



# WOODLANDS International College

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Reg. No. 2001/023661/07  
Reg. No. 2001/023220/07

## Woodlands International College JUNIOR COLLEGE CODE OF CONDUCT

As an independent school, Woodlands International College expects the members of our College student community to live up to the professional standards of excellence associated with educational communities of similar standing.

All parents, guardians, staff members and notably students, are urged to study this *Code of Conduct* thoroughly in order to understand what is expected of them. A positive attitude and spirit of co-operation will enable Woodlands International College to function successfully and benefit all concerned.

### 1. THE BASIS OF THE CODE OF CONDUCT:

#### ***Woodlands International College:***

- 1.1 Respects the right of every student to be educated in a safe, happy, ordered and productive environment.
- 1.2 Respects the right of each individual to be treated with dignity and to show mutual respect – synonymous with consideration, good manners and care.
- 1.3 Respects the right of individuals to:
  - understand any breach of standards
  - state the circumstances of his or her case
  - appear before and be heard by a Disciplinary Committee
  - appeal to the relevant Principal and/or College Director.
- 1.4 Respects the inherent integrity of all associated with the College. Dishonesty has no place in the College.
- 1.5 Respects that punishment be fair, reasonable, appropriate, and consistent. Unacceptable student behaviour will be monitored and the necessary consequences applied, while good behaviour will be rewarded. (See Woodlands International Junior College Disciplinary Policy)
- 1.6 Respects other people's bodies, cultures, backgrounds, and belongings.
- 1.7 Will at no time discuss the discipline of another student with a parent, other than the student's own parents.

### 2. GUIDELINES AND PRINCIPLES OF GOOD CONDUCT:

- **Punctuality:** Attend all classes and arrive on time.
- **Classroom Manners and Rules:**  
Classroom rules and expectations will be set and agreed upon at the beginning of the year, by each teacher.

- **Respect for others:**

The three pillars of respect are: Civility      Courtesy      Acts of kindness

Students are expected to demonstrate respect for all staff members, support staff, visitors, adults and fellow students.

Crude or abusive language and/or gestures are unacceptable. (See Anti-bullying Policy.)

### 3. **CODE OF DRESS AND APPEARANCE:**

Students must wear the correct uniform appropriate for the season. Appearance of students is to be neat and in accordance with College Uniform Policy.

### 4. **DANGEROUS SUBSTANCES**

The following items **MAY NOT BE BROUGHT TO THE COLLEGE**, (not limited to) Cigarettes, vapes, fireworks, matches, chemicals, dangerous toys or weapons, pornographic material.

**Cell phones/Smart watches** - if used during the academic day, will be confiscated.  
(See Cell phone/Smart watch Policy)

### 5. **SUBSTANCE FREE POLICY:**

At **Woodlands International College**, it is not permissible for any student to use drugs, or to bring drugs to College, to sell drugs, or to come to College under the influence of drugs. In order to ensure that **Woodlands International College** is maintained as a drug-free environment, strict measures such as suspension or expulsion will be instituted in the case of any breach of the Code of Conduct in this regard.

For the purposes of the Code of Conduct, drugs are defined as substances which have the potential to be abused, which would include alcohol, tobacco and drugs which can be legally or illegally obtained.

### 6. **SAFETY AND SECURITY:**

- Students may not leave the College property during College hours, unless accompanied by a responsible adult, having been signed out at reception. No student may leave with another adult/stranger, without permission from parents.
- The College cannot be held responsible or liable for the loss, damage, or theft of property. Refrain from bringing valuables to school.
- We encourage parents to collect or arrange for the collection of students immediately after College or extramural activities. Students may not loiter on the College campus after hours, unless they are involved with College activities.
- Students not collected within a reasonable time (15 minutes), after the academic day/extramural activity, will be booked into the College Aftercare and the daily rate will be levied.

### 7. **PRINCIPLES OF GOOD CONDUCT FOR STUDENTS:**

- Attend all classes (unless excused well in advance) and arrive timeously.
- Come to class prepared to learn.
- Show respect for others, starting with basic civility, courtesy and extending through to acts of kindness.
- Consider the safety, feelings, and general needs of others at all times.
- Tell the truth and act honestly.
- Respect the property of others and that of the College; keep our buildings and campus clean.

### 8. **GENERAL MANNERS AND COURTESIES**

- Students will show respect for adults by greeting them, boys by docking their caps and all students by standing when adults pass and by being helpful.

- Chewing gum is not permitted at any time.
- Swearing, undermining others and obscene language or material is not permitted.

## **9. CLASSROOM COURTESIES AND PROCEDURES**

- Neglect of homework is a serious offence. Work left at home will be considered not done. Zero marks will be awarded for work not handed in on time without a reasonable excuse. Work missed while absent must be caught up as soon as possible.
- It is the student's responsibility to find out what work he/she is required to catch up.
- If homework cannot be completed because of personal circumstances, a note from a parent is expected, addressed to the (Deputy) Principal.
- Students will line up quietly outside a classroom (where relevant) before a lesson and be invited by the teacher to enter.
- Students will wait for the teacher's greeting before sitting.
- If a teacher or visitor enters a classroom or approaches the student(s) seated outside, the student(s) will stand and greet the teacher or visitor.
- Students are expected to make an active, positive contribution to lessons. Questions will be answered after a hand is raised and acknowledged by the teacher.
- Students are not permitted to move around the classroom without permission from the teacher.
- At the end of a lesson, students will wait quietly for final instructions to be given, and to be dismissed by the teacher.
- Students will move quickly and with a due sense of decorum (i.e. quietly and with dignity) between classes.

## **10. ABSENTEEISM**

- When a student is unable to attend College, a parent or guardian must contact the College reception. Please note that if a cycle test has been missed due to absenteeism, it will be written on the day of return, at a time which is convenient for the teacher.
- When returning to College, the student must bring an absentee note from a parent, addressed to the Principal. This should be handed to the Homeroom teacher and will be filed.
- A Medical Certificate is required when a student is absent during part of, or all test or examination days.

## **11. PRINCIPLES OF PARTNERSHIP FOR PARENTS:**

### **It is expected that all College parents will:**

- Seek, to select an independent College, an optimal match between the needs of their child, their own expectations and the philosophy and programs of the College.
- Recognise that effective partnerships are characterised by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect and a common vision of the goals to be achieved.
- Respect the College's responsibility to do what is best for the entire community, while recognising the needs of their individual students.
- Familiarise themselves with and support the College's policies and procedures.
- Provide a home environment that supports the development of positive learning attitudes and habits that are consistent with those of the College.
- Involve themselves in the life of the College, through volunteerism and other means, to promote the best interest of their child and the Woodlands community as a whole.
- Share with the College any religious, cultural, medical or personal information that the College may need to best serve their child and the College community.
- Seek to resolve problems and secure information through appropriate channels (i.e. teacher / advisor, H.O.D. of College, Deputy Principal, Principal – in that order).

- Treat everyone with respect and maintain an educational, rather than adversarial tone, in the face of the inevitable conflicts and challenges.
- Ensure that all tuition fees are paid timeously according to stipulation as signed in the Parent Contract. This will avoid unnecessary pressure on both the College and the student.
- Commit to attend College functions – support major events as specified on the calendar, particularly Academic Parent Meetings.
- Parents will be informed of misconduct via EdAdmin or a note in the diary in accordance with the Junior College Disciplinary Policy.

Policy History: Revised November 2018  
Updated October 2020  
Updated Feb 2021  
Updated by R Gatsios Feb 2023