective measures.

Exceptions for GED Course Students: GED students are permitted to use headphones during lessons, as a majority of their coursework is online. They must, however, use headphones in a way that does not disrupt others and should follow their teachers' instructions regarding headphone use.

Anti Bullying/Harassment Policy

Bullying involves intentional physical or emotional cruelty to others, especially to those who are perceived as vulnerable or of less power. No student should be placed in a position where they feel uncomfortable, unsafe, or unhappy because of another student. All instances of bullying must be reported to the class teacher or any teacher the student feels comfortable with. The following steps will be taken:

- The first complaint will be handled by the teacher.
- If unresolved, a disciplinary hearing with school management will take place.
- If the problem persists, parents of both involved parties will be contacted, and counselling or rehabilitation will be compulsory.
- Further non-compliance will lead to suspension or expulsion.

School Policy on Random Search and Seizure

The principal or a delegate may search any student or their property for dangerous objects, vapes, cigarettes, alcoholic substances, or illegal drugs. This search must respect student rights and dignity. If a body search is necessary, it must be conducted by a staff member of the same gender in the presence of another staff member of the same gender, and in a private area. Seized items will be kept securely by the school.

Physical Boundaries Policy

The school is committed to creating a *safe and appropriate* learning environment. As part of this commitment, any form of kissing or sexual behaviour is strictly prohibited on school grounds and during school activities.

- *No Kissing or Sexual Behaviour:* Students must refrain from any form of kissing or sexual behaviour while at school or during school events.
- *Appropriate Interactions:* Students should maintain appropriate physical boundaries with others at all times.
- *Disciplinary Action:* Violations of this policy will result in disciplinary action, which may include verbal warnings, parental notification, detention, suspension, or other corrective measures as determined by school administration.
- *Respect and Professionalism:* All students are expected to show respect to their peers and maintain a professional demeanour during school hours and events.
- *Safe Environment:* The school strives to ensure a safe and respectful environment for everyone. Any inappropriate behaviour should be reported to a teacher or school administrator.

Classroom Management Policy

Teachers aim to create a positive environment for all students. Flexibility is given to students who need to express themselves through movement, provided it does not disrupt classwork. However, continued disregard for boundaries and instructions will result in consequences, such as detention or additional guidance.

To ensure an attentive and respectful classroom environment, students are required to keep their hoodies down when a teacher is present in the classroom. This allows for better engagement between students and teachers. Hats/Caps and other head coverings ***(except for religious or medical reasons)*** should be removed during class time.

Accumulation and Consequences:

- Three strikes in a day will lead to detention, either during break or after school. These are reset daily.
- Detention involves activities aimed at guiding the student toward better behaviour.

Offences resulting in a strike include but are not limited to:

- Not following class rules or teacher's instructions.
- Disrupting the class or classmates.
- Not completing homework or classwork.
- Using inappropriate language or gestures.
- Inappropriate use of electronic devices.

Exam Policies

Study Leave

If students are not writing examinations on a given day during the exam period, they are allowed to stay at home. However, parents or guardians must send an email to the school confirming that they have given permission for the student to remain at home on that day. This applies to both *internal and external* examinations.

Illness During Exams

If a student is sick during the exam period, the school must be notified by 07h30. Additionally, a doctor's medical certificate must be provided for any absences due to illness during *internal* examinations. Failure to provide a valid medical certificate may impact the student's exam results and their ability to reschedule missed exams.

Online Students

Our online students are expected to come in and write their internal exams in person, unless otherwise arranged with the school in writing well before the exam period commences. Parents are requested to facilitate this.

Conclusion

This Code of Conduct is a living document, reflecting the school's commitment to creating a positive and respectful learning environment. All members of the school community are encouraged to work together to uphold these values. This policy shall be evaluated as part of the school's annual review process.

CEA TECHNOLOGY CONSENT FORM

I, _____, parent/legal guardian of _____ (learner's full name) give permission for my child to bring the following personal electronic device(s) to Cultivating Excellence Academy for educational purposes **(please tick where applicable):**

☐**Cell Phone**
☐**Laptop**
☐**Tablet**
☐**No personal device will be brought to school**

I acknowledge that all personal cellphones, laptops, and tablets are the responsibility of the owner. Cultivating Excellence Academy accepts no liability or responsibility for the loss of or damage to these devices. I understand that devices should be appropriately cared for and insured.

I further understand that:

- Cellphones must be handed in at the beginning of each school day;
- Laptops and tablets may only be used for educational purposes and with teacher permission;
- Failure to comply with this policy may result in confiscation and disciplinary action as outlined in the Technology Use Policy of the Code of Conduct (Update effective 2026).

I, the undersigned **parent/legal guardian** of the above-named learner, hereby indemnify and will not hold Cultivating Excellence Academy responsible or accountable for any loss or damage to these items during school sessions.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Learner Grade/Phase: _____

ACKNOWLEDGEMENT OF CODE OF CONDUCT

We kindly request that you review this code of conduct with your child. These policies are designed to promote a safe, respectful, and effective learning environment for all students. Your understanding and support are vital to ensuring these policies are upheld.

Please sign and return this acknowledgement form to confirm that you have read, understood, and discussed the updated policies with your child.

Declaration:

I have read and understood the updated policies of Cultivating Excellence Academy. I have discussed these policies with my child, and we agree to comply with them.

Student's Name: _____

Grade/Phase:_____

Parent/Guardian's Name:_____

Parent/Guardian's Signature: _____

Date: _____