



ST JOHN'S COLLEGE

I RULES, REGULATIONS, POLICIES AND CODES OF CONDUCT

The following rules, regulations, policies and codes of conduct set out the principles adopted by the school to regulate the day-to-day running of the College as well as protect our students and the school.

POLICIES CONTAINED IN THIS DOCUMENT INCLUDE:

1. The Headmaster's Regulations
2. Student Code of Conduct
3. Policy on Harassment, Intimidation and Bullying
4. Code on Academic Honesty
5. Policy on Illicit Substances
6. Social Media Usage Policy
7. Electronic Devices Protocol
8. Bring Your Own Device Policy
9. Computer Use Policy
10. Uniform Regulations
11. Hair Policy
12. General Rules
13. Grievance Procedure

When you and your child sign this page, you confirm that you have read, understood and familiarised yourself with the policies and agree to the rights and duties imposed upon you and your child therein.

In enrolling my son/ward at St John's College, I agree that we will be bound by these policies and regulations.

I, (parent or guardian).....hereby acknowledge that I have read and understood the above policies regulations and agree to abide by them.

Signature of parent/guardian: Date:

I, (full name of student).....hereby acknowledge that I have read and understood the above policies regulations and agree to abide by them.

Signature of student: Date:

Please return this page only to Mrs Abby Smith on admission@stjohnscollege.co.za.



ST JOHN'S COLLEGE

I 1. HEADMASTER'S REGULATIONS

The following regulations have to be agreed to and returned before your son will be admitted to the School. The signing of these regulations is your agreement to abide by them as long as your son remains a student at St John's.

1. Parents agree to accept the decision of the Headmaster in all matters relating to School organization and discipline and such decision shall be final. These matters include the conduct of students generally, including in particular the matters dealt with in these regulations, and punishment, including suspension or expulsion from the School.
2. The Headmaster or his authorised representative may require parents to withdraw their son with immediate effect following a formal disciplinary process in cases of serious or repeated misconduct.
3. St John's is a Church school of the Church of the Province of Southern Africa (Anglican). Students at St John's come from many Christian denominations and from other religions. All students are required to attend morning assemblies and services. No boys will be compelled to take part in practices not appropriate to their beliefs but will be expected to be present in a respectful and reverent manner at chapel services and assemblies and to attend Divinity lessons.
4. Students are required to behave in a manner which does not harm the School and the Headmaster reserves the right to punish students for bad work or misbehaviour. He also reserves the right to punish students for misbehaviour out of School.
5. The Headmaster reserves the right to delegate authority to the Deputies and Housemasters to punish students when necessary. (Corporal punishment is strictly forbidden).
6. Permission for absence during the School term for reasons other than illness must be obtained from the Headmaster of the College. Such permission will not normally be given merely to facilitate holiday arrangements.
7. When a student has been ill, his absence must be explained in writing to his Housemaster.
8. Smoking, the drinking of alcohol and any introduction of, trafficking in or use of illicit substances (including cigarettes, e-cigarettes, alcohol, steroids, inhalants, misuse of prescription drugs, misuse of domestic products or drugs), at the School are absolutely forbidden. Any involvement in illicit substances will be regarded as a very serious offence and could lead to parents being required to withdraw their child from the School.
9. No dangerous objects may be brought onto the school campus (grounds and buildings) without permission from the Headmaster. Knives, firearms or any other dangerous weapons will be confiscated.
10. No form of bullying will be tolerated. Moreover, to stand by when someone else is being bullied, is to support or be associated with the bullying, which also constitutes the offence. (Refer to the policy on Harassment, Intimidation and Bullying).
11. Students may not be absent from games or other School activities without the prior permission of his Housemaster except in cases of illness as in (7).
12. Participation in sport, attendance to watch certain games and attendance at various functions (for example, Speech Day, Gaudy Day) is compulsory. It is expected that on these occasions School takes precedence over other activities.



ST JOHN'S COLLEGE

I 1. HEADMASTER'S REGULATIONS

13. The following transgressions will not be tolerated and are punishable offences:

- Unacceptable sexual behaviour or activity will not be tolerated. This includes the viewing, possessing, producing or circulating of pornography; and sexual harassment, which is unwanted conduct (verbal or physical) of a sexual nature by the offenders in respect of another person.
- Theft. Included here is the unauthorised "borrowing" or displacement of another student's property.
- Dishonesty – cheating, plagiarism and conduct misrepresenting the truth.
- Racism, sexism or any other form of unacceptable prejudice.
- Truancy (not attending lessons, Chapel or any compulsory activity without good reason).
- Insolence, gross insubordination and harassment of staff, which includes threats, intimidation, the use of offensive language, or swearing by verbal or electronic means or otherwise.
- Vandalism, which includes defacing and/or damaging of school property through graffiti, painting or writing on any surface which belongs to the school.
- Contravening the College's Information Technology (IT) Policy as stated in the separate IT document and on every log-on screen.
- Failing to report and/or aid in the investigation of an alleged act of serious misconduct.
- Committing any act which is prohibited by the law in South Africa.
- Continual breaking of College rules.

The St John's College Disciplinary Procedure is available on the school's website or on request.

14. For day students on the School premises and for boarders at all times during the term, the Headmaster is in loco parentis. The exact interpretation of this phrase in an emergency must be left to the discretion of the Headmaster who will consult parents where, in his opinion, it is possible.
15. The School reserves the right to detain students for misconduct or unsatisfactory work.
16. No day students are permitted to leave the School premises during School hours without permission from his Housemaster or Headmaster. Boarders are not permitted to leave the School premises without permission from their Housemaster, except on official School business.



ST JOHN'S COLLEGE

I 2. STUDENT CODE OF CONDUCT

As a student at St John's College, I have the right to a quality education. I have the right to pursue my studies in an encouraging, secure, and successful education environment.

To help achieve this, I (*student's full name*)..... accept the following responsibilities and agree:

1. To honour God and to respect the Christian values and traditions of the School;
2. To abide by the various school policies which govern my conduct and appearance;
3. To pursue my studies with dedication, honesty and diligence, to the best of my ability;
4. To attend all compulsory events at School on time, including lessons, chapel, assemblies, hymn practices and extramural events;
5. To avoid aggressive behaviour;
6. To be responsible for caring for my own possessions at School while respecting the property of others. In agreeing to this I understand that it is considered a serious offence to "borrow" or displace another person's property without his or her consent;
7. To ensure that my uniform, personal grooming and appearance matches School standards and policies;
8. To avoid bringing dangerous objects, offensive material, harmful or illegal substances to School. In agreeing to this, I acknowledge the seriousness of illicit substance related activities on or off the School premises;
9. To avoid any actions that disrupts lessons or in any way infringe on the teachers' right to teach and the right of my fellow students to learn.
10. To contribute to lessons and, when voicing my opinion, to do so honestly and openly, but politely;
11. To be considerate in my actions to all students, visitors and staff;
12. To avoid engaging in any activity that may jeopardize the safety, security or academic progress of any other person at school;
13. To display good sportsmanship by encouraging team spirit and by being respectful towards opponents;
14. To respect people of different gender, colour or creed;
In agreeing to this, I understand that the use and expression (through speech, text and audible music) of historically charged and discriminatory words, used against people on the basis of race, sex, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth, are not permitted in any St John's College context.
This includes words re-appropriated by marginalised communities, i.e., the N-Word from America (Race), the K-word from South African (Race), the B-Word globally (Sex & Gender), the F-Word globally (Sexual Orientation) and other such words.
15. To behave in an exemplary manner when off the school property, recognizing that I am associated with St John's at all times;
16. To show courtesy to visitors to the School, including parents of my fellow students;
17. To respect, preserve and protect School property and to avoid littering the School grounds;
18. To obey the Headmaster's Regulations.

I understand that I must abide by this Code of Conduct. I further understand that breaches of the Code of Conduct may result in punishment and hearings conducted in accordance with the procedures of the Disciplinary Council.

I support this Code of Conduct governing my conduct.

Signature of student: Date:

Signature of student: Date:

Signature of student: Date:



ST JOHN'S COLLEGE

I 3. POLICY ON HARASSMENT, INTIMIDATION AND BULLYING

St John's College is committed to providing a safe and civil educational environment for all students, free from harassment, intimidation or bullying.

Harassment, intimidation or bullying' means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act: Physically or emotionally harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumours, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts' refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

Counseling, corrective discipline, and/or referral to the Disciplinary Council will be used to change the behaviour of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.



ST JOHN'S COLLEGE

I 4. CODE ON ACADEMIC HONESTY

St John's College is an academic institution and community. Honesty is fundamental to all aspects of academic work. Maintaining academic integrity is the responsibility of all members of a scholastic community, and students at St John's College are held to the highest standards of conduct in this regard. In addition, the Independent Examinations Board demands of Matriculation candidates the very highest standard of integrity in all aspects of internally and externally assessed work.

The College also recognises its responsibility to prepare students for university and to develop in them the habits and personal standards of academic honesty. All universities consider academic dishonesty to be a serious disciplinary matter; the commission of an offence against academic honesty at university will always compromise a student's good standing.

At St John's College, cheating, plagiarism and all forms of academic dishonesty are serious violations which undermine and compromise both the student's education and the integrity of this learning community.

An offence against academic honesty is judged to have been committed knowingly if the student(s) ought reasonably to have known that the conduct was an offence.

CHEATING

Any deceit in academic work is cheating. At St John's College, it is an offence for a student to knowingly, for example: Use unauthorised notes or other aids, or to copy from or be influenced by someone else's work, during a homework exercise, test or examination; give unauthorised aid to someone else; and allow someone else to copy or use his quiz, test, or examination or assignment, essay or homework; use help on homework or take home tests beyond the limits specified by the teacher; submit the same work for credit to more than one teacher, unless both teachers have given their permission in advance; use translations of texts studied in class without the permission of the teacher.

PLAGIARISM

Plagiarism, a specific form of cheating, is the theft of someone else's work. To use another's words, ideas, arguments, or research without proper acknowledgement is to plagiarise. At St John's College, it is an offence for a student to knowingly, for example: Submit work as his own, any part of which was written or created by anyone else; submit work as his own, any part of which was copied directly from a source without being placed in quotation marks and without due acknowledgement, or paraphrased from a source without due acknowledgement; submit work as his own, any part of which was based on notes or research unique to a particular source without due acknowledgement.

STUDENT RESPONSIBILITY

It is the student's responsibility to be honest in all aspects of academic work, and to be familiar with the St John's Code of Academic Honesty.

Homework: Homework is to be completed by the student himself - never completed or copied in whole or in part from another person, student or source. While it may be permissible to discuss homework assignments with other students, such discussion is a preliminary stage only, to be followed carefully at all times by individual effort, research and answering. In presenting homework, the student is in effect declaring, "This is my own work."

Assignments: Assignments prepared out of class, including lab reports, written responses, creative work, homework, and take-home tests or components of tests, must be completed by the student and be the student's own work-never in part or in whole copied from another person, student or source and never presenting the words, research, or ideas of another person, student or source without proper acknowledgement. The student is expected to follow the instructions for preparing and submitting the assignment. When submitting an assignment, the student is in effect declaring, "This is my own work".



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Essays: Essays must be completed by the student and be the student's own work - never in part or in whole copied from another person, student or source and never presenting the words, research or ideas of another person or source without proper acknowledgement. The student is expected to follow carefully instructions for preparing and submitting the essay. When submitting an essay, the student is in effect declaring, "This is my own work."

Class Presentations and Seminars: Any work the student has prepared out of class for presentation in class is presumed to be entirely his own, unless he has made proper acknowledgement of help from another person, student, or source. In making a class presentation, the student is in effect declaring, "This is my own work."

Collaboration: Unless specifically directed or permitted by the teacher, collaboration with another student in any academic work, including assignments, lab reports, essays, take-home tests or components of tests, is to be avoided at all times. The College encourages students to discuss and debate their ideas, for discussion and debate are basic to the educational experience. However, in an academic assignment of any sort, discussion is a preliminary and limited stage only, a means of stimulating one's own approach and thinking, and must be followed by individual and unaided research, thinking and writing. Pooling ideas, sharing or assigning sections of writing and incorporating another student's ideas and writing into one's own, are examples of unacceptable collaboration. When such collaboration happens, the student cannot declare, "This is my own work." Unacknowledged collaboration or collaboration which has not been permitted by the teacher is cheating - and students whose academic work shows collaboration will be considered to have committed an offence against academic honesty.

Sharing Academic Work: Students should decline to share homework, assignments, essays and any notes or research with other students. In responding to a classmate's queries for help, the student should do no more than clarify the assignment, not give answers, ideas or materials. The classmate is expected to ensure that his work is "his own work" in all respects. When cheating or plagiarism occurs, a student who has allowed a classmate to borrow his work or who had given an inappropriate degree of assistance will be considered a party to the offence against academic honesty.

Receiving Outside Tutoring: A student who for understandable reasons engages a tutor for support in his academic work is especially reminded that a tutor is not a substitute for the student's own research, thinking and writing. A responsible tutor guides the student by questioning and instruction in skills; the tutor does not do the work for the student. A student who receives excessive assistance from a tutor cannot declare, "This is my own work."

Seeking Guidance in Matters of Academic Honesty: A student who is in doubt about any aspect of the principles and practices of academic honesty should consult his teacher, Housemaster, or the Librarian.

Quizzes, Tests, and Examinations: A student must write a quiz, test or examination from his own knowledge and ability. The possession and/or use of unauthorised aids, texts, or notes of any kind during the writing of a quiz, test or examination is cheating. A student who gives unauthorised aid to another student in a quiz, test or examination will be considered a party to the offence against academic honesty.

IEB: An offence against academic honesty in any area of formal IEB evaluation, including all internally and externally assessed components will compromise the awarding of subject grades and the Matriculation certificate.

Disciplinary Response: The disciplinary response to offences against academic honesty is designed to protect academic integrity in the interest of learning, and to promote the development of the habits and skills of academic responsibility in students. Cheating of any sort is a violation of community standards and of the principles upon which an academic institution is built, and will not be tolerated in any form.



ST JOHN'S COLLEGE

I 5. POLICY ON ILLICIT SUBSTANCES

The problems associated with what has become the almost free availability of illicit substances in society permeate all sectors of our community, and St John's is no exception. Illicit substance experimentation and use poses a threat not only to the user's well-being, but through peer group interactions, to other boys in our community.

Illicit substances, therefore, have the potential to significantly undermine the ethos and achievements of our community and the individuals within it. Documented research shows that the notions of 'soft illicit substances' and 'safe illicit substance usage' are misconceptions, and that these forms of illicit substance taking are often the start of full-scale abuse. The use of performance enhancing substances in sport is illegal, as is the underage consumption of alcohol.

We do everything in our power to ensure that St John's boys are properly educated about the dangers of illicit substances through talks and the Life Orientation syllabus. Our random drug testing programme exists not only to identify boys who use illicit substances, but also to dissuade boys from accepting, if they are offered illicit substances.

Regular non-invasive urine tests are carried out in private and administered by a registered School Nurse. They provide an effective method of determining whether a boy has been experimenting with illicit substances. The results are strictly confidential and are only revealed to the boy's parents, Housemaster, and the Headmaster. This programme forms part of the broader pastoral role of the school. The costs of these tests are borne by the School.

Where a boy tests positive, he and his parents will be given full support by the school and be referred for counselling from professional counsellors. Boys who have tested positive are retested on a regular basis and the costs of these tests are borne by the parents. Only in cases of a second positive test would a boy's illicit substance taking become a matter of public school record, and a disciplinary issue which would probably result in expulsion from the College.

In the case of a boy being tested positive for the use of anabolic steroids, he will not be allowed to participate in any competitive sport for at least a calendar year, although he is expected to continue in a supportive capacity in the sporting sphere of the School. Details of our steroids testing policy are outlined on our website.

Should you have any queries, please feel free to phone your son's Housemaster. Please note that the purpose of this programme is to be proactive and prevent illicit substance abuse happening at St John's in the future. With the support of parents, this multifaceted approach can effectively deal with a real societal threat to our boys.

By agreeing on the front page of this document, I, as the parent / guardian, do hereby give permission for my son / ward to be tested at school for the presence of illicit substances, as part of a random testing programme.

- I understand that the results of such tests are strictly confidential and will be disclosed only to me, my son's Housemaster, and the Headmaster.
- I understand that the tests are non-invasive (urine) tests carried out professionally and in private by qualified medical staff.
- I understand that the costs of these tests will be borne by the school, except for the subsequent tests which will take place regularly in the event of my son testing positive for the presence of illicit substances, in which case such costs will be for my account.



ST JOHN'S COLLEGE

I 6. SOCIAL MEDIA ACCEPTABLE USE POLICY

DEFINITIONS

For purposes of these guidelines, "Social Media" means any facility that enables conversations over the internet including blogs, forums, platforms such as Facebook, Google, Instagram, Snapchat, Twitter, Live.ly, Music.ly, WhatsApp, YouTube, TikTok, Gaming platforms (including online games on X-box and PlayStation etc.) and any other forms of communication now and in the future classified or generally regarded as social media.

INTRODUCTION

St John's College recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this **Acceptable Use Policy** outlines the guidelines and behaviours that users are expected to follow when using school technologies or when using personally-owned devices on or off the school campus while being members of the St John's community.

- Students, parents and teachers are expected to follow the same rules for good behaviour and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- St John's makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We've created these social networking/media guidelines for you to follow when using social media platforms.

Please do the following:

Use good judgment

- We expect you to use good judgment in all situations.
- You must know and follow the school's various policies governing student behaviour.
- Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.

Be respectful

- Always treat others in a respectful, positive and considerate manner.

Be responsible and ethical

- If you are not approved to represent the school, and unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.
- Be open about your affiliation with the school and the role/position you hold.



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I 6. SOCIAL MEDIA ACCEPTABLE USE POLICY

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
- Always be doing at least as much listening and responding as you do "talking."

Don't share the following:

Confidential information

- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private. Do not use your birth date, address, and cell phone number on any public website.

Private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or co-workers
- Don't take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it's the most up-to-date or correct. • Always respect the privacy of the school community members.

Please be cautious with respect to:

Images

- Respect brand, trademark, copyright information and/or images of the school (if applicable).
- You may use photos and video (products, etc.) that are available on the school's website.
- It is not acceptable to post pictures of students without the expressed written consent of their parents.
- Do not post pictures of others (fellow students, etc.) without their permission.
- Do not post images which would transgress the Headmaster's Regulations or Students' Code of Conduct.

Other sites

- A significant part of the interaction on blogs, Twitter, Facebook, Instagram and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Don't blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They serve a purpose and protect you and the school.
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

And if you don't get it right...

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.



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I 6. SOCIAL MEDIA ACCEPTABLE USE POLICY

Netiquette

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, identity number, student number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, roasting, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviours, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

Examples of Acceptable Use

I will:

- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat social media carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.

This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.



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I 6. SOCIAL MEDIA ACCEPTABLE USE POLICY

Examples of Unacceptable Use

I will not:

- Use social media in a way that could be personally or physically harmful to myself or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others – staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use language online that would be unacceptable in the classroom.

This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

Limitation of Liability

St John's College will not be responsible for damage or harm to persons, files, data, or hardware.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Removal from positions of leadership within St John's College.
- Exclusion from St John's College, temporarily or permanently.
- Additional consequences as determined by the Headmaster



ST JOHN'S COLLEGE

I 7. ELECTRONIC DEVICES PROTOCOL

Purpose: The use of digital academic devices is deemed necessary to assist students in enhancing their educational experience and potential. The purpose of this policy is to clarify the usage of digital devices during the academic programme and more specifically in lessons during the school day (7h30 to 14h00). General use of all devices and the St John's network is governed by the school's Code of Conduct and Acceptable User Policy (AUP)

Policy Guidelines:

1. Students bring cell phones to school entirely at their own risk.
2. Cell phones must be fully switched off when students are at any school event, assembly, or performance, including all Chapel services.
3. Students must switch their cell phones to Flight Mode and leave them in the designated space at the front of each classroom when arriving for lessons. Cell phones may not be accessed during a lesson, unless under the direct supervision of a teacher for academic purposes only.
4. Laptops, tablets, smart watches, and other electronic devices may not be used during lessons to access social media, games, or the like.
5. Students should not listen to music while working without permission from the teacher. Students may also not use headphones or earphones when walking around the campus. These devices will be confiscated for a period of one week if discovered and a mandatory detention issued. This punishment will be escalated for repeat transgressors.
6. Screensavers/backgrounds on all devices must be appropriate.
7. At all other times, students are to ensure that if they are using their electronic devices, this does not contribute to their tardiness, does not negatively affect their greeting of adults and expected social interaction or impact on the school's expectation of its students in any way.
8. If a student is found using any electronic device when he/she is not permitted to do so, the device will be confiscated for a period of one week and a mandatory detention issued. This punishment will be escalated for repeat transgressors.
9. Electronic devices may not be handed to the school secretary or any other member of staff for safekeeping, with the exception of assessments and at the start of each lesson.
10. Cell phones and smart watches are strictly prohibited during assessments. All cell phones and smart watches are to be placed in the designated space provided by the supervising teacher before a test or examination. Any student found with a cell phone or smart watch on his/her person during a test or examination, will receive 0% for that assessment in line with the IEB and CIE standards, regardless of whether the cell phone or smart watch was switched on or off or accessed or not during the assessment.
11. No device is to be used to photograph, record or video staff or students without their specific permission. This act, and the distribution of unauthorised pictures, video or sound recordings in a public form constitutes a disciplinary offence under the Code of Conduct and will be referred to the Disciplinary Council.
12. The school will not take any responsibility whatsoever for lost or stolen electronic devices.



ST JOHN'S COLLEGE

I 8. BRING YOUR OWN DEVICE POLICY

In Remove, boys are required to bring their own device to school. The exponential growth of Information and Communication Technology (ICT) in our daily lives affects the manner in which our children acquire and assimilate knowledge. To ensure that our boys are well equipped for the future our curriculum needs to incorporate 21st century digital skills to facilitate holistic education.

The educational value of personal devices in education include the ability to:

- Foster innovation in teaching and learning
- Allow boys and teachers more freedom and flexibility to use technology for learning
- Teach boys to use technology responsibly, creatively and effectively as digital citizens
- To integrate academic resources, such as textbooks, learning apps, and subject-developed workbooks; and
- Provide opportunities for teachers and boys to continually develop their ICT skills.

Device specifications

Boys may use devices only at the discretion of their class teachers, and only for school work. Devices must support Wi-Fi, with cellular access being optional. Students require a dedicated device for academic purposes, not a smartphone. A screen smaller than 7" is not suitable for long-form content creation, and therefore a tablet or a laptop computer is recommended. Bluetooth keyboards may be useful but are not required. The school supports both Mac and Windows, as well as iOS and Android devices, but portability and good battery life are the prime considerations.

Acceptable Use

If you are purchasing a device for your son for the first time, it is a good idea to discuss your expectations and ground rules with him. The website <https://thesmarttalk.org> provides a useful online resource for doing this.

Information sessions

During the first term in (Easter Term), we will be holding Information Sessions for parents on security settings and acceptable use. However, if you have any queries or concerns, please email Irene Basson at basson@stjohnscollege.co.za



ST JOHN'S COLLEGE

I 9. USE OF COMPUTERS AND INTERNET IN THE SCHOOL

St John's College is able to offer access, via our computer network, to the Internet (which includes e-mail, World- Wide-Web and other facilities). Internet access enables students to explore thousands of libraries, databases, museums and other repositories of information and to exchange personal communication with other Internet users around the world. Families should, however, be aware that some material accessible via the Internet contains items that are illegal, defamatory or potentially offensive. The Internet is a large and unregulated global network and it is increasingly possible to find controversial material or behaviour on the Internet that some may see as offensive or inappropriate. This includes pornographic material or material with explicit sexual content, and unacceptable behaviour in private e-mail.

While the intentions of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students in using the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. However, at school we maintain standards, and monitor adherence to our rules and to the school's standards of behaviour.

We have drawn up an Acceptable Use Policy (AUP) which sets out the rules and conditions with which St John's College students must comply when using Internet and computer resources at St John's College. Please review this policy with your child.

EXPECTATIONS

Students are responsible for their behaviour on school-owned as well as privately-owned computers and other communication devices at any time of the day just as they are in classrooms or on school grounds. Communications via computer are often public in nature. General school rules for behaviour and communication apply. The school computers and network are provided for students to conduct research and to communicate with others. The use of the Internet is a privilege, not a right, and may be revoked if abused. Access entails responsibility and is given to students who agree to act in a considerate and responsible manner. Students are expected never to access, keep or send anything that they would not want their parents or teachers to see. Users must comply with school standards and must honour the agreements they have signed.

IN CLASSROOMS AND COMPUTER LABORATORIES

- Students should only connect to the network or Internet when asked to do so by their teachers, and only for purposes indicated by the teacher.
- Students should not listen to music files while working without permission from the teacher.
- Students may not use e-mail facilities during class time unless instructed to by their teachers.
- Students should not display screen savers / backgrounds which are inappropriate.
- Students may not play games on their computers during class time unless the games are part of the teaching programme and have been required by the teacher as class activity.
- Students should not use the following computer-related equipment during class time without permission from the teacher: laptops, tablets, cellphones, smart watches, external hard drives, cameras, cell phone cameras, iPods, flash drives, game consoles, etc.



ST JOHN'S COLLEGE

I 9. USE OF COMPUTERS AND INTERNET IN THE SCHOOL

PRINTING ON SCHOOL PRINTERS

The College does provide printing facilities as part of the school's network. These printers should only be used in accordance with the following school policy:

- Students should only print during class time when instructed to do so by their teachers.
- Students may not collect printing during class time.
- Students must only release and collect their printing in the College Library or Boarding Houses.
- Students must keep their printing code private and not share it with any other users.
- Where possible, electronically-submitted work is preferred over printed work, to reduce the school's paper usage for environmental reasons.

SPECIFICALLY ACCEPTABLE USES

As Internet facilities are a limited resource and one which we pay for, users are expected to use them primarily for:

- Direct educational purposes;
- Research pertaining to school work, homework and projects;
- Management of electronic diaries and calendars for productivity purposes;
- Accessing information for acceptable interests or hobbies;
- Storage and submission of school work in electronic formats;
- Access of revision material such as past exam papers and class notes;
- Communication with their teachers and Housemaster;
- Constructive communication with other Internet users, provided it is not antisocial in nature.

SPECIFICALLY UNACCEPTABLE USES

Users are not to:

- Access staff computers, e-mail accounts, mark books or any programs or systems that may contain confidential material.
- Take part in the sending or re-sending of any sort of chain letters or unsolicited commercial email.
- Use offensive language or language which may be deemed offensive (such as anti-social, profane, blasphemous, abusive, racist, sexist or impolite language) in any written, audio, or visual communication over the Internet.
- Violate the school's policy on plagiarism by copying material from the Internet without citation.
- Attempt to process pornographic or sexually explicit material of any kind whatsoever, be it via e-mail, the World Wide-Web or any other Internet facility.
- Use any other student's or staff member's login account which may thereby impersonate (and possibly incriminate) any other user/s.
- Post any content to social media containing teachers or teaching materials, without permission.
- Attempt to spread viruses or use any other method of interfering in other people's accounts, including any attempt to break into any network.
- Access video streaming unnecessarily or for prolonged periods of time.
- Violate copyright laws or download or install any commercial software onto network drives.
- Send or display offensive messages or pictures.
- Damage computers, computer systems or computer networks.
- Use the computers for commercial purposes.



ST JOHN'S COLLEGE

I 9. USE OF COMPUTERS AND INTERNET IN THE SCHOOL

- Trespass in another's folders, work or files.
- Participate in any other anti-social behaviour, in particular cyber-bullying.
- Students must keep their printing code private and not share it with any other users.
- Where possible, electronically-submitted work is preferred over printed work, to reduce the school's paper usage for environmental reasons.

Students who break any of the above rules will lose access to network and computer facilities at St John's as well as become subject to other disciplinary or legal action. The Acceptable Use Policy may be revised and updated from time to time and students will be expected to adhere to any amendments.

CONDITIONS OF USE

When using the School's devices and computer network, students must understand the following:

- Storage capacity is at a premium and students are to conserve space by deleting unnecessary e-mail or other material which takes up excessive storage space.
- Students must not share their passwords or PINs with anyone, and therefore, any violations of any part of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.
- The IT staff at St John's College have the right to investigate any student's e-mail and storage devices, and students must understand and agree that the contents of any electronic devices may be viewed at any time by his/her Housemaster.
- The contents of student folders are the property of St John's College.
- Students should have no expectation of privacy as to any communication on or information stored within the system, including information stored locally on the hard drive or other media.
- St John's College routinely intercepts and monitors all communications using, and data stored on, these devices and these may be disclosed or used for any school-authorized purpose.
- Internet capacity is limited and the school reserves the right to impose daily and monthly usage limits on all users, as well as to inspect and report on all network traffic.
- Notwithstanding the above, using school systems does not constitute consent to investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product remain private and confidential.



ST JOHN'S COLLEGE

I 10. UNIFORM REGULATIONS

Blazer - navy blue single breasted blazer with School badge Trousers - long charcoal

Socks - winter, short grey, charcoal/black

Shirt - white with long or short sleeve & button collar School Tie - blue and maroon striped

Shoes - black lace-up, no buckles or trimmings

Jersey - grey pullover with maroon stripe on neck

Jersey - grey long sleeve with maroon stripe on neck

Summer (optional) - Khaki shirt & shorts

Socks, summer - long grey with School colours around band

NOTE: Full School uniform, either winter or summer dress, to be worn to and from school. No 1's (i.e. grey trousers etc.) to be worn on the first and last day of every term and on all formal and evening functions.

DRAMA

St John's drama kit.

BOARDERS

White T-shirt, blue PE shorts/School tracksuit pants. Casual Clothes may not be worn at School during free times.

GAMES

NOTE: Multi-coloured T-shirts or T-shirts with logos are not permitted. All boys to use school bag only.

TRACKSUITS

Official School tracksuits are compulsory to be worn for all sports.

PHYSICAL EDUCATION PERIODS

White T-shirt with school badge and blue shorts with maroon stripe; School tracksuit; Maroon and navy blue swimming costume; Suitable footwear.

ATHLETICS

Practices: Athletics vest, House vest or white T-shirt, white or blue shorts, running spikes or track shoes. (Boys may run with bare feet).

Matches: Athletics vest, blue shorts, running spikes or track shoes. School track suit. (Boys may run with bare feet).

BASKETBALL

Practices: School T-shirt or basketball vest, blue shorts. Short white socks and appropriate footwear.

Matches: Basketball vest (available from the School), PE shorts, white socks and appropriate footwear.

CRICKET

Practices: White PE T-shirt, school PE shorts, short white socks, white boots or suitable track shoes.

Matches: White cricket shirt, white trousers (U15 and above), white cricket shorts (U14), white socks, white pullover (if needed), white boots or tennis shoes, School cricket cap or white cricket hat.

GOLF

School golf match shirt, navy blue shorts or longs or beige longs or shorts; School cap, golf shoes.



ST JOHN'S COLLEGE

I 10. UNIFORM REGULATIONS

HOCKEY

Practices: A plain white T-shirt and a maroon hockey shirt, PE shorts, School rugby socks and boots or suitable track shoes.

Matches: A maroon shirt, PE shorts, dark blue rugby socks with School colours and appropriate footwear.

ROWING

Maroon shirt with School crest and "St John's College rowing" in gold writing on the back. School ski pants.

RUGBY

Practices: Blue and maroon rugby jerseys, white shorts, School rugby socks and boots.

Matches: Maroon jersey, white shorts, School rugby socks and boots.

SQUASH

Practices: PE shorts, white socks and tennis shoes.

Matches: School squash shirt and PE shorts (may also be worn for practices).

SWIMMING

Practices and matches: Team costume (boys and girls), School tracksuit, school swimming towel, school swimming cap.

TENNIS

White shirt or plain white T-shirt (or School tennis shirt), white socks, PE shorts.

WATER POLO

School turbo, school navy blue gown, School towel, PE shorts, white collared shirt/School white T-shirt, School track-suit.

Most 1st teams have a special kit that will be worn by selected players. The various sports will arrange their own kit.



ST JOHN'S COLLEGE

I 11. HAIR POLICY

INTRODUCTION

As St John's College we strive to create a welcoming environment for all. It is our mandate to use pieces of policy to uplift, not restrict, our student body. The hair policy is no exception. The following policy is not of quintessential nature but instead speaks to the general, with the understanding that hair for boys must be short, clean and neat. We trust that the policy's enforcers, all of whom have undergone cultural sensitivity courses, will make decisions that are ultimately equitable.⁽¹⁾

REGULATIONS FOR COLLEGE STUDENTS

1. A student's hair should be a natural hair colour.
2. A student's hair should at all times be short enough so as not to overlap the ears or collar and it should be out of the face.
3. The use of hair accessories such as hair ties, clips, Alice bands etc. is not permitted. Hair may not be tucked behind the ear, nor may hair be tied up in any way, including the use of knots or buns.
4. Sideburns may not extend past the earlobe.
5. Where culturally appropriate, hair may be braided.
6. No patterns may be shaved into the hair.
7. The school reserves the right to send students home to have their hair conform to the above regulations.

(1) *Differences in cultural practices and differences in natural hair growth and styles will be judged with consistency and due consideration. St John's firmly supports the cultural values of all our students and thus aims to institute policy in which that is reflected. Cultural appropriation will not be accepted.*



ST JOHN'S COLLEGE

I 12. GENERAL RULES

- Ball games are not permitted in the quadrangles any time. Balls will be confiscated indefinitely.
- Boys are not permitted to wear jewellery of any description. This includes bracelets, earrings and rings. Watches and Medic-alert bracelets are allowed. Crucifixes worn on chains around boys' necks should remain covered. Items will be confiscated and not returned.
- Boys are expected to arrive at school cleanly shaven and with the regulation hair length and cut. Boys may be sent home immediately by their Housemasters if, in their opinion, boys do not meet the required standards. Any assessment missed as a consequence will result in boys obtaining nought for that assessment.
- Boys who take hot lunch are to produce their student cards when entering Darragh Hall. This includes boarders. Boys will not be allowed to enter if they do not have their card.
- Boys may NOT bring iPods or mp3 players to school. These will be confiscated for a period of two weeks if discovered. This also applies to earphones connected to cellphones. Repeat offenders will be able to collect confiscated items at the end of the year.
- No school bags, kitbags or any other property may be left lying around the school during lessons. These items must either be in classrooms or locked away in lockers. Bags may be confiscated and returned only after the payment of a fine.
- Blazer pockets are not to be used as storage space for water bottles or cold-drink bottles. These should be kept in schoolbags or kitbags. Bottles in blazer pockets will be confiscated if discovered.



ST JOHN'S COLLEGE

I 13. GRIEVANCE PROCEDURE

COLLEGE MANAGEMENT AND STAFF GUIDELINE

CONTENTS

1. Introduction and Objectives
2. General Principles
3. Grievance Procedure
4. Collective Grievances
5. Industrial Action
6. Documentation

1. INTRODUCTION AND OBJECTIVES

What is a "Grievance"?

We define a grievance as any feeling of dissatisfaction or injustice experienced by an employee in connection with their work situation, or the actions (or inaction) of the College's management.

The key purpose of the College's Grievance Procedure is to establish a structured, formal communication channel through which any employee may bring bona fide grievances to College management's attention. As such, this procedure is essentially a tool for employees to draw attention, constructively and formally, to an important negative work-related matter which cannot be effectively dealt with by the employee and their immediate supervisor.

Any grievances raised in terms of this procedure should be resolved as promptly as possible, and at the lowest possible managerial level within the College. This procedure applies to all College employees, and is considered to be an important element of the College's conditions of service, forming part of every employee's contract of employment.

The Grievance Procedure should not be confused with the Disciplinary Procedure, which is a formal process that is utilised by the College to address performance-related issues, or to deal with misconduct by an employee.

2. GENERAL PRINCIPLES

- 2.1 As defined above, a grievance is any feeling of employee dissatisfaction, formally conveyed by that employee to College management, with the objective of seeking to constructively address the cause of their dissatisfaction.
- 2.2 This procedure is not a vehicle for appealing against disciplinary action imposed in terms of the College's Disciplinary Procedure, which must be dealt with using the appeal mechanisms of the disciplinary procedure itself.
- 2.3 Parties to any grievance should, in the first instance and wherever possible, resolve grievances informally, before formally 'escalating' the issue to higher levels of College management.
- 2.4 An employee raising a grievance may be assisted (represented) by an elected Employee Representative or a work colleague during grievance proceedings. External (legal) representation is, however, not provided for in this internal procedure and it is the responsibility of the College and the affected employee to effectively utilise internal resources to resolve any grievances, wherever possible, BEFORE external intervention becomes necessary.



ST JOHN'S COLLEGE

I 13. GRIEVANCE PROCEDURE

- 2.5 The College undertakes not to victimize or harass any employee who makes proper use of this procedure to raise or resolve a grievance.
- 2.6 Grievances which are not effectively resolved at lower levels of management will be escalated to more senior levels. For this reason, grievances should be resolved BEFORE
- they are unnecessarily referred to senior management and require Executive intervention
 - they become "big" issues and involve a number of people
 - they develop into collective or group issues and become fully-fledged disputes
 - they get taken up by third parties outside of the employment relationship.

3. GRIEVANCE PROCEDURE

Grievances can only be effectively dealt with if all the parties involved follow the procedures that are designed to focus on face-to-face constructive grievance resolution, and the expedited channelling of unresolved grievances. The following procedure should be followed to resolve grievances within the College.

Level One: INFORMAL ACTION - Supervisor / Head of Department Level

If an employee has a work-related grievance, they should first raise the matter with their direct supervisor / Head of Department WITHOUT DELAY.

It is important that the employee (the "grievant") indicates to their immediate superior that they wish to raise a grievance, and not merely discuss an issue of mutual concern, or to lodge a complaint. This will ensure that the superior understands the seriousness of the matter, and that certain deadlines will apply for resolution of the grievance at this level.

Note: Should the grievance relate specifically to the conduct or actions of the grievant's immediate superior, the grievant may choose to refer the grievance directly to their level two manager, BUT the onus still rests with the grievant to at least advise their superior of the nature of the grievance, and their intention to formally refer the grievance to the next level.

The employee's immediate superior is obliged to meet with the grievant, and to make every effort to respond positively and correctively to the grievant's concerns, attempting to identify the cause of the grievance and to resolve the grievance wherever possible within 48 hours / two working days of the grievance being brought to their attention.

If the matter cannot be resolved by the grievant and their first line superior within the time period provided, the grievant is required to –

- complete the formal grievance form
- refer the grievance to the next level
- advise their immediate superior of the referral.



ST JOHN'S COLLEGE

I 13. GRIEVANCE PROCEDURE

Level Two: FORMAL ACTION - Managerial Level

The completed grievance form must indicate

- the nature of the grievance / issues concerned;
- the seriousness or impact of the grievance;
- the grievant's desired resolution or preferred outcome.

The first section of the grievance form (attached) is completed and forwarded to the employee's second level of management / Headmaster or Headmistress / Business Manager for investigation and action. This manager or official is now responsible for resolving the grievance and may discuss the issue with other relevant parties and meet with all the parties involved.

Again, every effort should be made for the grievance to be resolved at this level, with any feasible and realistic action being taken to meet the reasonable expectations of the affected employee. The manager or official must indicate his/her final decision regarding the grievance within 5 working days of receipt of the grievance.

If the grievance is resolved to the grievant's satisfaction, the solution agreed to must be recorded on the grievance form, and the grievant must confirm that he/she is satisfied with the outcome by signing the document.

If the employee is not satisfied with the manager's response, the grievance can be escalated to level three management, i.e. Headmaster of the College or Council for resolution.

Level Three: FORMAL ACTION - Executive Managerial / Council Level / The Visitor

The College Council (through its duly constituted Executive Committee), in consultation with the Headmaster, will meet with the grievant, and attempt to resolve the grievance within 10 working days of their receiving the grievance.

If the employee is not satisfied with the Council's response, the grievance can be referred to the Visitor to the College (the Bishop of Johannesburg). Should the employee still not be satisfied, the grievance may only be taken further via other channels outside of this procedure, and outside of the College, generally in terms of the dispute resolution procedures set out in the Labour Relations Act.

4. COLLECTIVE GRIEVANCES

- 4.1 If two employees have a similar grievance affecting them as a team, the grievance should also be channelled according to this procedure - with the same methodology as indicated in section three above.
- 4.2 However, if a larger group of employees is similarly affected, it may become impractical and disruptive for all the disgruntled employees to be directly involved in the grievance resolution process.
- 4.3 For this reason, this procedure makes provision, in collective grievances, to elect a maximum of two (2) College employees to act as the grievants' delegated representatives to attempt to resolve the grievance with College management. Wherever possible, at least one of these representatives should be directly affected by the grievance, and be able to approach, speak and discuss / debate the issues concerned with authority in their dealings with management.



ST JOHN'S COLLEGE

I 13. GRIEVANCE PROCEDURE

5. INDUSTRIAL ACTION

- 5.1 Any form of industrial or protest action, initiated by an employee, or group of employees, in relation to any grievance (communicated or otherwise), cannot be condoned or be "protected" in terms of this procedure. Any industrial or protest action by employees can only be sanctioned as a last resort and strictly in terms of the dispute resolution procedures of the Labour Relations Act i.e. ONLY once all the appropriate internal procedures have been exhausted.
- 5.2 Use of the College's Grievance Procedure does not therefore entitle any group of employees to embark on any protest or work stoppage action in breach of their contract of employment.
- 5.3 Caution should also be exercised when the College's conditions of employment may be changed as a result of efforts to resolve any grievance. Any such changes implemented to resolve a grievance may be tantamount to a change to substantive terms of service and may first need to be discussed with other employees who may also be affected, prior to implementation.

6. GRIEVANCE DOCUMENTATION

Attached please find the College's Grievance Form for use as the documented vehicle for formally resolving all grievances at the College.



ST JOHN'S COLLEGE

FORMAL NOTICE OF GRIEVANCE / RECORD OF GRIEVANCE RESOLUTION

FROM: (Employee(s) Name)

DATE:

TO: (Immediate Superior's Name)

This serves to notify you that I / we have lodged a formal grievance.

The grievance relates to

.....

.....

..... [attach additional info if necessary]

The grievance has the following affect on my employment:

.....

.....

.....

To resolve the grievance, I / we propose that

.....

.....

.....

- This grievance is lodged in the interests of maintaining a positive working environment, and with the expectation that corrective action will be taken by the College to resolve this grievance as a matter of urgency.
- This grievance has already been informally discussed with my immediate superior, who was unable to resolve the matter to my satisfaction, within the time limits provided.
- As the level two manager, you are therefore requested to make every attempt to constructively resolve this grievance within the next 5 (five) working days.

Level two response:

Action taken to resolve grievance at Level 2: [if applicable]

.....



ST JOHN'S COLLEGE

FORMAL NOTICE OF GRIEVANCE / RECORD OF GRIEVANCE RESOLUTION

Reasons for this decision

.....

.....

Is this acceptable to employee?

Yes / No

If accepted, signature of employee

Date resolved / accepted

If appropriate:

Level three response:

Action taken to resolve grievance at Level 3: [if applicable]

.....

.....

Reasons for this decision

.....

.....

Is this acceptable to employee?

Yes / No

If accepted, signature of employee

Date resolved / accepted

Should the employee still not be satisfied with the College's actions to resolve the grievance, he/she may refer the matter, as a last resort, to external parties or representatives for further actioning in terms of the Labour Relations Act.

General notes / comments:

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