



Jeppia High School for Boys

Code of Conduct

2021

Learner Name: _____

Class: _____

LEARNER COMMITMENT

I, _____,
a learner at Jeppu 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 towards 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 Educators 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 well-being.

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 APPLICATION AND SCOPE OF THE CODE

The South African Schools Act, 1996, empowers the school authorities to discipline learners, but it is beyond the law to delegate this authority to learners. Learners are stakeholders with other members of the school community but are not in charge of the School. Enrolment at the School automatically constitutes acceptance of compliance with the CODE OF CONDUCT by the learner and other criteria which may be enforced from time to time during the operation of the School.

The Code of Conduct (“Code”) adopted by the SGB of the School applies to learners when the learner is waiting for GDE transportation at a designated stop, being transported to and from School on School transportation, at School, or participating in a school-sponsored activity no matter where the activity is occurring. In addition, the learner may be subject to the Code for off-campus activities, regardless of the time or place where the conduct occurs, if the learner’s conduct is found to have a detrimental effect on the health, safety, and welfare of other learners as an enrolled learner of the School and where such conduct affects the good name, honour and reputation of the School.

In terms of Section 6 the National Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct for Learners (General Notice 776 of 1998 published in Government Gazette No. 18900 dated 15 May 1998) the ultimate responsibility for learners’ behaviour rests with their parents or guardians [care giver]. It is expected that parents will (a) support the School, and require learners to observe all school rules and regulations and accept responsibility for any misbehaviour on their part, and (b) take an active interest in their children’s schoolwork and make it possible for the children to complete assigned homework and that Parents should attend meetings that the governing body convenes for them which also implies meetings with the Headmaster and any staff member.

In terms of Section 8(4) of SASA, no learner shall be exempted from the obligation to comply with the CODE OF CONDUCT and must be adhered to all its prescripts except where exempted in writing by the SGB:

- on the School premises before, during and after school hours;
- at all official School events, activities, and school-sponsored events both within and outside regular school hours and on and off the school premises; and
- in any situation, on or off school premises, online, where the learner is recognisable as a learner of the School in or out of school uniform, related dress and / or insignia.

This Code is used to govern conduct and discipline at the School. Therefore, each learner must obey the Code and school rules while on school grounds / premises; while being transported to or from School at school expense; and during school-sponsored events, field trips, athletic functions, and similar activities. During such times, all learners are subject to the immediate control and direction of educators, staff members, or bus drivers to whom such responsibility has been assigned by the Headmaster / SGB.

The Code also applies to any learners who commit felonies or delinquent acts which would be felonies if committed by an adult, off School premises or whose conduct off the school premises in or out of school hours / days may have a detrimental effect on the orderly operation of the School, or jeopardise the health, safety, or welfare of learners and staff members of the School. Furthermore, learners may be subject to School disciplinary sanctions when they commit acts away and apart from School that can be shown to pose a threat or danger to the safety of other learners, staff, educators, parents or school property, or will prevent the orderly delivery of the educational programme, or present a danger to the learner who committed the infraction.

This policy, though not all-inclusive, is intended to inform parents and learners about how our School operates and to establish the expected standards of the school learner community. Parents must note that his policy is also intended to familiarise parents and learners with most of the school rules and regulations so that we can avoid any future misunderstandings. It is, therefore, the responsibility of each learner and parent to read, understand, and abide by this Code of Learner Conduct, school rules and related policies of the School and any other applicable legislation.

School educators and members of the SMT / SBST are responsible for being aware of the specifics of the Code and applying them appropriately.

The School's disciplinary policies do not normally extend to off-school premises or non-school sponsored activities. However, the School does have a vested interest in the well-being of its learners and community. The School reserves the right to inform parents or law enforcement authorities if it has knowledge of illegal actions by a learner of the School. Should untoward behaviour be deemed to have occurred, the School may elect to suspend its normal disciplinary process and apply consequences up to and including suspension and disciplinary hearings. Such exceptions are at the discretion of the Headmaster of the School.

1.2 LEGISLATIVE FRAMEWORK

- The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.
- The South African Schools Act, 1996 (Act No. 84 of 1996), as amended.
- National Education Policy Act, 1996 (Act No. 27 of 1996), as amended.
- The Protection of Personal Information Act, 2013
- The Children's Act
- Employment of Educators Act (Act No.76 of 1998) as amended
- South African Council of Educators Act (Act No 31 of 2000)
- The Gauteng Schools Education Act, 1995 (Act No.6 of 1995).
- Criminal Law (Sexual Offences and Related Matters) Amendment Act (Act no 32 of 2007)
- The Control of Access to Public Premises and Vehicles Act 1985 (Act No. 53 of 1985), including regulations made under it ("the Public Premises Act")
- Regulations for Misconduct of Learners at Public Schools and Disciplinary Proceedings, 2001 (General Notice 2591 of 2001).
- Drugs and Drugs Trafficking Act (Act 140 of 1992)
- Child Justice Act 75 of 2008.
- Medicines and Related Substances Act No 101 of 1965, As Amended.

- Regulations for Safety Measures at Public Schools Government Notice No. 1040, October 2001, as amended.
- Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct for Learners, General Notice 776 of 1998.
- RICA
- Relevant Court Judgments.
- Regulations to Prohibit Initiation Practices in Schools, General Notice 1589, 13 December 2002.
- Regulations for the Devices to be Used and procedure to be followed for Drug Testing.
- Public Service Act, 1994 (Proclamation 103 of 1994).
- SAPS National Instructions 3 of 2008 (Part 4).
- Ethical Code for Educators, SACE.
- Public Service Code of Conduct.
- Policy on HIV / AIDS for Learners and Educators and Students and Educators in Further
- Education and Training Institutions, Government Gazette 20372, dated 10 Augustus 1999.

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.

1.3 JEPPE'S ETHOS

In addition to the above, learners at Jeppe have a fierce pride in the history, traditions, achievements and reputation of the School. Old boys, parents and Educators wish to maintain the high standards not only in academic and extramural 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

- The school blazer is to be kept in good repair at all times. It may not be worn if the buttons are missing or broken, if it is torn in any way or if the incorrect belt and socks are worn.
- The blazer and tie will be confiscated from the learner should:
 - a) the learner be found guilty of talking in assembly;
 - b) the hairstyle of the learner does not comply with the school hair regulations and policy; or
 - c) the learner be found guilty of disrespecting a staff member.
- 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 under the supervision of a school master and / or coach.
- 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 tuck shop 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 tuck shop 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 cellphones or electronic devices brought to school, sports practices and fixtures. (Please refer to the school Cellphone Policy on the school website and in this Code of Conduct).
- Sandwich wrappers, cold drink bottles and 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, but are not limited to, 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.
- Learners 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’ and ‘Hoodies’ 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 learner who does not wear the approved sports kit, will not be allowed to participate.
- Learners 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 learners to wear black and white rugby socks).
- Learners who do not adhere to the regulations above will not be allowed to participate in extracurricular activities and 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'ts 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); shortest can be a #1 and the longest a #3 and must blend into each other.
- ‘Steps’ or dramatic changes in hair length is deemed unacceptable and is not permitted;
- Learners may not shave lines, partings or patterns into their hair;
- Learners 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 tutor to ensure that the learners in his / her class are compliant with the above Guidelines at all times.
- Learners found to be contravening any of these Guidelines, may be called to the Head of Grade / Housemaster / Hair committee who has the authority to remove tie and blazers. If the learner continues to offend then he may be sent home to rectify this at the discretion of the Head of Grade / Housemaster.
- Any learner’s hair who does not comply with the school regulations shall not be permitted to participate in the school extra-mural programme. Repeated offences will have an impact on the awarding of colours.
- Hair regulations are in force for the full calendar year and will not be relaxed towards the end of term or for events such as the Matric dance or during exams.
- 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

- Learners are to be clean-shaven at all times.
- Learners 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 Deputy Headmaster / Housemaster / Grade Head / Tutor.
- Learners who suffer from skin conditions need to provide a medical certificate detailing the reasons preventing them from shaving. Such learners need to carry the letter on their persons at all times and be able to produce it whenever asked by a Deputy Headmaster / Housemaster / Grade Head / Tutor / Educator.

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 learner's personal capacity or not.
- This includes the filming or recording of educators without their expressed 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 learner for actions taken off-campus if they are intended to have an effect on a Learner / Educator / Person or if they adversely affect the safety and well-being of a Learner / Educator / Person 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.
- Boarding Houses (No learners are allowed in the Boarding Houses 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.
- The Rowing Centre.

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 14h45 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 / Housemaster 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 tutor period at 07h40 with their designated tutor Educator.
- A register will be taken daily by the tutor Educator.
- Uniform inspection will be conducted daily by the prefects and tutor Educator.

2.8.4 LATECOMERS

- Any learner 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.
- Learners 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 learner being placed on the next Headmaster's detention.
- Learners who do not follow the registration and late procedure will be placed on a Friday detention.

2.8.5 CLASSROOMS AND CORRIDORS

- A five-minute walking period is granted at the end of each break and between lessons. Learners must be in class by the time the second bell rings. Educators 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 Educator to the second Educator.
- Learners must line up quietly outside the classroom and wait for the Educator to allow them to enter.
- Learners must stand and exchange greetings with the Educator before taking their seats.
- An attendance register will be taken for each lesson by the subject Educator.
- 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 Educator is entitled to formulate his / her own classroom rules to which the class members must adhere.
- A learner is required to defer to his Educator'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.
- Learners are not permitted to eat or drink in class, assembly, or while walking in the corridors.
- Learners 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 learners are to use change rooms and bathrooms when changing into or out of their sports kit. No learner will be permitted to change in view of staff members, visitors and parents.
- All learners will be made aware of the changing facilities available to them and it is the learner's 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 Educator 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 learner may not:

- Have a cellphone, 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 learners, try to get help from other learners, 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. Learners 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 16:30 for junior and senior learners.
- 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.
- Weekday detentions may be issued by the Housemaster, Deputy Headmaster or Headmaster.

- Failure to report to a school or Headmaster’s detention will result in a suspension and disciplinary procedures.
- Learners may not miss any detention for any sports practice, internal or external extra lessons and sports fixtures.
- Learners will be excused from detention only for bereavement or emergency family matters, after consultation with the Director 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.

CELLPHONE POLICY

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

While the school acknowledges that cellphones 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 cellphones in their possession while they are at school or in school uniform for the following reasons:

- Students, who carry or use cellphones (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 cellphone and other possessions. These attacks occur most frequently when students are seen using their cellphones, particularly if they are expensive and / or “latest models” of sought-after brands.
- Theft of cellphones at school from bags and blazers is a persistent problem.
- Students are careless with their cellphones and leave them lying around or in blazers and bags which are left unattended. Lost and mislaid cellphones are frequently claimed to be stolen when this is not the case.
- Cellphones can be used to cheat in examinations and tests. For this reason, no cellphones are permitted in examination venues or in teaching venues when tests and examinations are written. This same policy applies to the external national examinations.
- Cellphones 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 cellphones 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.
- Cellphones allow students unlimited access to salacious and age-inappropriate material.

- Cellphones 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 cellphones 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 cellphone during teaching or learning time, the cellphone will be confiscated for a period of one week in line with the School Code of Conduct. Confiscated cellphones 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 cellphone lockers in which cellphones and other valuables can be kept for safekeeping and which can be purchased for a deposit, which is refundable when the keys to the cellphone 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 cellphone during the school day.

PART TWO

1. PROCEDURES IN THE CASE OF ALLEGED LEVEL 3, SCHEDULE ONE (LEVEL 4) AND TWO (LEVEL 5) 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.

DISCIPLINE MUST ALWAYS BE CONDUCTED IN A MANNER THAT TAKES INTO ACCOUNT THE CIRCUMSTANCES OF THE OFFENCE. THE AIM IS TO IDENTIFY THE WRONG AND SEEK THE BEST WAY TO AVOID RECURRENCES. A RESTORATIVE APPROACH IS THE FIRST OPTION. A HEAVY PUNITIVE HAND IS USUALLY NOT THE BEST APPROACH TO FINDING A LONG-TERM SOLUTION.

FIVE LEVELS OF OFFENCES

Misconduct is classified below. The disciplinary action, the agent who will effect it and the sanctions that may be imposed depend on the level of the offence.

- Internal school procedures for Levels 1-3
- SGB disciplinary hearing procedures for levels 4 and 5

Each case must be evaluated on its own merits and must be provided with a sanction justified for that specific case.

No corporal punishment may be administered to any learner. Parents may not give educators permission to use corporal punishment.

INTERNAL SCHOOL PROCEDURES

LEVEL 1

Disciplinary authority

The following offences can be dealt with by any educator(s) and administrative staff. The RCL may report offences to an educator.

Possible sanctions may include but are not limited to:

- Verbal warning
- Appropriate demerit(s)
- Withdrawal of classroom privileges
- Extra work and compulsory academic support attendance.
- Small menial tasks
- Repeated offences will be dealt with by contacting parents and / or may require community service. Learners may be detained during break or after school.

- Restorative discipline process

If a learner is given school community service, parents must be given fair warning. Learners must be supervised.

Level 1 offences may include but are not limited to:

<p><i>Uniform</i></p> <ul style="list-style-type: none"> • Incomplete/Incorrect/Untidy uniform on/off grounds • Wearing non-uniform item • Chewing gum in uniform • Wearing nail polish / long nails • Hairstyle infringement • Incorrect jewellery (confiscate item) • No sports clothes for relevant activities <p><i>Absenteeism</i></p> <ul style="list-style-type: none"> • No absentee letter <p><i>Punctuality</i></p> <ul style="list-style-type: none"> • Late for class <p><i>Extra-murals</i></p> <ul style="list-style-type: none"> • Late for activity • Not attending practice (without being excused) • Improper dress <p><i>Language</i></p> <ul style="list-style-type: none"> • Minor insults (written or spoken) • Graffiti / vandalism • Word written on own property - obscene (offensive to others) <p><i>Dishonesty</i></p> <ul style="list-style-type: none"> • Lying • Copying and Sharing homework • Withholding information <p><i>Returns</i></p> <ul style="list-style-type: none"> • Failure to return reply slip 	<p><i>Homework</i></p> <ul style="list-style-type: none"> • Books left at home • Inadequate / incomplete • Tasks not handed in <p>Doing other work in class</p> <p><i>Classroom behaviour and littering</i></p> <ul style="list-style-type: none"> • Eating without permission in classroom • Litter: Caught in the act of littering/ leaving litter behind after sitting in an area/ not picking up litter <p><i>Bunking</i></p> <ul style="list-style-type: none"> • Bunking an arranged extra lesson <p><i>Disruptive / Inappropriate Behaviour</i></p> <ul style="list-style-type: none"> • Inside or outside the classroom • In assembly <p><i>Unauthorised use of the internet</i></p> <ul style="list-style-type: none"> • Use of cell phone during lessons/ assembly/ meetings without permission <p><i>Playing loud music that disturbs others' work</i></p> <p><i>Sitting on the pavements outside the school</i></p> <p><i>Disturbance during intercom announcements</i></p> <p><i>ICT infringement:</i></p> <ul style="list-style-type: none"> • Inappropriate searches on the school Wi-Fi / using school device.
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LEVEL 2

Disciplinary authority

Higher School Authority; Housemaster; Grade Head; Academic Head; Head of Department; Disciplinary Committee; Deputy Headmaster, Headmaster.

The consequences must be almost immediate and relevant to the infringement.

Possible sanctions may include but are not limited to:

- Any disciplinary measure proposed for Level 1 offences
- Conferences with learner
- Conferences with parents of learner
- Written warnings
- Withdrawal of privileges
- Behavioural contracts
- Daily report
- Saturday Community Service
- Duties that contribute to the school environment (e.g. cleaning, gardening, administrative tasks)
- Restorative disciplinary process

If a learner is given school community service, the parents must be given fair warning. Learners must be supervised.

Level 2 offences may include but are not limited to:

<p><i>Repeated Level 1 offence</i> <i>Uniform infringement – repeated</i></p> <p><i>Punctuality</i></p> <ul style="list-style-type: none">• Late for school <p><i>Language</i></p> <ul style="list-style-type: none">• Written / spoken obscenities (including swearing)• Serious insults (written / spoken)	<p><i>Bunking</i></p> <ul style="list-style-type: none">• Bunking assembly/ house meetings etc <p><i>Dishonesty</i></p> <ul style="list-style-type: none">• Dishonesty in a written or verbal statement <p><i>Extra-murals</i></p> <ul style="list-style-type: none">• Disrespectful conduct• Unexcused absence from fixture / event
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<p><i>Threatening Behaviour</i></p> <ul style="list-style-type: none"> • Verbal or written abuse • Bullying / threatening violence (including cyber-bullying) • Hate Speech (could be level 3 depending on severity) • Aggressive or intimidating body language <p><i>Graffiti/Vandalism</i></p> <ul style="list-style-type: none"> • Abuse / damage of school property • Unauthorised use of school property 	<p><i>Disruptive / Inappropriate Behaviour</i></p> <ul style="list-style-type: none"> • Being out of bounds • Non-participation in compulsory events • Disrespectful social behaviour • Conduct of a sexual nature (minor) <p><i>Insolence / Rudeness</i></p> <ul style="list-style-type: none"> • To a staff member / visitor • To a counsellor • Bad bus behaviour (participant and/or onlooker) <p><i>ICT infringement:</i></p> <ul style="list-style-type: none"> • Inappropriate searches on the school Wi-Fi / using school device.
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LEVEL 3

Parents may be contacted for these offences. Where the offence is also a criminal offence, the school reserves the right to report the incident to the SAPS. Drug-related offence will automatically result in a disciplinary hearing (which could lead to expulsion) and may be reported to the SAPS. Theft-related offences will automatically result in a disciplinary hearing and the victim can lay a charge with the SAPS. At the discretion of the Headmaster and dependant on the severity of the offence, an SGB Hearing need not necessarily be preceded by an IDC.

Disciplinary authority

Headmaster; Deputy Headmaster; SGB; Director of Discipline; Housemaster

Possible sanctions may include but are not limited to:

- Any disciplinary measure proposed for Level 2 offences
- IDC to be held by Housemaster / Director of Discipline
- Suspension from school related activities, e.g. sports, extra-curricular activities
- Referral to psychologist / counsellor / clinic / community or social worker

- Community service (school and / or external)
- Restorative disciplinary process

If a learner is given school community service, the parents must be given fair warning. Learners must be supervised.

Level 3 offences may include but are not limited to (offences may be interpreted as level 4 offences if severe enough):

<p>Repeated Level 2 Offence</p> <p><i>Fraud</i></p> <ul style="list-style-type: none"> • Providing fraudulent information/ signature <p><i>Threatening Behaviour</i></p> <ul style="list-style-type: none"> • Assault / Physical Violence (fighting) • Hate Speech or actions, incitement to violence • Possession of an item intended to be used as a weapon <p><i>Graffiti / Vandalism</i></p> <ul style="list-style-type: none"> • Damage to other person's property / possessions • Writing / graffiti on school property (extensive damage) <p><i>Bunking</i></p> <ul style="list-style-type: none"> • Missing a lesson / a day or part of a day or leaving school without permission / and / or sporting commitment without permission. <p><i>Dishonesty</i></p> <ul style="list-style-type: none"> • Cheating in a test / Exam / disregarding test / examination procedure. • Plagiarism • Forging a parent's signature 	<p><i>Smoking</i></p> <ul style="list-style-type: none"> • Includes smoking and / being in possession of cigarettes, hubby pipe, hub-pen, cigar or an e-cigarette. In the company of smokers • Smoking on school premises / in uniform / school event <p><i>Drinking</i></p> <ul style="list-style-type: none"> • In the company of drinkers in the grounds • Possession of alcohol in the grounds • Drinking in public (in or out of uniform) • Drinking on the school grounds <p><i>Drugs</i></p> <ul style="list-style-type: none"> • In the company of others who possess and / or use • Sniffing volatile liquids • In possession of drugs / Use of drugs / Sale of drugs • Cheating of or attempting to cheat a drug test <p><i>Theft</i></p> <ul style="list-style-type: none"> • Interfering with other's property • Theft • Shoplifting (in or out of school uniform)
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<p><i>Language</i></p> <ul style="list-style-type: none"> • Serious insults (written/spoken including racist language); derogatory comments <p><i>Sexual conduct</i></p> <ul style="list-style-type: none"> • Possession, viewing, distribution of pornographic material • Any action that is deemed sexual in nature 	<p><i>Gambling</i></p> <ul style="list-style-type: none"> • On or off school property <p><i>ICT infringement</i></p> <ul style="list-style-type: none"> • Unauthorised access into the school database and administrative systems. • Hacking
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EXTERNAL DISCIPLINARY PROCEDURES

LEVEL 4 – SERIOUS MISCONDUCT THAT COULD LEAD TO SUSPENSION

Disciplinary authority

The SGB, after referral from the Headmaster.

Possible sanctions

- Any sanction applicable to level 3 offences.
- Suspension

A learner will be guilty of serious misconduct if he or she, intentionally and without just excuse:

- seriously threatens, disrupts, or frustrates teaching or learning in class;
- engages in a conspiracy to disrupt the proper functioning of the school through collective action;
- insults the dignity of or defames any learner or any other person, which includes racist remarks;
- distributes, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination;
- cheats in a test or examination or any other form of assessment such as assignments;
- engages in any act of indecency;
- sexually harasses another person;
- is found in possession of or distributes pornographic material; or
- is under the influence or in the possession of alcohol.

LEVEL 5 – SERIOUS MISCONDUCT THAT COULD LEAD TO EXPULSION

Disciplinary authority

The SGB, after referral from the Headmaster

Possible sanctions

- Any sanction applicable to level 3 offences.
- Suspension
- Expulsion

A learner will be guilty of serious misconduct if he or she, intentionally and without just excuse:

- a) is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions;
- b) fails to comply with a punishment of suspension as a correctional measure; or
- c) intentionally and without just excuse:
 - i. forges any document or signature to the potential or actual prejudice of the school;
 - ii. trades in any test or examination question paper or in any test or examination material;
 - iii. attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein;
 - iv. engages in fraud;
 - v. engages in theft, or otherwise acts dishonestly to the prejudice of another person;
 - vi. is in the possession of, consumes or deals in, any illegal substance or other harmful substance;
 - vii. is in the possession of, uses or transmits narcotic or unauthorised drugs or on visible evidence of such possession, use or transmission;
 - viii. is in possession of a dangerous weapon;
 - ix. assaults or threatens to assault another person;
 - x. holds any person hostage;
 - xi. murders any person;
 - xii. rapes any person; or engages in any sexual activity which amounts to an offence in law; or
 - xiii. maliciously damages property.

