



## **1.1. CODE OF CONDUCT**

### **1.1.1. INTRODUCTION**

This Code of Conduct is aimed at establishing a disciplined and cooperative environment at Clifton in which the ethos and values of the school are maintained. The Code sets out the guidelines for acceptable behaviour required of the boys and the recognition given for this, as well as an indication of the punishments that may be imposed, if unacceptable behaviour is displayed. It should be borne in mind that the appropriateness of any punishment will be assessed in light of the particular circumstances in which the incident took place. Mitigating and aggravating circumstances may be taken into account in any inquiry in respect of a breach of the Code. Boys are expected to be conversant with the Code and are required to abide by it. Changes to the Code may be made at the discretion of the school. Boys will be notified of any changes made.

#### **1.1.1.1. ETHOS**

- 1.1.1.1.1. Boys should at all times conduct themselves in a dignified manner that befits a Clifton boy and shows pride in the school. They should always be respectful, tolerant, helpful and courteous.
- 1.1.1.1.2. Boys should strive to achieve their full potential and are expected to take part in the full range of school activities, encompassing the academic, sporting, cultural and community aspects of the curriculum.
- 1.1.1.1.3. Boys should protect and enhance the reputation and ethos of the school and strive to be good members of the community and citizens of South Africa.

#### **1.1.1.2. BEHAVIOUR**

- 1.1.1.2.1. Boys shall conduct themselves in a law-abiding, disciplined and decent manner, which proudly upholds the Clifton ethos and tradition.
- 1.1.1.2.2. Boys shall not conduct themselves in a manner that brings the name of the school into disrepute at any time.
- 1.1.1.2.3. Boys shall always display courtesy to all adults.
- 1.1.1.2.4. Clifton boys are expected to display the following qualities:
  - respect for oneself, the school and others;
  - honesty, loyalty, pride, integrity and truthfulness;
  - sound judgement;
  - self-discipline;
  - tolerance, care and compassion;
  - modesty;
  - diligence, hard work and tenacity; and

- teamwork
- 1.1.1.2.5. Boys shall always be neat in their appearance, abide by the dress code of the school (see below) and wear their uniform with pride.
  - 1.1.1.2.6. Boys are encouraged to assist in maintaining discipline at the school by reporting bad behaviour and assisting in the investigation thereof, if requested.

### **1.1.1.3. OUT OF BOUNDS AREAS**

Different areas may be considered out of bounds in different phases of the school. Boys will be notified of these where they are applicable. These areas are out of bounds to all Clifton boys:

- 1.1.1.3.1. all access points to the school and exits from the school that are not designated as official entrances or exits;
- 1.1.1.3.2. all areas outside the school property during the course of the school day, unless permission has been received from a member of staff to leave the campus;
- 1.1.1.3.3. all building sites or areas where renovations are taking place, unless permission has been received from a member of staff;
- 1.1.1.3.4. staff common rooms, unless with the permission of a member of staff;
- 1.1.1.3.5. the turf cricket pitches and the cricket nets, unless under adult supervision;
- 1.1.1.3.6. all jungle gyms unless under adult supervision;
- 1.1.1.3.7. all classrooms, halls, the pavilion and music practice rooms, unless a member of staff is present;
- 1.1.1.3.8. all tuck shops during tuition periods;
- 1.1.1.3.9. all swimming pool areas without adult supervision;
- 1.1.1.3.10. all change rooms, unless for the express purpose of changing for a sports activity or collecting books before school and at breaks; and
- 1.1.1.3.11. all toilets and change rooms designated for adult use.

In addition, boys may not loiter at the school entrances, in driveways or along pathways. The stairway entrances to the school should be kept clear at all times.

### **1.1.1.4. DRESS CODE AND APPEARANCE**

- 1.1.1.4.1. The uniform requirements are posted on the website. Boys are expected to dress according to these at all times.
- 1.1.1.4.2. Boys are required to have a conventional schoolboy haircut that should be neat, short and follow the natural shape of the head. Exotic hairstyles, including stepped styles, comb-overs and hair dyes, are not permitted and boys are not allowed to shave their heads. Boys will at all times be cleanly shaven and sideburns may not extend below the line drawn from the zygomatic arch.
- 1.1.1.4.3. Razors are kept at school. Boys will be required to shave at school should they not be cleanly shaven.
- 1.1.1.4.4. But for the wearing of watches and medic alert bracelets, jewellery is not permitted and no body piercing will be tolerated. Religious symbols may only be worn with the permission of the Principal and, where they are, they should

be as unobtrusive as possible and should never be worn in substitution of school uniform.

- 1.1.1.4.5. While tattoos are strongly discouraged, no tattoo may ever be visible.

#### **1.1.1.5. INTERNET USAGE**

- 1.1.1.5.1. No boy may be in a computer room unless a member of staff is present or unless he has permission from a member of staff.
- 1.1.1.5.2. Use of the Internet is restricted to academic purposes.
- 1.1.1.5.3. The Internet may only be used with the express permission of a staff member.
- 1.1.1.5.4. Chat rooms may not be accessed under any circumstances.
- 1.1.1.5.5. Material may not be downloaded from the Internet unless with the permission of a member of staff.
- 1.1.1.5.6. Printing may only be done under the supervision of a member of staff and, where appropriate, a charge may be levied.
- 1.1.1.5.7. Security levels and computer settings may not be altered and pornographic and other unsuitable material may not be viewed.

#### **1.1.1.6. VALUABLES, CELLPHONES AND ELECTRONIC DEVICES**

- 1.1.1.6.1. The Clifton eLearning Policy sets out the policy for the use of electronic devices and your attention is drawn to this. It may be found on the School website.
- 1.1.1.6.2. Clifton School and the staff of Clifton take no responsibility and accept no liability for the loss of cellphones, devices or any valuables at the School or while used on school activities or outings. This includes those periods when cellphones or valuables are held in confiscation, as a result of a failure to follow the Code of Conduct.
- 1.1.1.6.3. Valuables should not be brought to school unless absolutely necessary.
- 1.1.1.6.4. If valuables or large sums of money are brought to school, they must be handed in to the Class Teacher (in the Preparatory School) or to the receptionist (in the College) on arrival at school. Boys should not leave valuables or money in their bags or their classrooms, whether unattended or not.
- 1.1.1.6.5. College lockers should be locked with a secure padlock and NOT a combination lock. Boys should be especially vigilant about this.
- 1.1.1.6.6. Cellphones may be used for communication purposes in the times outside of the school academic day. This use must be discreet and in a manner which will not interfere with any other school activity. School telephones are also available for the boys to use in an emergency.
- 1.1.1.6.7. Where valuable items (iPads, cellphones, laptops and the like) are required for academic use, they should always be kept secure and remain the responsibility of the pupil. Security settings on the devices should be set to allow for tracking and disabling.
- 1.1.1.6.8. While the School acknowledges its responsibility to teach correct cellphone and device etiquette, it is incumbent on the boys to understand and exercise their responsibilities in this regard.

- 1.1.1.6.9. All cellphones and devices must be switched off (not merely set to silent) during any learning or other school activity, unless being used with the knowledge of the teacher for a specific classroom-based task. These school activities include without limitation, academic classes (unless required by the teacher), formal discussions and meetings, sporting activities and matches, assemblies, hymn practices, clubs, societies and school outings.
- 1.1.1.6.10. Failure to comply with any of the above requirements will result in the following sanctions:
- First offence – Level Three offence.
  - Second offence – Level Four offence.
  - Third offence – Level Five offence.
- 1.1.1.6.11. If valuables or large sums of money are brought to school, they must be handed in to the Class Teacher (in the Preparatory School) or to the receptionist (in the College) on arrival at school. Boys should not leave valuables or money in their bags or their classrooms, whether unattended or not. The school accepts no responsibility for any loss or theft of any valuables.

#### **1.1.1.7. LOST PROPERTY**

All property should be clearly marked. Lost property is stored in the school and may be collected from the lost property boxes. Marked items are distributed to the owners on a regular basis. Unmarked and unclaimed property is held for two weeks and is then donated to a needy cause. The School accepts no responsibility or liability for the loss of lost property that is stored at the School.

#### **1.1.1.8. DRUG POLICY**

All parents and boys are asked to sign the School Drug Policy (which appears on the website) and your attention is drawn to this.

#### **1.1.1.9. SPORT AND CULTURAL ATTENDANCE**

1. All boys in Grades 3 and above must participate in **at least** one sporting co-curricular activity each term and participate in or support **at least** one cultural co-curricular activity during the course of the year. Where compulsory attendance has been declared by the School, boys are required to support the activity.
2. Where boys play a sport designated as 'Social', they must ensure that they are attending a minimum of two sporting practices a week OR must be actively involved in a cultural activity that requires attendance for at least one co-curricular session per week.

#### **1.1.1.10. OFFENCES AND PUNISHMENTS**

Please note that at all times the laws of the country apply.

##### **Serious Offences:**

The following are examples of offences that are regarded as serious and may lead to internal or external suspension or expulsion from the school:

- 1.1.1.10.1. theft, including unauthorized borrowing, or possession of stolen property;
- 1.1.1.10.2. fraud or dishonest behaviour of any sort;
- 1.1.1.10.3. academic offences such as cheating in exams, the unauthorized possession of test papers or examination papers prior to the writing of tests or examinations and plagiarism;

- 1.1.1.10.4. possession, threat of use or the actual use of a dangerous weapon;
- 1.1.1.10.5. possession of any form of pornographic or undesirable material and/or accessing or attempting to access inappropriate material through the computer (see *Internet Policy* above);
- 1.1.1.10.6. possession, use, transmission or visible evidence of the use of narcotic or unauthorized drugs;
- 1.1.1.10.7. smoking at any time or the possession of cigarettes, tobacco, devices used for consuming tobacco, matches or lighters at any time on school premises, while in school uniform, while engaged in any sanctioned school activity, in a public place of any kind, or at any other time save with the permission of the boy's parent and in the company of a responsible adult;
- 1.1.1.10.8. the use of alcohol at any time while at school, in school uniform or while attending any school outing, function or tour;
- 1.1.1.10.9. the use of alcohol in any public or private place, except with the permission of the parent or guardian and while under adult supervision;
- 1.1.1.10.10. immoral behaviour or profanity;
- 1.1.1.10.11. any form of hate speech, sexism or racism;
- 1.1.1.10.12. photographing, filming, or recording any material that is offensive or invasive of another person's privacy;
- 1.1.1.10.13. posting, or intending to post, demeaning material on any form of social media;
- 1.1.1.10.14. vandalism or the destroying or the defacing of school property (including the use of graffiti) or the property of others;
- 1.1.1.10.15. disrespect, physical abuse, objectionable behaviour and verbal abuse directed at school employees or boys, including victimization, initiation, bullying or intimidation, either physical or verbal;
- 1.1.1.10.16. truancy or absence from school during school hours (and including the co-curricular programme) without the permission of the Principal or his designate;
- 1.1.1.10.17. driving a motor vehicle without a licence;
- 1.1.1.10.18. where a boy has a valid driving licence, bringing a motor vehicle to school without the permission of the parent or guardian and the Principal or his designate, parking the motor vehicle on school grounds or in the area surrounding the school without written permission from the Principal and conveying a school pupil in the motor vehicle without the written permission of the driver's parent, the passenger's parent and the Principal;
- 1.1.1.10.19. conduct that endangers the maintenance of a proper standard of moral conduct, discipline or social wellbeing at the school;
- 1.1.1.10.20. repeated violations of offences considered 'lesser offences' by the school in this Code of Conduct; and
- 1.1.1.10.21. any behaviour that would constitute a crime.

**Lesser Offences:**

These offences will normally not lead to immediate suspension or expulsion but may be punished by written warnings, detention, work party duty and other punishments and rehabilitative measures deemed appropriate by the Principal or his designate. Repeated infringements or transgressions may lead to suspension or expulsion from the school:

- 1.1.1.10.22. insolence or a lack of cooperation;
- 1.1.1.10.23. failure to produce work of an acceptable standard in class or for homework;
- 1.1.1.10.24. trespassing in those parts of the school that are declared out of bounds (see *Out of Bounds* above);
- 1.1.1.10.25. failure to obey the dress code or the rules relating to hairstyles (see *Dress Code and Appearance* above);
- 1.1.1.10.26. failure to present a note from the parent or guardian on the day following an absence from school or a co-curricular activity, including a doctor's note if the absence is longer than three days;
- 1.1.1.10.27. foul or inappropriate language;
- 1.1.1.10.28. repeated lateness at the start of day and for lessons and co-curricular activities;
- 1.1.1.10.29. littering;
- 1.1.1.10.30. playing ball games outside of PE lessons and co-curricular activities, unless with the permission of a member of staff;
- 1.1.1.10.31. leaving bags unattended outside of the locker rooms;
- 1.1.1.10.32. eating or drinking in class, unless with the permission of a member of staff;
- 1.1.1.10.33. chewing bubblegum or chewing gum while at school, at a school event or in school uniform;
- 1.1.1.10.34. over-exuberant horseplay;
- 1.1.1.10.35. behaviour anywhere in the school or its environs that obstructs others from learning;
- 1.1.1.10.36. hitchhiking while in school uniform; and
- 1.1.1.10.37. absence without permission from lessons, assemblies or other timetabled events.

## 1.2.DISCIPLINE POLICY

### 1.2.1. DISCIPLINE PROCEDURE

The discipline policy is based on and linked to the Clifton School Code of Conduct.

#### 1.2.1.1. NATURE OF OFFENCES & RESPONSIBILITIES

The Discipline Procedure outlines how the Code of Conduct is upheld and the areas of responsibility held by staff members and boys. It should be borne in mind that this is only a guideline and the list of offences, serious and lesser, are by no means exhaustive and the procedure by no means inflexible to individual circumstances.

It is the responsibility of **all** staff members, prefects and boys to uphold the Code of Conduct. There are however different areas of responsibility within the Discipline Structure of the school.

#### 1.2.1.2. REPORTING STRUCTURE

This is determined according to the chain of responsibility that follows and offences are dealt with within this structure. The chain follows.

- Pupils
- Mentors (pupils)
- Monitors (library and computer room)
- Prefects
- Class teachers
- Mentors (teachers)
- Heads of Grade
- Director of the Foundation Phase
- College Director of Student Affairs
- Deputy Principals
- Principals
- Executive Headmaster
- Board of Directors HR Portfolio
- Chairman of the Board of Directors or his designate

#### 1.2.1.3. LEVEL ONE:

Day to day discipline issues, lesser offences (first time) dealt with by **monitors, prefects, teachers and mentors.**

Warnings issued by **Heads of Grade and/or the Director of Student Affairs, the Director of the Foundation Phase or the Prep Deputy Principal.**

Repetition of Level 1 offences may lead to them being considered Level 2 or 3 offences.

Examples

<b>Behaviour</b>	<b>Discipline</b>
Uniform	Warning – 1 day to correct then level 3
Shaving	Warning and shave (HoG)
Hair	Warning – 2 days then level 3
Littering	Litter parade at breaks
Ball Games	Confiscation and handed over to HoG

#### 1.2.1.4. LEVEL TWO

These are handled by mentors and prefects (prefects need to refer repeated offences to teachers on duty or the Head of Grade).

The mentor should keep a record of offences and punishments. Repeated offences and problems are referred to the Head of Grade.

Repetition of Level 2 offences may lead to them being considered as Level 3 offences.

Examples – this list is NOT exhaustive

<p><b>Behaviour</b>  Excessive noise  Eating/drinking in class  Punctuality  Insolence  Lack of respect: for teacher, pupils and property  Unruly behaviour  Lack of manners  Disobeying instructions</p> <p><b>Academics</b>  Class disruption  Work not done, class or home  Failure to bring books, equipment  Unacceptable work  Failure to return books  Leaving class without permission  Failure to follow instructions</p>	<p><b>Discipline</b>  Teachers detention for 30 mins (24 hrs notice)  Written punishment linked to offence.  Use of a break; e.g. cleaning classrooms  Boys should not be sent out of class. However a 5 min cooling off period is allowed.  Refer to counselling.</p> <p><b>Discipline</b>  Step 1: Punishment from teacher that fits the offence.  Step 2: Pupil placed in teacher detention.  Step 3: Refer to Head of Grade</p>
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#### 1.2.1.5. LEVEL THREE

These are handled by the Head of Grade, who should keep a record of offences and punishments and any correspondence with parents on the boy's file. Any problems should be referred to the Director of Student Affairs, the Director of the Foundation Phase or the Prep Deputy Principal.

Repetition of Level 3 offences may lead to them being considered as Level 4 offences.

Examples

<p>Frequent or repeat of level 1 and 2 offences:  Behaviour  Abuse of property  Swearing  Insolence  Disrespect  Bullying  Graffiti  Failure to attend teachers detention  Failure to do punishment  Failure to attend compulsory events  Disregard for out of bounds areas  Poor sportsmanship or misconduct (referred to Sport Committee)  Poor behaviour in public  Repeated appearance offences  Bunking  Dishonesty  Fighting  Discrimination  Lack of tolerance</p>	<p><b>Discipline - Any or all of following:</b></p> <p>HoG Friday detention (1 or 2 hours)</p> <p>Refer to Director of Student Affairs</p> <p>Refer to counselling</p> <p>Letter to parent/guardian</p> <p>Interview with parent/guardian</p> <p>Letter of apology</p> <p>May refer back to teacher to be dealt with at level 2</p>
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**1.2.1.6. LEVEL FOUR**

These are dealt with by the Director of Student Affairs AND the Deputy Principal. Repeated lesser offences and **all** serious offences fall into this category. Any problems should be reported to Principal.

Examples

<p>Frequent or repeat of level 3 or lesser offences Behaviour All serious offences as listed in Code of Conduct. Bunking HoG detention</p>	<p>Discipline – Any or all of following  Director’s Friday detention (1 or 2 hours) Deputy Principal’s detention (1 or more hours) Refer to Principal Refer to counselling Principal’s detention (more than 2 hours) Letter to parent/guardian Interview with parent/guardian Isolation</p>
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**1.2.1.7. LEVEL FIVE**

The Principal deals with these in internal disciplinary hearings and disciplinary hearings. Serious offences and repeated lesser offences may fall into this category.

Examples

<p>Serious offences and repeated lesser offences. Bunking Deputies’ or Principal’s detention Criminal offences Gross misconduct</p>	<p>Discipline – Any or all of following  Principal’s detention (2 or more hours) Refer to counselling Letter to parent/guardian Interview with parent/guardian Isolation Refer to Board of Directors Internal disciplinary hearing Formal disciplinary hearing Suspension Expulsion Criminal charges Rehabilitation Community service</p>
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**1.2.1.8. INTERNAL DISCIPLINARY HEARING**

This will take place within the school and without the use of members of the Board of Directors or legal or paralegal representation. This is an attempt to resolve serious transgressions internally. The result may be one or a combination of internal or external suspension, isolation, detention and correctional service, but not expulsion.

The internal disciplinary committee consists of:

- The Principal
- The Deputy Principal
- The Director of Student Affairs
- Head of Grade
- The Mentor or the School Counsellor to assist the pupil.

The pupil or his parent may appeal the decision of the internal disciplinary committee (notice of intent to do so must be given within 24 hours of the ruling). The internal disciplinary committee may revise their ruling or refer the matter to a disciplinary hearing.

#### **1.2.1.9. FORMAL DISCIPLINARY HEARING**

This will take place with the use of Board of Directors representation (see below). It is an attempt to resolve serious transgressions that are deemed to deserve possible expulsion. The result may be one or a combination of the following: internal or external suspension, isolation, detention, correctional service or expulsion. The Disciplinary hearing will determine the final sanction.

The disciplinary hearing will consist of:

- The Chairman of the Clifton Board of Directors or his designate
- The Executive Headmaster or his designate
- The Principal
- The pupil will be entitled to have external representation at this hearing and may be accompanied by his parents, legal guardian and/or a lawyer, if agreed upon by the school.

The parent or legal guardian will receive notice of the hearing at least three days in advance of the hearing but may waive this notice period.

The pupil may be placed on full external suspension until the hearing has been held and the outcome determined.