



CODE OF CONDUCT

LEARNER COMMITMENT

I, _____, a learner at Jeppe High School for Boys, understand the rules and their implications and hereby make a commitment to:

- abide by the Code of Conduct and Disciplinary System.
- behave in a courteous and considerate manner toward everyone with whom I interact.
- treat everyone with courtesy and consideration regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- take responsibility for my learning by attending classes regularly and punctually and completing all my assessment tasks on time.
- cooperate with my teachers and other school staff.
- assist in making the school a safe place for all.
- seek help if I need it.
- let the school know if I feel my rights have been infringed upon, or if I experience any other difficulty.

.....
Learner

.....
Parent/Guardian

.....
Date

PLEDGE AGAINST GENDER-BASED VIOLENCE

As young men of Jeppe High School for Boys, we acknowledge the violence and abuse against women that has plagued our country.

We love and honour our women and will not tolerate this injustice.

We, therefore, pledge to speak up for women who experience abuse and violence.

We pledge to speak up against any man who physically, emotionally or verbally abuses.

We pledge to join with the good men so that all the women in our lives, today and in the future can enjoy the freedoms of our country without fear for their personal wellbeing.

We stand today as brothers to stand up for fundamental human rights,

To stand up against rape, abuse and humiliation of women,

To stand for the protection of women and to stop the cycle of abuse.

It stops with me.

PART ONE

1. INTRODUCTION

1.1 LEGAL FRAMEWORK

- SASA Act 84 of 1996 as amended.
- Government Gazette No. 18 900 of 15 May 1998 (Notice No. 776 of 1998)
- Provincial Gazette Vol. 6, No. 144, 4 October 2000.
- Gazette 76 of 1985.
- Education Laws Amendment Act (No. 50 of 2002)

Every learner of the school is legally bound by this code.

Parents are urged to support the School and its code of conduct in order to maintain high standards of self-discipline and behaviour to ensure that a caring and safe environment is created.

1.2 JEPPE'S ETHOS

In addition to the above, boys at Jeppe have a fierce pride in the history, traditions, achievements and reputation of the School. Old boys, parents and teachers wish to maintain the high standards not only in academic and extra mural activities but also in the spheres of behaviour and strength of character.

2. RULES AND REGULATIONS

The Headmaster and Staff reserve the right to exercise punitive measures fairly where they deem it necessary to ensure the safety of Learners and Staff, and the efficient running of teaching, learning and the school.

2.1 GENERAL RULES

- Hands are to be kept out of pockets.

- Physical or ball games are not allowed before school or during breaks.
- Ball games are to be played only on the sports fields or on the appropriate courts after school.
- Any form of damage or defacement of school property will not be tolerated.
- The cost of replacement or repair will be borne by the learner or learners concerned.
- Damage to school property should be reported to a Deputy Principal or Staff Member at once.
- Lost property is to be handed in at the front office.
- Learners using the tuckshop must line up in single file and must be courteous to the servers at all times. During breaks the east side queue is reserved for seniors and the west for juniors.
- Learners are not permitted to be at the tuckshop before the breaks begin and after the bell at the end of break or between periods when changing class.
- This Code of Conduct and Policy Document booklet must be carried at all times. Spare copies are available from the administrative office for a fee.
- Learners may not run except on the playing fields.
- The east toilets are for seniors only and the west toilets for juniors only. Seniors may not 'hang around' the junior toilets.
- Chewing gum is forbidden.
- The school will not take any responsibility for lost, stolen or damaged cell phones or electronic devices brought to school, sports practices and fixtures. (Please refer to the school Cell Phone Policy on the school website and in this Code of Conduct).
- Sandwich wrappers, Coke tins etc. must be placed in one of the many litterbins available.
- Littering is forbidden.
- The School will not be responsible for the loss of individual items including school bags, books, sporting equipment and clothing.

THE SCHOOL WILL DEAL SEVERELY WITH A LEARNER FOUND IN POSSESSION OF ITEMS THAT ARE NOT HIS. OPENING A CRIMINAL CASE WILL BE ONE OF THE OPTIONS TO BE CONSIDERED.

A learner will be expected to pay for the repairs of any damage he causes to the school property. Disciplinary action will be considered depending on the nature of the damage.

2.2 GENTLEMANLY CONDUCT

Learners are required to behave in a gentlemanly way at all times. Examples of appropriate behaviour include the following:

- A genuine concern for others should at all times be evident in our actions.
- Learners are expected to say "Good Morning", "Good Afternoon", "Good evening ... Sir / Madam/ Mr / Mrs..." not only to people known to them such as staff (including all categories of non-teaching staff), but also to guests and strangers. After greeting visitors who appear to be in need of assistance, learners should ask: "May I help you?"
- Learners must give up their seats, stand aside if there is a queue for tea, etc., and allow guests to be served first.
- When an adult passes by or enters a room, learners are expected to stand.
- After being served tea or refreshments learners are expected to thank the people who provided the service.
- On trains or buses learners are expected to give up seats to adults, to help elderly people board, to talk quietly, to keep blazers neatly buttoned and ties on.
- After receiving an invitation or having enjoyed hospitality (e.g. staying with hosts on a sporting tour), learners are expected to respond with an appropriate letter immediately, preferably on proper notepaper.
- Punctuality for classes, fixtures and appointments is essential.

2.3 PHYSICAL APPEARANCE AND DRESS CODE

2.3.1 THE UNIFORM:

School Uniform

- Plain white shirt (not a sport shirt), appropriate school tie, school jersey (black with two white stripes on the V-neck), school blazer, grey flannels neither tapered nor flared, plain grey socks and plain black, leather lace-up shoes (without buckles, patterns or embroidery). Slip-on or fashion shoes are not permitted.
- The school blazer is to be worn at all times with the only exceptions being in cases referred to below.
- No earphones are permitted anywhere on the school property and may be confiscated on sight.
- The use of Shox or other portable music and sound enhancers is prohibited.
- Two buttons on the blazer are to be fastened at all times.
- The top button of the shirt must be fastened at all times.
- School clothing must be kept clean and should be clearly labelled with surname and initials.
- The uniform is to be worn when travelling in public to and from school and extramural activities and during school activities.
- Boys being collected from the main school gate may leave in their sports kit.
- Jeppe dri-macs may only be worn when it is raining and not as a substitute for the school blazer.
- Scarves and gloves may not be worn in assembly.
- 'Beanies' are not part of the school uniform and may not be worn at any time.
- Correct sporting kit must be worn for each discipline at all times.
- Colours blazers may be worn at all times.
- Matrics may wear the official matric jersey and tie.
- No matric tops may be worn at school unless permission is obtained from the Headmaster or Head of Grade.
- All learners (including boarders) are required to wear full school uniform during school hours. After school hours and over weekends, learners and boarders are permitted to wear Jeppe sports kit. No civvies, provincial / national kit may be worn at school.

Sports Kit

- The sports kit listed below is required to be worn at all practices, matches, EA and PE lessons.
- Any boy who does not wear the approved sports kit, will not be allowed to participate.
- Boys are expected to wear appropriate match kit for the various sporting codes as approved by the Headmaster and the Director of Sport:
 - Plain white T-shirt with Jeppe badge.
 - Plain black shorts with Jeppe badge.
 - Tracksuit.
 - Jeppe swimming costume.
 - White sports running shoes / takkies (no fashionable takkies).
 - Plain white short socks (Grade 8 boys to wear black and white rugby socks).
- Boys who do not adhere to the regulations above will be punished accordingly.

2.3.2 HAIR

2.3.2.1 HAIR POLICY

Jeppe High School for Boys continues to encourage a culturally tolerant and inclusive environment and prides itself in this practice, while remaining open to adapting its various Codes of Conduct and policies or procedures when it is meaningful to do so. All of this contributes significantly to some of the underlying core values and ethos that this school represents.

With this in mind, Jeppe High School for Boys takes the issue of physical appearance of all learners and staff seriously that includes codes regulating hair and general appearance. The school leadership (SGB and Senior/Executive Management Team) has therefore, after consultation with a selected group of learners chosen by their fellow learners and the RCL, revised and agreed what it believes to be a reasonable and fair policy on Hair and Hair-styles that applies to a Boys-only school. The Headmaster and Deputy Headmasters have the right to act within the framework of this policy and to use their discretion in deciding on what is acceptable for a Jeppe Boys' hairstyle.

Do's and Don't Guidelines for acceptable hair styles at Jeppe High School for Boys:

- Hair must be hygienically clean, neat, combed and respectable;
- Hair must be short, and must not touch ears, eyebrows or collar;
- All learners are encouraged to wear their hair natural / hair may not be unnaturally altered (no hair colour, relaxers, highlight etc.);
- Any change from one length of hair to another needs to be gradual and reasonable (e.g. hair clipper size #2 into a #1, or a #3 into a #2);
- 'Steps' or dramatic changes in hair length is deemed unacceptable and is not permitted;
- Boys may not shave lines, partings or patterns into their hair;
- Boys may not have their heads clean-shaven unless required to do so by a cultural custom, in which case a letter from a parent/guardian must be provided to the Headmaster and SGB requesting permission and/or notifying of valid reasons;
- It is the responsibility of the registration teacher to ensure that the boys in his/her class are compliant with the above Guidelines at all times;
- Boys found to be contravening any of these Guidelines, may be called to the Head of Grade who has the authority to send offenders home if deemed necessary for the purpose of rectifying his adherence to the above Guidelines;
- Any "Contested Cases" of non-adherence may be presented to the Hair Committee of the school that is made up of amongst other fellow learners, Head of Discipline, Head Prefect and RCL Chairman who will review the merits of contestation and apply fair remedial action for resolving any appeals;
- The Headmaster, any of his Executive Management Team and SGB reserves the right to rescind any of the above revisions upon consultation if indeed these Guidelines are not adhered to within a spirit of reasonable, positive acceptance.

2.3.2.2 SHAVING

- Boys are to be clean-shaven at all times
- Boys will be issued with demerits for not shaving as per the code of conduct and will be required to go and shave by the relevant Grade Head or Deputy Headmaster.
- Boys who suffer from skin conditions need to provide a medical certificate detailing the reasons preventing them from shaving. Such boys need to carry the letter on their persons at all times and be able to produce it whenever asked by an Educator or Deputy.

2.3.2.3 JEWELLERY AND ADORNMENTS

- Jewellery of any kind is not part of the school uniform and will be confiscated. Plaster covers for piercings are also not permitted.
- Tattoos and piercings (including tongue rings) that are visible whilst wearing school clothing, or whilst participating in the school's sporting or cultural activities, are forbidden. Tattoos shall be covered at all times.

2.3.2.4 EXAMINATIONS

- No school or matriculation exam may be written unless learners are properly dressed and groomed in terms of the above clauses.

2.4 SOCIAL MEDIA

- Any posts on social media platforms that are harmful to others or that bring the school into disrepute are not permitted and may be dealt with as part of the disciplinary process, irrespective of whether the post was made in a boy's personal capacity or not.
- This includes the filming or recording of educators without their permission.
- Please refer to the School's ICT policy and the School's Social Media policy on the school website.

2.5 HATE SPEECH

- The school has a zero-tolerance policy on hate speech. Hate speech is defined as speech intended to degrade, intimidate or incite violence or prejudicial action against a person or group. This includes, but is not limited to, racial, sexist, homophobic or xenophobic slurs.
- The school reserves the right to discipline a boy for actions taken off-campus if they are intended to have an effect on a Learner/Educator or if they adversely affect the safety and well-being of a Learner/Educator while at school

2.6 BULLYING

- The school has a zero-tolerance policy on initiation practices and bullying, whether physical, emotional, verbal or digital.
- The school will deal with all incidents of bullying and initiation as a matter of urgency, in accordance with the Code of Conduct and disciplinary procedures.

2.7 OUT OF BOUNDS

2.7.1 GENERAL

Learners are not permitted to leave the grounds during school hours unless their parents have made written arrangements with the school and a parent or legal guardian has personally signed their son out with the school secretary at the front office.

Learners leaving school without a written request from their parents or prior arrangement with the school will be considered to be bunking and will be punished according to the stipulations set out in the code of conduct.

2.7.2 AREAS OUT OF BOUNDS DURING BREAKS:

- All areas south of the diagonal path including the rugby fields, rugby kiosk and rowing tanks.
- The area south of the Media Centre including the Armoury, the car park below and the staff housing.
- All classrooms and corridors are out of bound before school and during breaks unless learners are attending a formally arranged meeting or it is raining

2.7.3 AREAS OUT OF BOUNDS AT ALL TIMES UNLESS UNDER STAFF SUPERVISION:

- The Payne Hall.
- The Memorial Hall.
- Headmaster's Stairs.
- The War Memorial including the Memorial Lawn and gardens.
- Centenary House.
- Hostels (No boys are allowed in the hostels during school hours – under any circumstances).
- The swimming pool and swimming pool area.
- The koppie.
- The water tanks.
- The cricket centre.
- The basketball courts.
- The hockey astroturf.
- All school pavilions.
- Car park areas except for entering and exiting the school property.
- The stands and embankments on the top field.

2.7.4 AREAS OUT OF BOUNDS AT ALL TIMES

- The staffroom
- The photocopy room
- Staff quarters and accommodation

2.8 SCHOOL PROCEDURE

2.8.1 OFFICIAL SCHOOL HOURS

- School hours are from 07h40 to 14h30 except on Wednesdays when school ends at 13:10.

2.8.2 SCHOOL ATTENDANCE:

- School attendance is required by law and as such, Jeppe discourages any appointments made during school time. This includes, but is not limited to, doctors, dentists, orthodontists, travel, holidays and driver's licence testing. Parents are encouraged to book these appointments after school or during school holidays.
- If a learner is unable to attend school for an acceptable reason then the parents/hostel masters must contact the school early that morning.
- When a learner has been absent he must bring a note from his parent or hostel master and hand it in to the school secretary in the front office on the morning he returns to school.
- A doctor's note is required in the case of absence of 3 or more consecutive days. Should a learner fail to produce a medical certificate after a continuous three days' absence from school, the Head of Grade will contact the parents of the learner for a discussion.
- Please read the school attendance policy.

2.8.3 REGISTRATION

- Upon arrival at school all learners must register using the biometric scanners and/or other procedures as determined by the school.
- Learners must report to the registration period at 07h40 with their designated register teacher.
- Learners must line up in alphabetical order.
- A register will be taken daily by the register teacher.
- Uniform inspection will be conducted daily by the prefects and register teacher.

2.8.4 LATECOMERS

- Any boy who misses the registration period will be considered a latecomer.
- Latecomers must report to the school secretary in the front office, who will produce a late slip. No latecomer will be permitted into class without a late slip.
- Boys who are late 2 or more times in one week will be placed on a school detention the following Friday.
- Three Friday detentions in one month for late coming will result in the boy being placed on the next Headmaster's detention.
- Boys who do not follow the registration and late procedure will be placed on a Friday detention.

2.8.5 CLASSROOMS AND CORRIDORS

- A four-minute walking period is granted at the end of each break and between lessons. Boys must be in class by the time the second bell rings. Teachers will assign demerits for late comers.
- Movement between classes should be quiet and swift.
- If a learner is late going from one class to another, he must bring a note from the first teacher to the second teacher.
- Learners must line up quietly outside the classroom and wait for the teacher to allow them to enter.
- Learners must stand and exchange greetings with the teacher before taking their seats.
- An attendance register will be taken for each lesson by the subject teacher.
- If an adult enters the room learners must stand until invited to sit.
- Learners may take their blazers off only if given permission to do so.
- Each teacher is entitled to formulate his/her own classroom rules to which the class members must adhere.
- A learner is required to defer to his teacher's authority to ensure that he does not disrupt the proper functioning of the school.
- Insolence and defiance are unacceptable and will be punished as per the code of conduct.
- A learner is expected to be a constructive participant in all classroom activity.
- A learner is required to have completed his homework and may be evicted from class and given demerits if he has not done so. He will be allowed back in once the class is working.
- A learner is required to complete all assignments by the due date and to complete all tests and exams as per schedule.
- There should be no littering. Any litter must be picked up before a class leaves a classroom.
- Boys are not permitted to eat or drink in class, assembly, or while walking in the corridors.
- Boys are allowed to eat only before school, during breaks and after school.

2.8.6 EXTRAMURAL ACTIVITIES

- All parents/guardians are expected to encourage their sons/wards to participate in at least one extramural activity per term.
- All boys are to use change rooms and bathrooms when changing into or out of their sports kit. No boy will be permitted to change in view of staff members, visitors and parents.
- All boys will be made aware of the changing facilities available to them and it is the boys' responsibility to use the facility closest to where they are required to be.
- Participants in extra-mural activities must report 15 minutes before scheduled starting time and 30 minutes before, if Jeppe is acting as host, or in accordance with the coach's instructions.

2.9 HEALTH, SAFETY AND SECURITY PRECAUTIONS

- Sitting on balconies and balustrades and sliding down banisters is forbidden.
- Spitting is forbidden.
- No cases, bags or clothes are to be left unattended in corridors or at the side of a building or field.
- It is advised that during activities valuables be given to the teacher in charge for safekeeping, or stored in the built-in rooms designed for this purpose or the storage bins that are provided at the different fields (the school does not undertake the replacement of stolen or lost property under any circumstances).
- Other than during arrival and departure, motor vehicles, motorcycles and bicycles are not to be driven or ridden anywhere on the school grounds. It is the responsibility of every learner to take the health, safety and security precautions seriously at all times.

NB: HIV/AIDS Universal Precautions will be adhered to.

The school will not take responsibility for any injury caused through negligence or non-compliance with the health, safety and security precautions.

It is the responsibility of the school in terms of the Health and Safety Act to ensure that the school premises are safe and to promote healthy environmental standards.

2.10 EXAMINATION RULES

A boy may not:

- Have a cell phone, smart watch, any book, notes or any other document or paper, including used paper, or other material, which may be of help in the examination centre.
- Help other boys, try to get help from other boys, or try to communicate with any other person except an invigilator.
- Create a disturbance in the examination venue or behave in an improper or unseemly manner.
- Arrive late at the examination centre.
- Be absent from an examination without a doctor's certificate.
- Copy an answer or part of an answer from another person or from a book or any other source.
- Refuse to obey the reasonable instruction of an invigilator.
- Leave the examination centre at all during the examination.
- Bring water, cold drink, sweets, etc. into the examination centre.
- When an invigilator declares that the time allocated for the examination has expired, continue to write. Boys must stop writing immediately.

- Use any answer booklet other than the school's authorized and approved answer booklet.

A learner found guilty of cheating in an examination will be given zero for the examination as well as be subject to other sanctions in terms of this Code of Conduct.

3. ACCOMMODATION OF RELIGIOUS OR CULTURAL RIGHTS

Religious practices, conduct or obligations that relate to the core values and beliefs of a recognised religion and that are in conflict with any rule contained in this Code of Conduct will be accommodated as a deviation from this Code of Conduct by the Governing Body under the following conditions:

- The learner, assisted by the parent, must apply for a deviation from the standard school rules if such rules are in conflict with or infringe on any religious right of the learner.
- This application must be in writing and must identify the specific rule/s that is/are offensive to the learner's religious right/s as contained in the Constitution of the Republic of South Africa.
- This application must include a reasonable interpretation of the religious rights that the learner feels are offended and a suggestion on how the rules may be supplemented by the Governing Body to accommodate such religious practices.
- The learner must provide proof that he belongs to that specific religion and that the religious practices, rules and obligations that are in conflict with the School's Code of Conduct are his true beliefs and commitments.
- The religious conduct or practice must be lawful.
- The Governing Body must consider the application and, if it is satisfied that the application is justified in terms of Constitutional principles, the application will be granted in writing.
- The deviation must specify the extent of the exemption from the normal rules and must clearly identify the conduct that will be allowed – e.g. the wearing of a head scarf, including colours and details of design; the growing of a beard; or the wearing of a specific hairstyle or jewellery – and the conditions under which such deviation will be applicable to the learner.
- Cultural rights will be considered in the event that they do not relate to a religion, if such cultural rights manifest in conduct of a permanent nature that is compulsory for the cultural group. This refers to cases where the removal of the cultural jewellery or mark will cause distress to the learner. Normally, cultural rights are exercised through marks and expressions of a temporary nature that are justified for a specific cultural gathering. The learner must convince the Governing Body that his cultural rights can be exercised only through a permanent intervention.
- Any request for a deviation from the Code of Conduct based on cultural rights must be in writing and must be based on a process similar to that contained in subparagraphs 1 to 8 above.

4. DETENTIONS

- School detentions will run every Friday afternoon from 14:30 to 17:30 for junior and senior boys.
- Headmaster's detentions will run on a Saturday morning from 08:00 to 12:00. Once the detention is complete, the learner may participate in sporting activities.
- Failure to report to a school or Headmaster's detention will result in a suspension and disciplinary procedures.
- Boys may not miss any detention for any sports practice, internal or external extra lessons and sports fixtures.
- Boys will be excused from detention only for bereavement or emergency family matters, after consultation with the Deputy in charge of discipline.

5 DRUGS AND ALCOHOL

- The school has a zero tolerance policy on the use, possession, consumption and/or distribution of any illegal substances. Where applicable, matters will be referred to the South African Police Service. Please see the school's drug policy on the school website.

6 BOARDING ESTABLISHMENT

- All Boarders are subject to the "CODE OF CONDUCT and DISCIPLINE DOCUMENTS" of Jeppe High School for Boys
- Please refer to the Boarding Establishment Handbook for a complete outline of the rules and regulations pertaining to the boarding houses.

CELL PHONE POLICY

The school will not take responsibility for the theft or loss of any cell phone brought to school, no matter what the circumstances.

While the school acknowledges that cell phones have become an important and useful means of communication, it is also aware of the fact that their use and abuse, particularly by children, pose social, ethical and safety consequences. The school strongly discourages parents from allowing students to have cell phones in their possession while they are at school or in school uniform for the following reasons:

- Students, who carry or use cell phones (including head phones) in public, particularly when travelling to and from school, have become the targets of criminals who accost them and rob them of their cell phone and other possessions. These attacks occur most frequently when students are seen using their cell phones, particularly if they are expensive and/or “latest models” of sought-after brands.
- Theft of cell phones at school from bags and blazers is a persistent problem.
- Students are careless with their cell phones and leave them lying around or in blazers and bags which are left unattended. Lost and mislaid cell phones are frequently claimed to be stolen when this is not the case.
- Cell phones can be used to cheat in examinations and tests. For this reason, no cell phones are permitted in examination venues or in teaching venues when tests and examinations are written. This same policy applies to the external national examinations.
- Cell phones are increasingly multifunctional, offering an array of features which are designed to attract and entertain users. The ready availability of these features means that students with cell phones tend to access and use these features in the classroom, becoming distracted from their work. Students with low levels of self-discipline, poor concentration and/or a poor work ethic are more likely to become distracted by these features.
- Cell phones allow students unlimited access to salacious and age-inappropriate material.
- Cell phones may carry private and personal material, including photographs, video clips, voice messages and personal details which may become accessible by undesirable individuals and groups when cell phones are lost, borrowed or stolen.
- All of the above rules, apply to the use and wearing of Smart Watches too.

Should a learner be found in possession of a cell phone during teaching or learning time, the cell phone will be confiscated for a period of one week in line with the School Code of Conduct. Confiscated cell phones will be handed in to the Headmasters Secretary for safe keeping. Repeat offenders will have their phone confiscated for a longer period of time on each occasion.

Learners are reminded of the existence of cell phone lockers in which cell phones and other valuables can be kept for safekeeping and which can be purchased for a deposit, which is refundable when the keys to the cell phone locker are returned.

The school will not, in principle, under any circumstances engage parents in discussions resulting from complaints parents have received from their children by cell phone during the school day.

PART TWO

1. PROCEDURE IN THE CASE OF ALLEGED SCHEDULE ONE (GRADE 3) AND TWO (GRADE 4) OFFENCES

In cases where the Headmaster, or his appointed delegate, decides to constitute an Internal Disciplinary Hearing, the following procedures will apply:

The Internal Disciplinary Committee (IDC) hearing will be run by the school's Disciplinary Committee.

The School will observe the procedures laid down in the GDE regulations on serious misconduct and constitute a School Governing Body Hearing. They will be issued to the alleged offenders along with their notice of charge.

In cases where the Headmaster, or his appointed delegate, decides to constitute a School Governing Body hearing, the following procedures will apply.

2. PROCEDURE IN THE CASE OF POLICE INTERVENTION IN OFFENCES

2.1 The Headmaster will seek permission from a learner's parent or guardian should a representative of the SAPS or Metro Police wish to question a learner or detain a learner for questioning at a police station. This may be done telephonically.

2.2 In exceptional circumstances, at the discretion of the Headmaster, for example where a firearm might be in use or safety might be threatened, this provision can be waived, except that the Headmaster must notify the learner's parent or guardian as soon as possible after the incident and also inform the GDE and/or the SGB Chairman of the action taken.

Grade 1 Offences

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines for educators and the Disciplinary Committee.

Behaviour Grade 1 Offences		Corrective Sanctions
1A	Academic: books/work materials left at home; homework or assignments not done on time or copied	Relevant number of demerits will be issued.
1B	No reading book available during substitution and cycle test period	
1C	Extra-mural activity: non-attendance at practices and matches (without a valid excuse to educators/coach)	
1D	Personal conduct in classroom/on playground: late arrival for class (after four minutes); uncooperative behaviour; discourteous behaviour/insolence/temper tantrum; foul language; eating/chewing/drinking in class; littering	
1E	Dress code: untidiness/unkept appearance; school dress code not followed; PE/sports kit left at home	
1F	Defiance regarding an educator's instructions; disruptive uncooperative behaviour in class; frustrating teaching and learning in the classroom	
1G	Spitting	
1H	Not having a signed Code of Conduct in blazer pocket at all times	
1I	Bringing the school into disrepute	

A repeat offence on two consecutive days will result in detention

Grade 2 Offences

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines for Educators and the Disciplinary Committee.

Behaviour Grade 2 Offences		Procedure to be followed:
2A	Damage to property/possession of other learners' property	<p>Reported to Grade Head:</p> <ul style="list-style-type: none"> - Learner to complete an incident report - Head of Grade to run an IDC - Sanctions to be imposed
2B	Disregarding test/examination procedures	
2C	Graffiti: books, case, desks, walls, etc.	
2D	Lying	
2E	Verbal abuse of a fellow learner	
2F	Fighting	
2G	Smoking – includes being in possession of cigarettes, hubbly pipe, hub-pen, cigar or an e-cigarette. Should a learner be found holding any of the above or in the company of users he shall be deemed smoking. The same sanction will apply to learners off school property when representing the school. Learners may not smoke whilst wearing their school uniform	<ul style="list-style-type: none"> - Blazer and tie confiscated - Immediate 3 Day suspension - IDC – possible further sanctions - Repeat offences may result in an SGB Hearing for further sanctions
2H	Truancy; intentional unauthorised or illegal absence from class/sporting commitments	
2I	Bunking; missing a lesson/a day or part of a day and/or a sporting commitment, without permission	

Grade 3 Offences

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines for educators and the Disciplinary Committee. Grade 3 Offences will result in an Internal Disciplinary Hearing for the learner, however, at the discretion of the Headmaster, and dependent on the severity of the offence, an SGB Hearing need not necessarily be preceded by an IDC.

* Offences may be interpreted as Grade 4 Offences if severe enough.

Behaviour Grade 3 Offences		Procedure to be followed:
3A	Assault on a fellow learner (causing bodily harm)*	<p>Reported to Grade Head:</p> <ul style="list-style-type: none"> - Learner to complete an incident report - Head of Grade to run an IDC - Sanctions to be imposed - Possible SGB Hearing for further sanctions
3B	Fire-crackers; possession or use of at school	
3C	Forgery; e.g. parent/guardian's signature	
3D	Gambling on or off school property	
3E	Offensive material; pornography possession or distribution at school; public indecency	
3F	Substance abuse; possession/sniffing of unauthorised substances, meths, benzene, thinners, etc.	
3G	Threatening/assaulting/intimidating a fellow learner; bullying	
3H	Vandalism: defacing/damaging/breaking school/hostel property*	
3I	Plagiarism of any work or cheating/attempted cheating in class test/cycle test/examination or assignment; possession or distribution of test or examination material prior to test or examination being written	
3J	Unauthorised access into the school database and administrative ICT system	

3K	Alcohol; possession at school or on a school outing/smelling of liquor/being under the influence at school, in school hostel or on school outing/sporting tour	<p>Reported to Grade Head:</p> <ul style="list-style-type: none"> - Learner to complete an incident report - Head of Grade to run an IDC - Sanctions to be imposed - Possible SGB Hearing for further sanctions
3L	Ongoing disruptive behaviour in classroom frustrating the school's educational programme; disruptive behaviour on school property or on school sponsored fixture/outing/trip/tour; frustrating the school's educational/extracurricular programme	
3M	Engaging in a conspiracy to disrupt the proper functioning of the school through collective action	
3N	Drugs; consumption not associated with the school.	
3O	Cheating of or attempting to cheat a drug test	
3P	Gangs; promoting formation of/associating with/furthering activities of school gangs or unacceptable social groups	
3Q	Racist conduct that defames a learner/educator, whether directly or through social media	
3R	Improper suggestions of a sexual nature; sexual harassment of educator/learner, whether directly or through social media	
3S	Threatening to assault/intimidating a fellow learner or educator; verbal abuse of a fellow learner or educator, whether directly or through social media	
3T	Hate speech: this refers to speech intended to degrade, intimidate, or incite violence or prejudicial action against a person or group of people. This term covers all forms of expression, including written, oral, pictorial and electronic communication, whether directly or through social media	

3U	Any repeat of a Grade 2 offence/failure to comply with a punishment	<p>Reported to Grade Head:</p> <ul style="list-style-type: none"> - Learner to complete an incident report - Head of Grade to run an IDC - Sanctions to be imposed - Possible SGB Hearing for further sanctions
3V	Bringing the School into disrepute, whether directly or through social media	
3W	Theft of any sort	

Grade 4 Offences

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case. The recommended sanctions provided in this table are guidelines for educators and the Disciplinary Committee. Grade 4 Offences will result in an Internal Disciplinary Hearing for the learner, however, at the discretion of the Headmaster, and dependent on the severity of the offence, an SGB Hearing need not necessarily be preceded by an IDC.

Behaviour Grade 4 Offences		Recommended Procedure to be followed:
4A	Bribery/attempted bribery of any person in respect of any test/examination material	<p>Reported to Grade Head:</p> <ul style="list-style-type: none"> - Blazer and tie will be confiscated - Learner to complete an incident report - Head of Grade to run an IDC - Sanctions to be imposed - Possible SGB Hearing for further sanctions
4B	Possession of dangerous weapons e.g. knife at school/on school outing or in school hostel	
4C	Possession of illegal substances; dealing/selling/pushing/consumption, being under the influence of such substances at school, on school outings, extracurricular outings or in school hostel	
4D	Forgery of any document or signature to the potential/actual prejudice of the school; theft/dishonest conduct to the prejudice of another person; trading in test/examination material for personal or monetary gain	
4E	Fraud (financial)	
4F	Hostage-taking	
4G	Satanic practices that damage property or cause harm to people or any other living creatures	
4H	Sexual assault/rape	
4I	Murder/homicide	

4J	Any repeat of a Grade 3 offence or failure to comply with a punishment	<p>Reported to Grade Head:</p> <ul style="list-style-type: none"> - Blazer and tie will be confiscated - Learner to complete an incident report - Head of Grade to run an IDC - Sanctions to be imposed - Possible SGB Hearing for further sanctions
4K	Bringing the school into disrepute	
4L	Any Gender-based violence incident or comment	
4M	Inappropriate or derogatory comments to any person of a different gender or gender identity	

