

**RIVERSIDE SDA SCHOOL
CODE OF CONDUCT**

Matter	Pupil Responsibility	Parent Responsibility	Disciplinary Action
Attendance	<ul style="list-style-type: none"> • Be on the school premises by 7:55 a.m. every day. • Do not leave the school grounds without permission. 	<ul style="list-style-type: none"> • Help children to arrive at school on time. • Teach children the importance of being punctual and commitment to duty and arrangements. 	<p>Possible courses of action depending on circumstances, severity of misdemeanour, the repeated number of misdemeanours.</p> <ul style="list-style-type: none"> • Informal interview.
Appearance	<ul style="list-style-type: none"> • Keep your hairstyles responsible and neat. • Do not wear jewellery, make-up or nail varnish. • Always wear your full school uniform and make sure it is clean and neat. • Ear full sports uniform to P.E. 	<ul style="list-style-type: none"> • Make sure your child always looks well groomed. • Check uniforms periodically for damage and cleanliness. 	<ul style="list-style-type: none"> • Reprimand. • Counselling. • Suspension of privileges. • Written work. • Detention / debit time (loose intervals). • Work parties. • Parent contact / involvement. • Daily / Weekly report or behaviour contract. • Restitution / reparation for damage caused.
Communication	<ul style="list-style-type: none"> • Bring a letter of absence after illness or for any other reason of absence. 	<ul style="list-style-type: none"> • Provide absenteeism letters to the school and phone the school if your child is not coming to school for any reason. 	<ul style="list-style-type: none"> • Time out in the foyer / desk. • Community / school service. • Parent conference.

		<ul style="list-style-type: none"> • Schedule definite homework times and control if necessary. • Discuss the necessity of regular parent / school contact with your child. • Read all Circulars and return Reply Slips to school within 2 days. • Inform the school if you have difficulty in paying school fees. 	<ul style="list-style-type: none"> • Appearance before disciplinary committee. • Suspension. • Expulsion.
Conduct	<ul style="list-style-type: none"> • Be well-behaved at all times and use good, wholesome language. • Silently form a line when the school bell rings and abstain from eating. • Respect the property of your class-mates and that of the school. 	<ul style="list-style-type: none"> • Impress upon your child that school is a place to learn, where they prepare for their future workplace. • They ought to pay attention in the class and play only at intervals. • Impress upon your child that they carry the school's name whenever they are in the public eye. The school's name is to be held high at all times. 	