



ST JOHN'S COLLEGE

Code of Conduct

April 2025

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CODE OF CONDUCT

Respect
Integrity
Empathy

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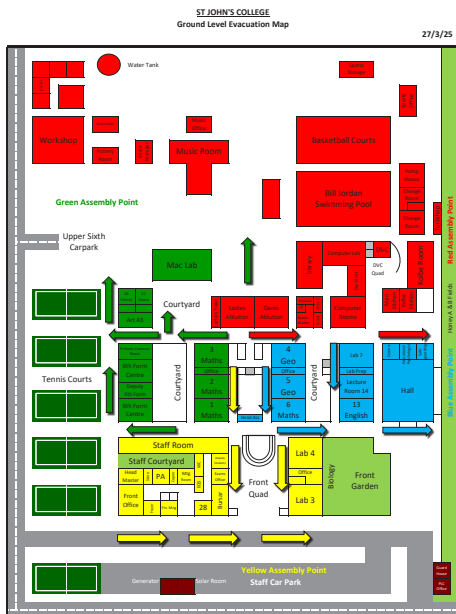
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Code of Conduct

1. PLAN OF BUILDINGS

1.1 Ground Level



1.2 Upper Level

ST JOHN'S COLLEGE
Upper Level Evacuation Map

27/3/25



2. INTRODUCTION AND OVERVIEW

The Code of Conduct is the set of rules which govern all students of St John's. All St John's students and parents should take the time to read and familiarise themselves with the full text of the Code which is amended from time to time.

Responsibility for the overall discipline and tone of the school rests with the College Senior Management comprising the Headmaster and the Deputy Head(s).

When an infringement of the Code of Conduct occurs, in all cases an attempt will be made to establish the true nature of a misdemeanour. The school believes in discipline that is firm, yet just; which is administered with understanding and with the welfare of the whole community in mind. It further looks to the parent body for support in its efforts to provide an environment in which all students feel secure. Due consideration and discussion will always involve all parties concerned.

3. THE PURPOSE OF THE CODE OF CONDUCT

- 3.1 To ensure fair and equal treatment of all students.
- 3.2 To encourage timely corrective action in the event that a student's behaviour or performance proves to be unsatisfactory or unacceptable.
- 3.3 To ensure that principles of "*natural justice*" are applied before corrective measures are applied. "*Natural Justice*" is defined as: "*Unchanging moral principles common to all people by virtue of their nature as human beings.*" In other words, the standards of behaviour all humans live by.



4. PRINCIPLES OF THE CODE OF CONDUCT

- 4.1 The Code shall be equally applicable to all students including the 6th Form and the Prefect Body.
- 4.2 It is the responsibility of all members of the St John's College Staff and Prefect Bodies, as well as all members of the Student Body, to maintain discipline at all times.

5. GOOD CONDUCT AT ST JOHN'S COLLEGE: WHAT IS EXPECTED OF EVERY STUDENT

In any community, standards must be established by which its members can work together harmoniously. Whether the rules take the form of the country's laws, local by-laws or school regulations, they encompass the same principles of public safety, social responsibility and goodwill. It is expected of all St John's College students that they involve themselves in a high standard of conduct in their relationships and interactions with others and the school. Students are expected, at all times, to be a visible expression of our core values of Respect, Integrity and Empathy.

This is what is expected of a St John's student:

- 5.1 Good Manners
 - 5.1.1 Greet staff and visitors cheerfully and confidently. If you are sitting, stand up to greet someone.
 - 5.1.2 Offer assistance to any adult or other visitor to the school in a cheerful and confident manner.
 - 5.1.3 Stand up to speak to people, especially staff and visitors.
 - 5.1.4 Do not have your hands in pockets at any time, and particularly when addressing people or when in Number Ones.



- 5.1.5 If you are wearing a hat, lift it to greet someone or remove it when talking to a member of staff or a prefect. No hats to be worn in classes, corridors or in the hall.
- 5.1.6 Causing a disturbance when someone else is trying to concentrate, study or work is a selfish act. Respect other people's space and right to work.
- 5.1.7 Arriving late for registration, class, meetings, fixtures, games and practices shows a selfish lack of regard for others' time and effort.
- 5.1.8 Forgetting to keep an appointment, failing to attend a club or society meeting, practice or rehearsal is not becoming of someone who is well mannered.
- 5.1.9 Apologise when you are in the wrong. Sincerity is a mark of integrity and respect.
- 5.1.10 Visiting schools are guests of St John's. They should be afforded every courtesy we can offer them.
- 5.2 Respect
 - 5.2.1 In all cases there should be an ethos of "respect for the individual" no matter who they may be or where they are.
 - 5.2.2 Employees of the school are part of the community. They deserve our full respect at all times. They may not be used for any task other than that specified by their supervisor.
 - 5.2.3 At all times, it is essential to respect other people and their property or belongings, particularly the property of the school.
 - 5.2.4 Any adult or visitor must, at all times, be accorded the same respect as a staff member. This applies as fully to any St John's parent who may, in the course of the year, be offering their services at the school or any of its functions.



6. STANDARDS OF BEHAVIOUR

- 6.1 All forms of bullying, discrimination and intimidation have absolutely no place at St John's. This includes physical, mental, verbal or sexual harassment/abuse of any kind and extends to and includes slurs made against other students or staff, which may be insulting and/or discriminating towards their ethnicity, beliefs, values, identity, physical appearance or abilities.
- 6.2 The College should never be a platform for the promotion of any personal agenda.
- 6.3 Firearms, knives, catapults or anything else which may be construed as a weapon and may inflict injury on a person, are strictly prohibited.
- 6.4 Cigarettes, e-cigarettes, snuff, cigars, drugs, alcohol and incense are strictly forbidden.
- 6.5 Dress and haircut regulations, as set out, will at all times be adhered to.
- 6.6 School comes first during the term. All weekend commitments must be met. Last-minute illnesses do arise from time to time; if so, parents are to please let the College know as soon as possible via email to absent@stjohns.co.zw. Medical notes must be provided for absences of three days or longer.
- 6.7 Support for some cultural and sporting fixtures are compulsory. Such occasions are usually indicated on the calendar (which is issued on the first day of term) and they must be attended.
- 6.8 No medical, dental or driving test appointments, etc. should be made during school hours.
- 6.9 Without authorisation, going off campus to visit the surrounding shops, including the garage, MiGym Coffee Shop, and Garfunkels Grill, is not permitted. This applies to examination candidates as well.



- 6.10 No student is to leave the campus during school hours without a signed note from the Senior Master or a member of Senior Management and the presentation of an official Gate Pass. An email from a parent or a medical practitioner must be submitted to your Form Teacher and absent@stjohns.co.zw to explain each and every absence from school.

7. CLASSROOM DISCIPLINE

- 7.1 There must be quick movement between classes.
- 7.2 There must be orderly arrivals and departures from classrooms. Line up quietly outside the classroom and wait to be called in.
- 7.3 If your teacher does not arrive within five minutes of the start of the lesson, a member of the class must inform a Deputy Head, the Senior Master or the Academic Head of the year group.
- 7.4 Stand quietly behind the desk until greetings are over and the teacher gives you permission to sit.
- 7.5 Sit up straight and pay attention. Poor behaviour in class, fighting, and any form of general disruption will not be tolerated.
- 7.6 During class discussions, put your hand up and wait for your teacher to invite you to speak. Do not shout out questions or answers or speak out of turn, particularly when your teacher is talking.
- 7.7 All Forms should have prep notebooks, and your teacher's prep or instructions must be recorded in them.
- 7.8 Neatness and accuracy, as well as high levels of presentation, must be aimed for. Take pride in your work by ensuring correct dates and headings are used, accurate numbering is followed, notes and work are laid out neatly, orderly correction is undertaken, and neat diagrams and illustrations are drawn.



- 7.9 Bring the correct books and materials to lessons. This requires forward planning and attention to your timetable before the day starts.
- 7.10 If a member of staff, a visitor or a 6th Former walks into the classroom, you must stand up and greet this person.
- 7.11 The classroom must be left in a tidy state. Pick up all rubbish, straighten desks and push the chairs in behind the desks. Do not leave graffiti on the desks or walls.
- 7.12 Remember that the bell is a signal for the teacher, not you. Wait to be dismissed before packing up and leaving.
- 7.13 Thank your teacher politely for your lesson.

8. DISCIPLINARY MEASURES

- 8.1 It must be noted that physical corrective measures, detention and any other form of discipline, for example, dress parade, takes precedence over any other activity, including official fixtures.

In general:

- 8.1.1 Detentions are used as discipline for poor academic performance, including failing to complete work or assignments by the deadline. Detentions are scheduled for Monday afternoons from 14:00 to 16:00.
- 8.1.2 Correctional activity/Extended correctional work and Boot Camps are deployed as discipline for a general disciplinary infringement under categories A to D. Correctional activities take place on Saturday mornings from 06:30 to 08:30.
- 8.1.3 Failure to attend Correctional without offering a valid excuse in the form of an email sent by the student's parents/legal guardians a minimum of 12 hours before Correctional is scheduled to begin



will result in 3 days of Extended correctional work the following week. This will run from 07:20 – 13:20 each day.

9. THE FOLLOWING CONDITIONS MUST BE MET BEFORE ONE IS PLACED ON BOOT CAMP BY PREFECTS

- 9.1 Prefects to isolate culprits.
- 9.2 Check for medical conditions with the nurse.
- 9.3 Get approval from a Deputy Head/Senior Master.

10. CONDITIONS OF BOOT CAMP:

- 10.1 Boot Camp to last no more than 7 minutes.
- 10.2 Prefects are to take part in the Boot Camp.
- 10.3 Prefects are to follow a specific Boot Camp as outlined by the Director of Sports.

11. FUNCTIONS

Attending any social function, such as dances, cocktail evenings, dinners and any other event hosted by the school, is deemed to be a privilege for a student and not an entitlement or a right. As such, attendance is by invitation from the Headmaster or the Deputy Heads, or Sports or Cultural Directors, and the privilege of attendance may be withdrawn if circumstances or breaches of the Code of Conduct warrant it.



12. THE MIND-SET THAT SHOULD PREVAIL THROUGHOUT THE STUDENT BODY OF ST JOHN'S COLLEGE

The St John's 'way' is that of compassion. Compassion is also a core component of leading: successful leaders maintain a servant's heart. St John's does more than simply deliver examination success. We endeavour to build breadth and balance and form men and women of conscience. Therefore:

- 12.1 *IF a student can make a victim of another who proves to be an introvert and less confident than himself, then they know nothing of the spirit of St John's.*
- 12.2 *IF a student can take part in, or even look upon, bullying without distaste and regret, then they know nothing of the spirit of St John's.*
- 12.3 *IF a student can look down on those less physically strong than themselves, then they know nothing of the spirit of St John's.*
- 12.4 *IF a student walks so tall that they cannot stoop to help those who have fallen, then they know nothing of the spirit of St John's.*

13. CLASSIFICATION OF MISDEMEANOURS

It would be impossible to identify every single misdemeanour that may occur at a school. Examples of transgressions against normal good conduct are set out in four categories. The categories of misdemeanour are ranked in order of seriousness, with **Category A** being the least serious and **Category D** being the most serious. In all cases, it must be remembered that each situation needs to be dealt with in its context, taking into consideration the circumstances of the transgression.



14. CATEGORY A

- 14.1 Eating in class, the library, and other places where food is not allowed.
- 14.2 Late arrival for class, prep, sports and cultural practices, society meetings, assembly and/or any other meeting without an acceptable excuse or reason.
- 14.3 Leaving before the permitted time for class, prep, sports practices, society meetings, assembly and any other meetings without an acceptable excuse or reason.
- 14.4 Talking in class, assembly and during meetings being held by staff or other people in authority.
- 14.5 Hands in pockets when in Number Ones or when talking to staff members or other visitors to the school.
- 14.6 Failure to carry out instructions given by a prefect or a member of staff.
- 14.7 Failure to meet Special Report requirements.
- 14.8 Not standing up when speaking to staff or adults, not greeting staff, adults, prefects and 6th Formers.
- 14.9 Contravention of the dress code.
- 14.10 Not doing work assignments, homework or leaving the required books and/or work at home.
- 14.11 Littering or defacing of the image of the College.
- 14.12 Poor sportsmanship characterised by bad language, gesturing and back-chatting the referee/umpire.
- 14.13 Being collected or will be collected and dropped off ONLY in designated areas.
- 14.14 Disembarking from and entering into vehicles outside the following parameters: Disembarking from and entering into vehicles is strictly only permitted curbside within the designated pickup and drop off zones. Students must exit and enter vehicles that are stationary and parked, when being dropped off or collected. Students may not alight from



vehicles waiting to move when traffic has built up; student safety is paramount in this regard.

- 14.15 Any other petty transgression that directly impacts school property, other students and/or members of the St John's community.

14.16 Category A Sanctions

For transgressions in this category, the following sanctions may be implemented:

- 14.16.1 Verbal reprimand
- 14.16.2 Correctional activities
- 14.16.3 Detention
- 14.16.4 Suspended attendance at sports/clubs/school functions
- 14.16.5 Dress parade
- 14.16.6 Break time and morning litter collection
- 14.16.7 Extended correctional work
- 14.16.8 Boot camp
- 14.16.9 Lines
- 14.16.10 In addition, the Headmaster, the Deputy Head(s) and/or the Senior Master reserve the right to request and/or carry out any form of discipline or other corrective methods within the legal parameters set by the judiciary of Zimbabwe.

15. CATEGORY B

- 15.1 The selling of goods to school employees or fellow students without the express permission of the Headmaster or Deputy Head(s).
- 15.2 Not being clean-shaven.
- 15.3 Wearing make-up (girls).



15.4 Hair Policy

- 15.4.1 Parents are requested to support the College's haircut policy by ensuring that their son/daughter arrives at school with hair that meets acceptable standards.
- 15.4.2 Students are encouraged to self-regulate and ensure that their hair is in line with the hair policy and that it doesn't invite comments to correct it.
- 15.4.3 Dyeing of hair or having a non-standard hairstyle as defined by the following:
- 15.4.4 The hair must look neat (boys and girls).
- 15.4.5 It shall be short at the back and sides and on top and shall be off the ears and collar (boys).
- 15.4.6 The hair must follow the shape of the head.
- 15.4.7 The fringe shall be off the eyebrows (boys and girls).
- 15.4.8 No gels shall be used to plaster long hair down so that it looks short, resulting in a "helmet" appearance (boys and girls).
- 15.4.9 There shall be no shaved areas over the ears.
- 15.4.10 There shall be no ridiculously short haircuts.
- 15.4.11 There shall be no platforms, box cuts, paths, duck bill fringes.
- 15.4.12 There shall be no highlighting of hair (boys and girls).
- 15.4.13 A girl's hair longer than collar length must be tied back in a single "ponytail". Braids may be worn as long as they are the same colour as the natural hair and are not tinted in any way.

Fades (optional for boys) Forms 1 to 4

- 15.4.14 Regular fades will be allowed.



- 15.4.15 No immediate step from long hair to short. Fades must gradually grow in size and integrate with the top.
- 15.4.16 Gradient should last at least 3cm all around the head.
- 15.4.17 Strictly no size 0 on the sides.
- 15.4.18 Regular fades will be allowed but no longer than number 3 length at the top coupled with a number 0.5, 1 or 2 on the sides.
- 15.4.19 No immediate step from long hair to short, fades must gradually grow in size and integrate with the top.
- 15.4.20 Gradient should last at least 3cm all around the head.
- 15.5 There shall be no piercing of body parts which are visible in the normal day-to-day uniform (boys).
- 15.6 Single ear piercing in the centre of each lobe is permitted (girls).
- 15.7 There shall be no tattoos on any part of the body visible in the normal day-to-day uniform.
- 15.8 No jewellery shall be worn, including rings, bands, earrings, tongue rings and religious symbols. Medic-Alert bracelets are allowed.
- 15.9 Nails may not be classified as "long" (boys & girls). Nails should not be visible if you look at the hand from the palm. No nail polish whatsoever is allowed (girls).
- 15.10 Engaging in dangerous horseplay in any built-up area in the school, including classrooms (particularly the laboratories), corridors, change rooms, swimming pool area and hall.
- 15.11 Dishonesty by misrepresentation, selective presentation or omission of the truth.
- 15.12 Unauthorised absence from academic lessons, College fixtures, society meetings, sports practices, assemblies or other



official gatherings as deemed compulsory by the school staff or prefects.

- 15.13 Breach or disregard of safety rules or security regulations as set out in general, or those about a particular area, for example, the science/ biology/computer laboratories, library, 6th Form Study Centre, Music Centre, Da Vinci Centre or the swimming pool area.
- 15.14 Unauthorised possession or use of any, or all, school property or the property of others.
- 15.15 Disorderly/disruptive behaviour in the classroom, in the school area or on the sports field, which is unacceptable to the norms as indicated earlier in the Code of Conduct.
- 15.16 Wilful disrespect to staff, employees, visitors, seniors and peers.
- 15.17 Refusal to obey a reasonable request and/or lawful instruction given by a member of staff or prefect.
- 15.18 Driving a motor vehicle on the school property without having a valid Provisional or Driver's licence.
- 15.19 Driving/riding a motor vehicle and/or bicycle in a discourteous/dangerous manner, whereby possibly endangering oneself and/or other drivers/pedestrians.
- 15.20 Any form of initiation practice or ritual. These are strictly prohibited as they are not part of the St John's way.
- 15.21 Swearing or use of abusive, discriminatory, vulgar or profane language, including during the singing of war cries.
- 15.22 Any transgression which may negatively impact on school property, another student or another member of the St John's community.

15.23 **Category B Sanctions**

For transgressions in this category, the following sanctions may be implemented:

- 15.23.1 If the culprit fails to comply with haircut regulations within 48 hours' notice, he/she will be sent back home.



- 15.23.2 The school reserves the right to exempt the student from representing the College on occasions when hair appearance does not conform to the required standards.
- 15.23.3 The school reserves the right to determine if the hair style is acceptable or not, in line with College policy. The FINAL say rests with the College Headmaster.
- 15.23.4 A removal of the privilege associated with the offence.
- 15.23.5 A written warning informing parents of the misdemeanour, indicating rustication from school if it should occur again.
- 15.23.6 Immediate rustication from school.
- 15.23.7 Boot Camp.
- 15.23.8 Lines.
- 15.23.9 In addition, the Headmaster, the Deputy Head(s) and/or the Senior Master reserve the right to request and/or carry out any form of discipline or other corrective methods within the legal parameters set by the judiciary of Zimbabwe.

16. CATEGORY C

- 16.1 The possession of fireworks or any other explosive devices without the expressed permission of the **Headmaster only**.
- 16.2 Defiance of a member of staff, or insolence to a member of staff.
- 16.3 Unauthorised absence from the school or the school grounds.
- 16.4 Cribbing or copying from a fellow student in an examination or class test situation.



- 16.5 Endangering, by personal or group action, the property, health or safety of self or others.
- 16.6 Dishonesty by omission, including lying to a member of staff.
- 16.7 Intentional damage to school or personal property, including tampering with science laboratory equipment, sound equipment, sports equipment, fire hydrants and other safety equipment.
- 16.8 Physical, verbal or psychological bullying, intimidation of any sort, racial or religious slurs, taunting or malicious mocking of students or persons less fortunate than yourself, including but not limited to the use of derogatory language or racial epithets, whether in-person or in any form of communication be it digital, written or by word-of-mouth i.e. slanderous speech, or by any other means.
- 16.9 Repeated transgressions of all preceding category offences.
- 16.10 Engaging in inappropriate displays of affection with another person, including any situation off campus where the student may be immediately recognisable as a member of St John's College, whether in uniform or civilian dress.
- 16.11 Sexting or catfishing.
- 16.12 Carrying out any retributive act against a person who has reported any transgressions.
- 16.13 Any transgression that may result in wanton damage to school property or physical harm to another student, staff member, or the broader community.
- 16.14 Any abuse of the school's IT infrastructure, wireless connectivity, email facilities or internet services.
- 16.15 Creating unsanctioned WhatsApp groups.



16.16 Category C Sanctions

For transgressions in this category the following sanctions may be implemented:

- 16.16.1 Immediate suspension pending a full investigation into the case for a period not exceeding 14 days.
- 16.16.2 A written warning of rustication to the parents.
- 16.16.3 Rustication of the student, the time length of which will be decided by the Management Committee.
- 16.16.4 The student may be excluded for a period of time, followed by a reapplication to return to the school. Under these circumstances, College Management will reserve the right to refuse the student's re-entry to the school.
- 16.16.5 Suspended attendance at sports/clubs/school functions.
- 16.16.6 Boot Camp.
- 16.16.7 Lines.
- 16.16.8 In addition, the Headmaster, the Deputy Head(s) and/or the Senior Master reserve the right to request and/or carry out any form of discipline or other corrective methods within the legal parameters set by the judiciary of Zimbabwe.

17. CATEGORY D

- 17.1 Unauthorised possession of dangerous weapons such as firearms, knives, spears and ammunition of any sort.
- 17.2 Possession or use of cigarettes or tobacco products, electronic cigarettes, batteries, vapes and other related paraphernalia while under school authority or in places where the student



can be clearly identified as a member of St John's College whether in uniform or civilian dress.

- 17.3 Unauthorised possession or use of alcohol, illegal drugs or intoxicating substances while under school authority. This also includes any situation off campus where the student may be immediately recognisable as a member of St John's College whether in uniform or civilian dress.
- 17.4 Production, cultivation, trade in or use of alcohol, illegal drugs or other intoxicating substances at the school or in its immediate environs.
- 17.5 Testing positive for any illegal substance as defined in the SJET Drug Testing Policy.
- 17.6 An act or threat (serious or prank) of terrorism.
- 17.7 Unauthorised purposeful possession of school property or the personal property of another student or staff member.
- 17.8 Bringing the good name of the school into serious disrepute.
- 17.9 Wilful sabotage of school property, including any estates property such as tractors and pumps, classroom equipment, sporting equipment or other vehicles on the estate.
- 17.10 Sexual abuse or harassment or sexual assault of any kind of either a student or a member of staff.
- 17.11 Plagiarism or Intellectual Property Theft including that related to the use of A.I. and as set out in the A.I. & Data Protection Policy.
- 17.12 Discrimination on any basis, such as but not limited to race, gender, sexuality, religious affiliation, or association.
- 17.13 Fraud or criminal deception or dishonesty, tantamount to theft, including the unauthorised use of credit cards.
- 17.14 Any criminal activity which may possibly result in a criminal conviction.
- 17.15 Repeated transgressions of the Category B and Category C offences.



- 17.16 Any serious transgression which, in the opinion of College Management, may place into question the appropriateness of the offender remaining at St John's College.
- 17.17 Possession of, showing of and/or passing on of pornographic materials at school or at an activity under the auspices of school functions, or on any form of media on which the student can be clearly identified as a member of St John's College, even if posted in their private capacity.
- 17.18 Defamation, slander or libellous acts, including on social networking sites, electronic media or cellular phones.
- 17.19 Taking or manufacturing inappropriate photos and videos anywhere on/off campus or during any school fixture or function.
- 17.20 Distribution of any inappropriate photos or videos on social media platforms.

17.21 Category D Sanctions

For transgressions in this category, the following sanctions may be implemented:

- 17.21.1 Immediate suspension pending a full investigation into the case for a period not exceeding 14 days.
- 17.21.2 Rustication of the student, the time length of which will be decided by the Management Committee.
- 17.21.3 The student may be excluded from the school and must reapply for entrance at the end of the stipulated period. The school reserves the right to refuse re-entry on such an occasion.
- 17.21.4 Parents may be asked to withdraw the student from school.
- 17.21.5 Termination of a contract between the school and the parent.
- 17.21.6 Any abuse of devices (phones, tablets, smartwatches or computers) on campus will result in their immediate confiscation for three calendar



months over and above other forms of sanctions imposed.

A student who tests positive for any illegal substances, as defined in the SJET Drug Testing Policy, regardless of whether the substance was ingested on or off school premises, will face the following consequences:

- 17.21.7 Any positive test will attract a \$15 recovery cost, which will fall on the account of the parent/guardian. The school will absorb the costs of all negative tests.
- 17.21.8 Any student testing positive will be subjected to retesting. The frequency of testing will be at the discretion of the Head.
- 17.21.9 Positive tests will result in two weeks' off-campus suspension.
- 17.21.10 Further positive tests after a suspension may result in permanent exclusion.
- 17.21.11 Re-admission after a suspension will depend on completing this online course (<https://vapeeducate.com>) at the cost of the parent/guardian, with certification at the end of it.

A Positive Test Before and During School-Sponsored Events will attract the following measures:

- 17.21.12 At the discretion of Management, a student who tests positive may be withdrawn from the tour and forfeit all the payments toward the tour.
 - 17.21.13 At the discretion of Management, should a student test positive while they are on tour, they may not participate in any further fixtures on the tour, and upon their return, they will face disciplinary measures as per the Code of Conduct.
- 17.22 The transgressions in this category are so severe in nature that the school may have to consider whether the transgressor should remain a student at the school.



- 17.23 In addition, the Headmaster, Deputy Head(s) and/ or the Senior Master reserve the right to request and/ or carry out any form of discipline or other corrective methods within the legal parameters set by the judiciary of Zimbabwe.
- 17.24 Furthermore, the school is always authorised to carry out random searches and seizures of substances that may be suspicious or illegal.

18. RULES PERTAINING TO THE USE OF MOBILE PHONES/ DEVICES

The use of mobile phones is a privilege for the student body and NOT a given right. Failure to comply with the policy on phone usage will result in disciplinary consequences. Please note the following rules:

- 18.1 By bringing your phone/device to school, you hereby agree to abide by the following rules and consequences:
- 18.1.1 It is not mandatory for any student to bring a phone to school for the purpose of learning. It is, however, recommended for the purposes of communication at appropriate times
 - 18.1.2 The presence of a mobile phone/device at school is the sole responsibility of the owner. The school will not be held accountable for theft, damage or any other mishap that occurs to a student's mobile phone/device. Keep your mobile phone/device safe and secure at all times!
 - 18.1.3 Mobile phones/devices will be on silent during lesson time, including Study Periods.
- 18.2 You will not use your mobile phone/device for the purpose of receiving or making calls, texting, messaging of any kind, recording of any lessons, or use at all **without the expressed permission of the teacher present.**



- 18.3 Mobile phones/devices can be used only in the Art Quad, in front of the mural wall any time after 1.20 p.m. to make any important texts/calls and to check important notices. No use of cell phones is permitted during break time (10 – 10.40 a.m.)
- 18.4 You will **not** walk/stand in the corridors/waiting areas at any time whilst using your mobile phone/device.
- 18.5 You will not use your mobile phone/device during any sporting or extracurricular practice or fixture, at any school support or at any school function of any nature or description.
- 18.6 You will not use your mobile phone/device for the purpose of cheating or copying information from the device during a class test or exercise.
- 18.7 You will not bring your mobile phone/device into any examination.
- 18.8 You will not buy, sell or trade in mobile phones/devices or use it to trade other items in any manner and with any other person on the school premises.
- 18.9 You will not use your mobile phone/device to create or share inappropriate, illicit, or sexually explicit photographs, depictions, memes, or videos, nor will it be used to embarrass anyone in any way. You will not at any point whilst on the school premises or whilst representing the school in any nature whatsoever use your mobile phone/device to record, (either sound recording or video recording) or capture images of any other student, member of staff or visitor, nor will you post or share any such recordings or images in any way and including on any social networking site.
- 18.10 You will not create student-only class, Form, sport, or cultural WhatsApp groups with other St John's College students. All school -associated groups must have a member of staff or prefect in an Admin role in each group.
- 18.11 Once a mobile phone/device enters the school premises, its entire digital contents are considered physical. In other words,



any obscene, pornographic, racist, sexist, defamatory, libellous or contraband material found on them will be subject to strict disciplinary action in line with the Code of Conduct.

- 18.12 Inspection – students will be selected at random to provide their mobile phone/device and passwords for inspection.
- 18.13 6th Form students are exempted from clauses 18.3, 18.4 and 18.5.
- 18.14 Failure To Follow The Rules
 - 18.14.1 The student's use of a mobile phone/device is a privilege, not a right. Violations of the rules are to be considered serious and the penalty is also serious. The mobile phone/device will be confiscated automatically for the remainder of the current school term or any duration so decided by College Management.

19. INFORMATION TECHNOLOGY RULES

The school rules on the use of IT resources apply to everyone who uses electronic equipment on the school campus.

- 19.1 The presence of laptops/iPads/tablets/smart watches at school is the sole responsibility of the owner. The school will not be held accountable for theft, damage or any other mishap that occurs to a student's laptop, tablet, smart watch or iPad. Keep your device safe and secure at all times!
- 19.2 The use of laptops/ iPads/tablets/smart watches during lessons is strictly for educational purposes only and in relation to the current lesson being taught. Carrying out other work, playing games, watching videos or any other activity on the machine which is not directly related to the lesson or does not have the teacher's permission, is a breach of the Code of Conduct.
- 19.3 Cameras - Students will not use devices to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be



used to embarrass anyone in any way. Any use of cameras in restrooms or the corridors, regardless of intent, will be treated as a serious violation. Use of the camera and microphone are strictly prohibited in the classrooms and corridors unless permission is granted by a teacher.

- 19.4 Once a laptop/tablet/iPad/smart watch enters the school premises, its entire digital contents are considered physical. In other words, any obscene, pornographic, racist, sexist, defamatory, libellous or contraband material found on them will be subject to strict disciplinary action in line with the Code of Conduct.
- 19.5 Inspection - Students will be selected at random to provide their iPad/laptop/tablet/smart watch and passwords for inspection.
- 19.6 School email addresses remain the property of St John's College. Therefore, the Deputy Head may intercept and scrutinise whatever content is sent via email. If inappropriate material is found contained within emails, disciplinary action will be taken.
- 19.7 The use of the school network and wireless internet is to be used for educational purposes only. The Deputy Head reserves the right to monitor internet traffic.
- 19.8 Plagiarism and Intellectual Property Theft (IPT) are classed as criminal offences in most countries. They will not be tolerated.
- 19.9 Failure to Follow Policy
 - 19.9.1 The student's use of the computer network and Internet is a privilege, not a right. Violations of the policy are to be considered serious and the penalty is also serious. The device will be confiscated automatically for three school calendar months.



20. 6th FORM RULES & REGULATIONS

As the 6th Form is structured slightly differently to the rest of the school, the following rules are specific to the 6th Form but are in addition to the rest of the Code of Conduct:

- 20.1 The Headmaster is the ultimate authority in the school. His word is final and will be obeyed without question.
- 20.2 The Deputy Head (6th Form) is your immediate Head. He/she is responsible for every facet of your schooling. Directives issued from him/her are likewise final and must be obeyed without question.
- 20.3 Absolute respect, politeness and decorum must be shown towards ALL staff members.
- 20.4 Respect for the authority of the Headboy and Prefect Body is mandatory.
- 20.5 Every 6th Form student is bound absolutely by a pledge to uphold every word of the Honour Code.
- 20.6 Complete knowledge and obedience to the College Code of Conduct is expected.
- 20.7 Adherence to the principles and rules of the EAA system is compulsory.
- 20.8 You are expected to do at least one sport and one cultural activity each term.
- 20.9 Damage, vandalism or recklessness carried out in the 6th Form Study Centre, the Prefects' Common Room, the Library or any other facility WILL be an expellable offence.
- 20.10 Only Prefects may enter and use the Prefects' Common Room.
- 20.11 Leaving school during academic hours without the permission of a member of Senior Management is forbidden.
- 20.12 Failure to report to Registration or lack of punctuality to any lesson is not acceptable.



- 20.13 When not in formal lessons, you are to be either in the 6th Form Study Centre, the Da Vinci Centre or the library. You may not wander the school at leisure or visit the car park or the tuck-shop.
- 20.14 Use of cellular phones, laptops, computer devices, the internet and email facilities must be in accordance with the specific rules on IT usage.
- 20.15 Bullying (physical or psychological), intimidation, abuse of others, lack of regard for others' safety, lack of tolerance for others' race, religion, beliefs or sexual orientation will not be accepted.
- 20.16 Initiation practices of ANY description are not acceptable and will not be tolerated.
- 20.17 Ignorance of any rule is NOT an excuse.

21. GOOD USE OF THE STUDY CENTRE

- 21.1 Arrive punctually and settle down quickly.
- 21.2 Spend the first part of the period revising the lesson you have just finished. *This reinforces learning!*
- 21.3 Spend the remainder of the period doing work and assignments for your subjects. *This keeps you up to date!*
- 21.4 Use your time to organise your subjects ahead of your next lesson. Read ahead, carry out research. *This makes you well prepared!*
- 21.5 Do not share headphones or play video games. *You are here to work!*
- 21.6 Under no circumstances walk around, talk above a whisper, leave the Study Centre without permission or cause any kind of disturbance. *Think of those around you!*
- 21.7 Leave the study tidy and take pride in it. *Push your chair in and clean up all litter before you leave.*



22. RULES PERTAINING TO DRIVING

- 22.1 It is a privilege as a 6th Former to be allowed to drive to school; this privilege may be revoked at any time if the rules of the road are disregarded or the safety and the wellbeing of fellow drivers and pedestrians are not observed.
- 22.2 In order to be allowed to drive to school, a photocopy of your driver's licence must be submitted to the Deputy Head (6th Form) and a Driver's Registration document completed, including registering the model and licence number of your vehicle.
- 22.3 The speed limit within 250m of the campus is 25kph. Drivers found to be travelling at speeds faster than this will have the privilege of driving revoked with immediate effect and with no warning.
- 22.4 There is to be NO loud music or noisy exhausts permitted within 250m of the campus. Culprits who disregard this rule will have the privilege of driving revoked at once.
- 22.5 L6 are to park adjacent to the Prep School field but are not to block access to any of the roads leading into the Prep School, the squash courts, the workshops or the properties in the surrounding area. Parking on the slip road parallel to Fisher Avenue and on the road leading to the Prep School is strictly prohibited.
- 22.6 U6 only will park in the U6 car park, and must obey the principle of common sense and decency towards parking sensibly and not blocking or obstructing other drivers.
- 22.7 If any St John's student is identified and reported to the school by any member of the public for dangerous or reckless driving at any time, they will have their driving privileges revoked and face further disciplinary measures.
- 22.8 The use of alcohol and/or drugs is strictly forbidden for any driver, and reports that students are disregarding this law, even out of school hours and days, will have their driving



- privileges revoked with immediate effect.
- 22.9 The College authorities reserve the right to conduct a full search of any vehicle a student has driven and parked within the vicinity of the campus at any time of the day or night.
- 22.10 No student is allowed to give a lift to another student without the written consent of both sets of parents.
- 22.11 Vehicles and their contents are left at the driver's risk. The College does not accept responsibility for any loss or damage to the vehicle or its contents.
- 22.12 **Rules Pertaining to Driving for Form Four**
- 22.12.1 No Form Four student shall be permitted to drive themselves to school until the Third Term of their Form Four year. Specifically, this will be from the time that study leave commences in the Third Term, or from the beginning of October. There will be no earlier allowances in this regard as driving experience is crucial and school parking is limited.
- 22.12.2 In order for a Form Four student to be allowed to drive to school in the Third Term, the parents of the Form Four student must apply in writing stating clearly the reasons for their request. A photocopy of a driver's licence must be submitted to the Deputy Headmaster and a Driver's Registration document completed, including registering the model and licence number of your vehicle.
- 22.12.3 Form Fours are to park on Fisher Lane, down by the Squash Courts. Parking on the slip road parallel to Fisher Avenue and on the road leading to the Prep School is strictly prohibited.



23. 6th FORM PRIVILEGES

It is essential to remember that with privilege comes responsibility.

In any school there are traditions and privileges that pertain to the **senior** students, which are essential to identify. It is essential to do so as they are indeed privileges and not rights, and as such may be revoked or removed entirely should the behaviour and/or attitude of one or all of these students fall outside the norms expected by the school. Added to this, the traditions, to a large extent, give the school a particular ethos, which is unique and essential to the school itself and it must be remembered that any “tradition” which damages the ultimate reputation of the College, or places at risk any other student or member of staff, or poses a risk of damage to College assets will be outlawed.

The following are the privileges that pertain to the 6th Form at St John's:

- 23.1 All lawns around and about the school are a 6th Form preserve.
- 23.2 The corridor outside the Prefects' Common Room and the 6th Form Study Centre is reserved for use by the 6th Form only.
- 23.3 Parking of motor vehicles will only take place in the specific areas demarcated. Should a non-6th Former park in the space of the 6th Former he will not be allowed to enter the parking area for a period of no less than two weeks.
- 23.4 Black trousers and a short-sleeved or long-sleeved white shirt may be worn by 6th Formers with their Number Ones.
- 23.5 Forms 1 – 3 will greet all 6th Formers.
- 23.6 Form 4s will greet all Prefects.
- 23.7 Forms 1 – 4 will give up chairs on request of the 6th Former.
- 23.8 Forms 1 – 3 will wait for the 6th Formers to either embark or disembark on buses provided the 6th Former is on time for the bus.



- 23.9 The 6th Form Study Centre is out-of-bounds to all juniors unless the venue is needed for exam, cultural or other school activities under staff supervision.
- 23.10 The official 6th Form jersey may be worn.
- 23.11 L6 students may be seated on the chairs at the back of the hall. They may not, however, sit upstairs with the U6 students unless instructed to do so by a member of staff for a specific function or event.
- 23.12 The Prefects' Common Room is strictly for the use of the prefects only. No other student may enter this area.
- 23.13 6th Formers may request a junior to purchase goods from the school Tuck Shop for them. They may NOT request boys to go over the road to the Ram on Rolf or the garage to make any purchases at all.
- 23.14 U6 may wear "dress shoes" with Number Ones only. These are defined as four-corner shoes with no laces.
- 23.15 The brick-paved area outside the Hall is recreational for use by U6 only; this includes the grassed area surrounding the pond.
- 23.16 Attending any social function, such as dances, cocktail evenings, dinners and any other event hosted by the school is deemed to be a privilege for a student and not an entitlement or a right. As such, attendance is by invitation from the Headmaster or the Deputy Heads, Directors and Management, and the privilege of attendance may be withdrawn if circumstances or breaches of the Code of Conduct warrant it.
- 23.17 Again it must be emphasised that these are privileges and not rights of the 6th Form and may be removed or revoked at any time by the Headmaster or Deputy Head(s).
- 23.18 It is essential that all privileges and traditions reinforce and add to the ethos of the school. If it is deemed that they do not, they will be done away with. If any "tradition" takes



hold in the school which in any way belittles, disrespects or embarrasses another member of the school or the image of the College in any way, it will be banned with immediate effect.

24. STUDENTS LEAVING THE COLLEGE

The following must be noted and observed by any student of the College who is due to leave the school at the end of their tenure of study or at the end of a designated period:

- 24.1 All students leaving the College are bound by the full rules as outlined in the Code of Conduct until such time as they are no longer deemed a student. This is defined as no longer being under the jurisdiction of the College and usually refers to the period after the Leavers' Dance (if such an event is held) or any other such point in time as defined by College Management and not before all mandated clearance procedures have been officially completed.
- 24.2 With regard to Form 4, L6 and any other public examination candidates, students remain full members of the College until the last day of the third term and as such they are subject to the full rules of the College as outlined in the Code of Conduct.
- 24.3 Students on "study leave" are to ensure that they attend school correctly attired in recognised and stipulated school uniform and that they maintain regulated haircuts, are well groomed and clean shaven at all times.
- 24.4 Students on "study leave" and U6 students who have completed their studies are to remain respectful to all faculty members and afford them the correct courtesy as expected by all students of the College.
- 24.5 Students who are leaving the College are expected to follow the correct procedure of clearance by collecting a Clearance Form from the Front Office and ensuring that they have



accounted for and returned all books and property belonging to the College in the condition in which they were originally issued, subject to fair wear and tear.

- 24.6 Furthermore, students who are leaving the College must ensure that all outstanding fees and outstanding fines have been paid up in full before they will have been deemed to be “cleared” to receive any public examination results or testimonials or letters of references or transcripts.
- 24.7 Any student who has not officially cleared from the school system OR has missed stipulated or mandated deadlines for the application of testimonials, references, transcripts, certificates or other official documents must accept that they have foregone their right to request these documents be produced by the school. Subsequent issue of these documents will be entirely at the discretion of the Headmaster.

25. ACADEMIC POLICY

As an academic institution of learning, St John’s College reserves the right to:

- 25.1 Accept enrolment of students based on academic merit, ability and potential, and prospective students may be required, at faculty and College Management’s discretion, to sit entrance examinations to determine this ability for entry into any Form of the school.
- 25.2 Stream and set students into classes depending on academic ability at the discretion of faculty departments and management.
- 25.3 Decline a student’s entry into the 6th Form if the faculty recommends that the academic ability of the student shows that he is not up to the standard of coping with the demands of 6th Form subjects.
- 25.4 Decide, set and implement the range of subjects and subject option combinations and determine which students, based



on academic ability, are suited to which subjects and at which academic level. This includes the determination of offering a student either the “core” or “extended” option of a certain syllabus or else “AS” or “A2” components of 6th Form subjects.

- 25.5 The College reserves the right to permit or decline a student's entry into a certain subject at any level within the school based on academic ability, and to make decisions relating to the viability of offering certain subjects and to class size.

The following are to be noted regarding Academics at St John's College:

- 25.6 The decisions of Heads of Department, staff and College Management in the determination of suitability for any given subject is final; input from outside tutors or “extra lesson” teachers is not at any time a determining factor in these decisions.
- 25.7 Public examination candidates are fully responsible for ensuring they are entered for the correct examinations, have paid their examination fees by the correct deadline and arrive for their examinations at the correct date and time as instructed on their formal Statements of Entry.
- 25.8 Students engaged in lessons led by a third party provider (such as City & Guilds) are expected to conduct themselves as respectable College gentlemen whether in lessons on or off campus - the Code of Conduct and our expectations of respect and behaviour remain in place. Any disrespect of third party providers will be viewed in a very serious light.
- 25.9 The College reserves the right to withhold the issuing of examination results, transcripts and certificates if the proper clearance procedures have not been concluded or if school fees are not fully paid up or if there are disciplinary issues pending resolution.



26. POLICY REGARDING TESTIMONIALS, REFERENCES, PREDICTIONS, TRANSCRIPTS AND CERTIFICATES

As a service to students, the College is pleased to issue testimonials, academic and character references, predictions of examination grades, transcripts of academic performance, copies of past school reports and examination certificates. The following policy and procedure is to be observed:

- 26.1 Before any of the above named documents are issued, all outstanding fees and payments on accounts must be settled, and the student must have cleared all textbooks and completed the mandatory Clearance procedure.
- 26.2 Grade Predictions and Testimonials are provided on the basis of university applications. Deadlines will be issued annually for the submission of university applications. It is the responsibility of the student to complete the requisite application form and submit this form by the stipulated deadline.
- 26.3 Failure to meet the application dates and requirements could result in university application deadlines not being met and the school will bear no responsibility for this.
- 26.4 Students bear the responsibility to provide truthful information on their testimonial applications and to inform and update this with additional relevant information.
- 26.5 Confidential Grade predictions are issued by the College to tertiary institutions on the basis of confidentiality between institutions. They are compiled after the internal mock examinations and are based on Cambridge marking criteria and discretionary input of teachers. Students will not be privy to predictions made by staff and no correspondence or discussion regarding the outcome of predicted grades will be entertained by the College faculty staff and management.
- 26.6 Only the submission of original certificates of IGCSE, AS and A Level results will be entertained when requests for testimonials and transcripts are made.



- 26.7 Requests for personal references from staff members may be made, but these documents will be issued on official College letterhead and bear an official College stamp. As such they remain official documents issued by the institution. A copy will be kept on file.
- 26.8 The College reserves the right to reflect all instances of disciplinary breaches of the Code of Conduct which are deemed necessary to bring to the attention of tertiary institutions or prospective employers who request references from the College; indeed, the College is obliged to act in good faith and report honestly and truthfully on a student's past record when requested to do so.

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Bearing all the above in mind, St John's College students are reminded that they should at all times aim to be the best that they can be, upholding and being a visible expression of our core values of empathy, integrity and respect.

Dominus Pastor

