

**International School of Hout Bay
Student Policies
Policy No: 2**

Date: 19 August 2011



International School of Hout Bay

DISCIPLINARY PROCEDURE FOR STUDENTS

DISCIPLINARY PROCEDURE FOR LEARNERS

1. Introduction and Principles

The School fully supports the principles of fair discipline, and consistent and justified application of appropriate disciplinary measures where necessary. This procedure and code for students indicates the broad standards of behaviour that are expected of all students at the School, and encourages a responsible and self-disciplined approach by students themselves.

- 1.1 Should expected norms of conduct not be met by any student, corrective action will be initiated by School management. Corrective action may or may not include the application of formal disciplinary measures; steps applied to prevent further occurrences of unacceptable behaviour, and to restore the School / learner relationship.
- 1.2 This procedure and code are considered an important element of the School's Code of Conduct and is applicable to all students. This document may also have a bearing on the student's behaviour outside of normal school hours, should the student's conduct impact negatively on the School / student relationship, or the reputation and integrity of the School.
- 1.3 The maintenance of discipline and ensuring orderly classroom behaviour is an integral part of every educator's job. The onus therefore lies with the School's educators and its management to apply this procedure in an effective and equitable manner, in the interests of the wellbeing of the School, preserving and promoting educational excellence, and protecting the rights of all school stakeholders including the learner.
- 1.4 The School's procedure is to be made readily available to every School employee, all students and parents upon or before enrolment, and upon request.

2. School Code of Conduct

In the School context, administrators, educators, parents and students all have responsibilities. To sustain a positive, orderly and disciplined learning environment, it is important that these parties to the education relationship fulfil their responsibilities.

Students must accept and comply with the School's rules and its conditions of enrolment. In more general terms, students must also

- Comply with instructions from School officials, and with the general rules of the School
- Behave responsibly and not endanger the safety, welfare and rights of others
- Respect and care for the property of the School and others
- Maintain sound relations with others at School, be courteous and respect the dignity and self-worth of others
- Be punctual and observe the timekeeping practices of the School
- Demonstrate a positive attitude towards the opportunity to learn, and be diligent in their efforts to learn
- Behave honestly and conduct themselves with integrity
- Not harass, threaten violence or use force to intimidate, abuse, coerce or interfere with others, with School activities or with School property
- Accept legitimate disciplinary measures taken against them as being necessary.

The School has a number of rules that define the kinds of behaviour expected of its students. Students are to also keep their parents advised of these rules and students are expected to conduct themselves in accordance with the rules provided.

3. **Search of student lockers, desks, personal possessions and student's person policy.**

3.1 School lockers and school desks search.

School lockers and school desks are the property of the school. At no time does the school relinquish its exclusive control of lockers or desks provided for the convenience of students. Inspection of the interior of lockers and desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students within a school locker or desk may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers or desk were searched unless disclosure would impede an ongoing investigation by police or school officials. Search shall be conducted by the school authority in the presence of two witnesses, one elected among the school's staff and one among the students.

3.2 Personal possessions of student and student's person search

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. Search shall be conducted by the school authority in the presence of two witnesses elected among the school's staff. Search may be conducted on campus or in any off campus activity related, organized or sponsored by the school.

A search of a person shall be conducted in private by school official of the same sex. Two other school's staff members of the same sex shall be present as observers during the search of a person.

A strip search is a search involving the removal of coverings or clothing from private areas. Strip search, mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger and in the presence of the parents or legal guardians of the students or law enforcement officials.

3.3 Discipline process

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school's Student Discipline Policy, which may include suspension, exclusion or expulsion and the student may, when appropriate, be referred to legal officials.

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school shall provide a copy of policy to a student when the student is given use of a locker.

3.4 Definitions

- “Contraband” means any unauthorized item possession of which is prohibited by school policy and/or law. It includes, but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances (drugs) and “look-alikes,” overdue books and other materials belonging to the school and stolen property.
- “Personal possessions” includes, but is not limited to purses, backpacks, bookbags, packages, clothing, vehicles, computers, digital cameras and mobile phones and any type of electronic device with capability to store data, text or images.
- “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context or other reliable sources of information.
- “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

4. Disciplinary Measures

It is impossible for this procedure or the disciplinary Code (attached) to list every possible type of rule infringement or misconduct by students. This procedure and the attached code therefore only set out the broader categories of infringement, and the norms for applying fair disciplinary measures at the School.

Various forms of informal and formal disciplinary measures may be initiated by the student’s responsible teacher, or by the School authorities. The School will be entitled to apply corrective action and/or disciplinary measures that it believes are appropriate in the circumstances; within the guidelines provided in this procedure. The judgement and discretion of school officials to apply disciplinary measures will therefore not be rigidly restricted by the procedure or code, but will rather be guided by the circumstances of each case and the various measures described herein.

The severity of action taken by the School or official will depend on the circumstances, the seriousness of an infringement, the interests of fellow students, the School and its employees, the interests of the offending student and any other mitigating or aggravating factors being of relevance. For this reason, the guidelines enclosed seek to promote and assure consistency, but do not remove the necessary discretion of the School authorities to apply a lesser (or more severe) penalty should circumstances so dictate.

Disciplinary measures applied in response to student misconduct will therefore require that the School officials involved exercise their own judgement in deciding on the appropriate and fair action to be taken. Disciplinary action that may be applied by the School, in order of severity, includes:

Informal measures:

- A counseling by the educator or the head of department
- A verbal reprimand (noted on the learner’s file)
- Detention or time punishment
- “Community service”

Formal measures:

A warning or demerit recorded (usually effective for a period of 3 to 6 months)
Parental contact and an interview with parents, generally after the conducting of an investigation by the School
Suspension for a period from class, or from attending school, pending the convening of a formal disciplinary hearing, and/or as a form of corrective action after the conducting of a disciplinary hearing
Expulsion from the School (as a last resort in the case of serious or repeated misconduct), generally only after the conducting of a disciplinary hearing, and as a last resort.

Discipline must, wherever feasible and effective, be applied progressively. Informal action for minor transgressions is generally applied at educator level, without a formal investigation being necessary. Repeated committing of a minor, similar or related offence will however result in progressively more severe and formal action being taken; particularly where a clear pattern or behaviour trend is indicated by the student's continued misconduct.

Notwithstanding the principle of progressive discipline a serious first offence may justify a formal and severe penalty, and mitigate against the imposition of a lesser form of action (please see the Disciplinary Code attached for guidelines on penalties).

Warnings or demerits issued by the School will be noted on the student's record. Copies of warnings issued should also be provided to the parents by the School.

5. Disciplinary Action Process

This procedure summarizes the disciplinary process that will be followed, wherever possible, by the School when disciplinary action against a learner is considered appropriate by School authorities.

5.1 INFORMAL PROCEDURES

5.1.1 Infringements that are not considered serious, or do not require formal disciplinary action in the opinion of the student's responsible teacher, can be dealt with directly by the teacher. These are not generally recorded on the student's record, but will still require communication with the student's parents by the teacher involved.

5.1.2 The various forms of informal action are as outlined above and can be implemented by the teacher without the involvement of the head of department or School Head.

5.2 INFORMAL INVESTIGATION

5.2.1 When an infringement occurs which appears to require formal disciplinary action, the teacher concerned (or another complainant such as a parent) will initiate the disciplinary process by reporting the incident to the head of department, or by completing a letter of complaint.

A report or complaint may be supplemented by any additional information or statements to clarify or adequately detail the facts surrounding the alleged infringement.

5.2.2 The learner's responsible teacher, and their Head of Department if required, should investigate the reported infringement or a letter of complaint received, to decide upon appropriate corrective measures. This investigation generally takes the form of an informal inquiry, and wherever possible includes an opportunity for the student to state his/her case in response to the complaint.

5.3 FORMAL DISCIPLINARY MEASURES

5.3.1 If, after investigation, the infringement is confirmed and considered to be of a

nature which does not require severe action, the responsible teacher or Head of Department may counsel the student and issue an appropriate warning or demerit to the student concerned.

- 5.3.2 A copy of the warning issued should be given to the teacher's parents by the teacher or Head of Department involved. A meeting with the parents may be necessary to clarify the reasons for formal action being taken, as well as to reinforce the seriousness of the infringement and to highlight the expectations that the misconduct will not be repeated.

5.4 FINAL WARNING

- 5.4.1 A Final Warning is generally only imposed by the School Head, if the student's misconduct was (a) very serious but (b) did not warrant suspension or a hearing / expulsion, or if (c) misconduct occurs which is similar to a previous infringement for which a written warning has already been issued to the student by the School.
- 5.4.2 If a Final Warning has been issued to a student for misconduct, any further infringement by the student should be considered as warranting suspension and a disciplinary hearing into the student's behaviour at the School.

6. Disciplinary Hearing

When a serious infringement possibly warranting student suspension or expulsion occurs, or in the case of a further alleged infringement by a student with a valid Final Warning on his/her file, the School will generally be required to conduct a formal Disciplinary Hearing to determine appropriate measures to be taken against the student.

The hearing process is intended to properly and transparently investigate any new allegation(s), to provide an opportunity for the student to challenge the allegations being made, and to enable the hearing Chairperson to objectively "hear both sides" - to objectively determine the guilt or innocence of the student, and if applicable, the appropriate disciplinary measure to be taken by the School.

The disciplinary hearing Board may be composed by three members: the student's classroom teacher, the Deputy Head and the Head of School.

- 6.1 A notification of convening of a disciplinary hearing to be completed by the School authorities (usually the School Head) and is given to the student and the parents. This notification must provide sufficient information to ensure that the student/parents are properly informed of the alleged complaint, the seriousness of the allegations, and the School's intention to convene a formal hearing to investigate the infringement.

The student should be notified of the hearing at least 48 hours (two clear school days) before the scheduled date of the hearing. This will provide the student with reasonable time to prepare for the hearing.

The student may be suspended pending the hearing, only if this is considered appropriate, bearing the seriousness of the alleged misconduct and his/her continued exposure to others in mind. The suspension of the student should be indicated in the notification of hearing to the parents.

The student must be advised that they are expected to attend the hearing, and that his/her non-attendance may prejudice his/her case (indicate a waiver of their rights to respond to the allegations being made), and may even result in the hearing being held in his/her absence - and a decision being made without his/her involvement. Parents are not allowed to attend the hearing.

The student and his/her parents must be advised of the serious nature of the allegations, and the possibility of severe disciplinary (further suspension or expulsion)

action being taken should the student be found guilty of the allegations made against him/her.

Legal representation at disciplinary hearings is not a legal requirement and is not permitted. The school is not a judge court and a hearing is not a professional judgment. A disciplinary hearing is an internal school procedure. In any event, the parents do have the right to legally challenge any school's decision after the hearing has been conducted.

- 6.2 The conducting of the formal disciplinary hearing is an integral part of the School's disciplinary process if serious disciplinary measures are being contemplated against any student. Expulsion, or extended suspension with a final warning as an alternative to expulsion (if feasible or appropriate), in the absence of a disciplinary hearing being conducted is reserved for exceptional circumstances only.

The hearing should be chaired by a competent and reasonably objective hearing Chairperson, who will be responsible for leading and managing the entire hearing process, and making the two critical and distinct decisions i.e.

VERDICT: the guilt or innocence of the student, relative to the allegations made by the School;

and only thereafter - if the student is found guilty of the alleged infringement, the second decision as to

PENALTY: the appropriate measure / action to be taken, after due consideration of mitigating and aggravating factors relevant to the matter.

- 6.3 The Hearing Chairperson is required to conduct the hearing procedure in a proper manner that conforms to the rules of natural justice.

The student and his/her parents -

- Should be given adequate notice and be properly informed of the allegations being made by the School
- The student should be requested to attend the hearing and the hearing is to be timeously conducted
- Should be presented with all facts and information relating to the allegations being made against the student
- The student should be given the opportunity to question evidence presented by the School, and be entitled to present his/her own perspective.
- Are entitled to a hearing to be chaired by a reasonably impartial chairperson, and to decisions being made in an objective and considered manner
- Are to be treated with dignity and respect throughout the hearing
- Are to be assured of the greatest confidentiality possible
- Must be formally advised of the outcome of the hearing [i.e. as to both verdict and penalty) by the hearing Chairperson, and the reasons for such decisions
- Should be offered the right to appeal against any decision made by the hearing Chairperson.

- 6.4 In accordance with the above principles, the parents should be formally advised of the decisions of the hearing Chairperson after the completion of the hearing i.e. the two decisions made regarding guilt or innocence, and whether to impose disciplinary action or not.

This notification of the outcome, preferably distributed within 5 (five) school days of the hearing being completed, should include a reminder that the student / parents have the right to appeal against any corrective and disciplinary action decided upon by the Chairperson, within a further 5 (five) school days of the outcome being made available to the parents.

- 6.5 Copies of all disciplinary hearing related documentation must be retained by the School for actioning, recording and safekeeping purposes.

7. **Appeal Review Process**

- 7.1 The student / parents have the right to appeal against any formal disciplinary action imposed by the School (i.e. against any formal disciplinary action taken by the School or any decisions by a hearing Chairperson) as a final process in the School's disciplinary procedure.
- 7.2 The lodging of an appeal against formal disciplinary action, or any decision by a hearing Chairperson, only entitles the student to an appeal review however. The right to an appeal review therefore does not entitle the learner to a "re-hearing".
- An appeal review is generally a process that does not entail a full re-investigation or a rehearing of all the evidence heard at the hearing, and the Reviewer is only required to review the matter, according to the grounds and motivation submitted by the student. The Reviewer is expected to at least review the hearing Chairperson's findings and any documentation submitted by the respective parties, and to consider any further or new evidence provided by either party.
- 7.3 Due to the nature of the review process, the student wishing to appeal must be advised to fully motivate their appeal in writing, detailing all the grounds for appeal and providing the Reviewer with any additional or new evidence they wish to submit in support of the appeal.
- The onus rests with the student / parents to justify an appeal, and the grounds for the appeal must be clearly and comprehensively set out in the appeal request. This will enable the Reviewer to appreciate and properly consider the appellant's grounds for the review.
- 7.4 Any request for appeal must be submitted to the School Head or the hearing Chairperson within 5 (five) school days of the hearing Chairperson's decisions having been provided to the student/parents, so as not to delay review proceedings.
- 7.5 The appeal should be addressed to the IES Vice President by writing.
- 7.6 After reviewing the appeal motivation submitted by the appellant, and investigating any aspects of the disciplinary process considered necessary, the Reviewer will make a decision based on his / her findings, relative to the grounds for appeal submitted by the appellant.
- 7.7 When a final decision has been made by the Reviewer, a written Appeal Review Finding must be provided to the student/parents by the Reviewer, wherever possible within a 5 (five) school days. A copy of the Review finding must also be placed on the student's file for recording purposes.
- 7.8 The communication of the Reviewer's appeal decision marks the conclusion of the School's appeal process, and is the final step in the School's Disciplinary Procedure.
- The student / parents will have to resort to external authorities should they wish to pursue an appeal to a further level.

8. Disciplinary Code

The School's disciplinary code for students is attached, and is ONLY intended as a guideline for assessing and determining appropriate disciplinary measures for various types of infringement or misconduct by students. As indicated previously, the circumstances of a particular case, especially mitigating considerations, may justify a less severe penalty than that indicated in the Code.

Similarly, aggravating considerations relevant to a particular case may justify a more severe penalty than that recommended in the Code.

The various infringements set out in the Code are not intended to be an exhaustive or full listing of possible infringements or misconduct by students, but are rather to be interpreted as

indications of the broad types and severity of offences by students, and the appropriate sanctions if the student is found to be guilty by the School.

The Code makes provision for 'progressive' or accumulative penalty i.e. the imposition of a more severe penalty for a repeated and similar infringement by the same learner.

9. Practical Application Notes

9.1 PENALTY AND CONSISTENCY

The penalties set out in the attached disciplinary code indicate the recommended penalty that could be imposed for a particular infringement. Obviously, a lesser penalty may be applied, should mitigating considerations indicate that the indicated penalty is not appropriate in the circumstances.

While the application of disciplinary measures should be consistent, due consideration of factors relating to each case is of equal importance. For this reason, the Code should be viewed as a guideline, and the penalties reflected therein need not be slavishly followed.

9.2 CUMULATIVE AFFECT

Cumulative action for a repeated offence i.e. imposing a more serious penalty for misconduct than that imposed previously for misconduct, is only appropriate if the second infringement is of a "similar nature" to the previous type of misconduct. The nature and type of offence should therefore be the same, and any warnings issued previously for the related offence should also not have expired.

9.3 BURDEN OF PROOF

As the onus generally rests with the School to prove the reasonableness and fairness of disciplinary action taken against a student, care must be taken to follow all the procedural steps outlined in this procedure and code.

9.4 MISCONDUCT OFF THE SCHOOL PREMISES

Imposing disciplinary action against a student for misconduct that took place "off-site" (e.g. after hours and/or off the School's premises) requires that the School clearly demonstrate the negative impact of that misconduct on the School / student relationship.

9.5 CRIMINAL MISCONDUCT AT SCHOOL

Should a student admit to, be suspected of or be found guilty of a criminal offence (such as theft of a cell phone or School property for example) at School or on the School premises, it is recommended that the School conduct the appropriate disciplinary procedures as a matter of urgency. The disciplinary procedures applied by the School are not directly dependent upon any possible or later criminal proceedings that may be initiated by the State or other parties against the student.

The procedures that may be applicable in accordance with criminal law have no direct bearing upon the School / student relationship. It is not prudent for the School to wait until criminal / court proceedings have run their course (or not as is more often the case) before initiating any disciplinary steps against an offending student. The imposition of disciplinary measures against a student after investigation by the School, such as expulsion for serious misconduct, will not be nullified or viewed as "double punishment" should the student also be sentenced, if found guilty by a court of law.

9.6 SUSPENSION (Two forms of Suspension)

9.6.1 As a penalty:

In exceptional cases, extended suspension from class or from School activities may be acceptable (and possibly appropriate in certain limited circumstances) as a severe form of punishment, and ONLY as an alternative to expulsion of a student by the School.

Suspension as a penalty can therefore only be agreed upon once a disciplinary hearing has been conducted, and the student has been found guilty of serious misconduct. In addition, an extended period of suspension should not be of such duration as to jeopardise the educational interests of the student.

9.6.2 Pending a hearing:

Suspension of the student from School activities pending the conducting of a formal hearing (i.e. if expulsion is being considered) should ordinarily not be of a duration that would prejudice the educational rights of the student.

The disciplinary hearing should therefore be conducted as soon as possible after the suspension of the student takes effect. It should also be clearly indicated to the student / parents that this suspension is not a form of punishment, and is a practical arrangement to remove the student, temporarily and in the best interests of the School, the student and other students.

9.7 EXPULSION AS A LAST RESORT ONLY

Expulsion should ONLY be effected after conducting a formal disciplinary hearing. The procedural requirement of conducting a hearing prior to expulsion, even if the student admits guilt, should not be flouted.

Justice must be seen to be done, and expulsion without a hearing will almost certainly result in legal challenge. The penalty of expulsion is a last resort, if no reasonable alternative or lesser form of penalty is considered appropriate.

The School may well be called upon to motivate why a less severe penalty than expulsion was not imposed, and to even provide information on why alternatives to expulsion were not considered appropriate.

End of School Disciplinary Procedure: Students

Updated January 2011

DISCIPLINARY CODE: STUDENTS

Disciplinary Code: Students Examples of Infringements and Recommended Sanctions			
Type or nature of infringement or student misconduct	Guideline: Recommended Penalty		
	First Offence	Second / Repeated Offence	Subsequent Offence
VERY SERIOUS MISCONDUCT ("Zero Tolerance Offences")			
<p>1 Violent, abusive or threatening behaviour (verbal or physical)</p> <p>Fighting, battery or assault (threatened or actual)</p> <p>Victimisation, bullying or initiation of any sort</p> <p>Transferring, using or being in possession of a dangerous weapon, fireworks, explosives or any object that may be considered as being potentially dangerous (at School or at School events)</p> <p>Intimidating or willfully interfering with others (attempted or actual)</p> <p>Inciting, advising or rewarding others to perform violent, offensive or threatening acts</p> <p>Any "gang" related activity that may threaten the safety or welfare of others (at School or at School events, or in relation to School)</p> <p>Harassment (sexual, racial or religious)</p> <p>Issuing a bomb threat or arson (attempted or actual)</p> <p>Behaviour that may pose a danger to the safety and welfare of others (at School or at School events, or in relation to School)</p>	Suspension and Hearing / Expulsion		
<p>2 Being in possession of, or under the influence of alcoholic, hallucinogenic or dangerous / prohibited substances, or distributing, storing or consuming any of these substances (at School or at School events)</p> <p>Strong suspicion of habitual use (abuse) or regular use of medication, drugs or alcohol at School or at School events</p>	Counseling/ Suspension and Hearing / Expulsion		

<p>3 Being in possession of another's property without their knowledge or consent, or attempting to remove another's property without consent or their knowledge</p> <p>Theft or attempted theft</p> <p>Sale of another's / stolen property</p>	<p>Suspension and Hearing / Expulsion</p>		
<p>4 Serious dishonesty (actual or intended)</p> <p>Cheating, copying or tampering with test or exam results, reports or assignments</p> <p>Being in possession of or distributing material or information that may give an advantage in a test or an exam</p> <p>Extortion, bribery, corruption or fraud (attempted or actual)</p> <p>Being an accomplice to, colluding, conspiring, assisting / abetting or instigating dishonesty, fraud, or theft</p> <p>Inciting, advising or rewarding others to be dishonest or to cheat</p> <p>Serious breach of School security procedures, unreasonably refusing to submit to a search</p> <p>Off-site criminal misconduct that disrupts or substantially damages the School/learner relationship and the educational process</p>	<p>Suspension and Hearing / Expulsion</p>		
<p>5 Obscene, indecent or sexually explicit behaviour or gestures, or attempts to make unwanted physical contact</p> <p>Sexual harassment, inappropriate sexual innuendos or graphic comments</p> <p>Intentional and offensive, insulting, abusive, racist or lewd behaviour</p> <p>Storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, email, text / SMS / MMS, cartoons or objects</p>	<p>Suspension and Hearing / Expulsion</p>		
<p>6 Sabotage, malicious or willful damage to School or others' property</p> <p>Unauthorised occupation of any School property or facility, or having the effect of depriving others from using this property or facility. Preventing or seeking to prevent free assembly by others on the School's property, without School permission</p> <p>Blocking off any entrances or exits to or from the School premises, with the intention or effect of interfering with free access / egress by others</p> <p>Participating in or supporting industrial or</p>	<p>Suspension and Hearing / Expulsion</p>		

protest action, preventing learners from attending School activities			
7 Actions that expose others to serious danger or injury, or expose the School to potential accidental loss or damages - whether due to willful, grossly negligent or unintended acts Unsafe acts or behaviour that endangers the safety and welfare of others	Counseling/ Suspension and Hearing / Expulsion		
8 Serious misconduct or actions that may bring the reputation of the School, learners or other stakeholders into disrepute	Counseling/ Suspension and Hearing / Expulsion		
9 Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence.	Counseling/ Suspension and Hearing / Expulsion		
SERIOUS INFRINGEMENTS			
10 Playing of obscene, insulting or demeaning games Dangerous horseplay Malicious teasing	Counseling/ Final Warning/ Parental Contact	Suspension and Hearing / Expulsion	
11 Inappropriate behaviour or comments in public or at School events that brings the School into disrepute Abuse of School privileges or seniority / status, abuse of position of authority	Counseling/ Final Warning/ Parental Contact	Suspension and Hearing / Expulsion	
12 Smoking or being in possession of tobacco or cigarettes (on the School premises or at School events)	Counseling/ Final Warning/ Parental Contact	Suspension and Hearing / Expulsion	
13 Forgery or falsification of School documents and reports Lying and unfair behaviour (with less serious initial consequences)	Counseling/ Final Warning/ Parental Contact	Suspension and Hearing / Expulsion	
14 Vandalising property or equipment (School or others), improper use or not taking due care of property or equipment Accidental damage to property	Counseling/ Final Warning/ Parental Contact	Suspension and Hearing / Expulsion	
15 Acts or behaviour designed to create a hostile or threatening school environment, or that may reasonably have resulted in such an environment Willful disruption of School activities,	Counseling/ Final Warning/ Parental	Suspension and Hearing / Expulsion	

<p>interference with School authorities Conduct designed to be prejudicial to good order or discipline at the School</p>	Contact		
<p>16 Any misconduct by the learner that is considered by School authorities to warrant more than a Counseling, verbal reprimand or an ordinary warning.</p> <p style="text-align: center;">LESS SERIOUS INFRINGEMENTS</p>			
<p>17 Disregard for rules, directions, instructions or for any persons in authority</p> <p>Defiance or disrespect towards School authorities, parents, visitors or peers</p> <p>Being discourteous towards School authorities, adults or peers, or displays of insolence</p> <p>Being unreasonably intolerant of others, and their personal beliefs, traditions, appearance or of diversity</p> <p>Persistent violation of School rules (with less serious initial consequences)</p>	<p>We follow a general 3-strike rule, meaning that for every 3 demerits received in a particular category, students will receive a consequence. This system allows all students to receive 3 warnings BEFORE a particular action is taken. The first 3 demerits will result in a Friday DT, the second 3 demerits will result in a Saturday DT (6 warnings) and the third 3 demerits will result in a Student Disciplinary Hearing (9 warnings), which can result in an internal or external suspension.</p> <p>An exception to this rule is the infringement of Missing a CIA Activity without a valid excuse. Students will receive an immediate Friday Detention due to the failure of a student informing their coach/teacher of their impending absence. Students must realize the amount of work and preparation that goes into organizing the CIA programme which includes paying for coaches/teachers and organizing transport.</p>		
<p>18 Use of excessive force when playing games or during sporting events</p> <p>Playing games in an area where others may be injured or where property may be damaged</p> <p>Riding skateboards, wheelies, bicycles or motorbikes in areas where such activities are prohibited, or in such a manner as may cause injury to others or damage to property</p>			
<p>19 Noisy or disruptive behaviour, disturbing the activities of others</p> <p>Highly disruptive or unruly classroom behaviour</p> <p>Trespassing or entering School premises without permission or without supervision, and/or after school hours</p> <p>Refusing to identify oneself upon request by a School authority</p>			
<p>20 Swearing and use of vulgar, profane (foul) language</p>			
<p>21 Tardiness, littering and poor housekeeping</p> <p>Poor grooming, unhygienic personal habits, improper use of school facilities or ablutions</p> <p>Hair, dress or apparel that is not in accordance with School standards or rules</p> <p>Eating or drinking during class or School events / activities when consumption is not</p>			

permitted	
22 Tampering with the possessions or equipment of others Use of School equipment without permission (with no serious consequences)	
23 Refusal or failure to complete homework or assignments Refusal to deliver or return reports, reply slips or letters to parents or to the School Unreasonable and unexplained refusal to attend or participate in School activities or compulsory events General uncooperativeness and / or being willfully obstructive Poor application to studies, schoolwork or assignments	<p>We follow a general 3-strike rule, meaning that for every 3 demerits received in a particular category, students will receive a consequence. This system allows all students to receive 3 warnings BEFORE a particular action is taken.</p> <p>The first 3 demerits will result in a Friday DT, the second 3 demerits will result in a Saturday DT (6 warnings) and the third 3 demerits will result in a Student Disciplinary Hearing (9 warnings), which can result in an internal or external suspension.</p> <p>An exception to this rule is the infringement of Missing a CIA Activity without a valid excuse. Students will receive an immediate Friday Detention due to the failure of a student informing their coach/teacher of their impending absence. Students must realize the amount of work and preparation that goes into organizing the CIA programme which includes paying for coaches/teachers and organizing transport.</p>
24 Truancy, poor timekeeping practices Unexplained absences from classes or from compulsory events or activities Leaving class or School premises without permission Persistent late-coming or early unauthorised departure from class / School.	
25 Persistent misuse of personal communication devices during School activities	
26 Any other infringements that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures.	

HIGH SCHOOL

DISCIPLINE PROCEDURE

Discipline Structure.

DEMERITS

Staff can issue demerits (warnings) throughout the school day for various infringements in class and at CIA activities. Students are informed verbally that their names will be recorded on the Staff Discipline Boards. These demerits are then transferred at the end of each day to the Discipline Noticeboard located in the printing room. Students can view this board before and after school and/or during breaks.

INFRINGEMENTS

Currently the categories within which students can accumulate demerits are:

- Late for School (LS) – not being marked present for tutor period at 8:00am
- Late for Class (LC) – Arriving late for class/CIA activity/Meeting
- Work (W) – Homework not completed, books/materials not at school
- Behaviour (B) – Unruly or disruptive behaviour in break/class/activity
- Appearance Dress (AD) – Non-adherence to uniform regulations
- Appearance Hair (AH) – Boys' hair not cut, shaved/Girls' hair not tied up/neat

CONSEQUENCES

We follow a general 3-strike rule, meaning that for every 3 demerits received in a particular category, students will receive a consequence. This system allows all students to receive 3 warnings BEFORE a particular action is taken.

The first 3 demerits will result in a Friday DT, the second 3 demerits will result in a Saturday DT (6 warnings) and the third 3 demerits will result in a Student Disciplinary Hearing (9 warnings), which can result in an internal or external suspension.

An exception to this rule is the infringement of Missing a CIA Activity without a valid excuse. Students will receive an immediate Friday Detention due to the failure of a student informing their coach/teacher of their impending absence. Students must realize the amount of work and preparation that goes into organizing the CIA programme which includes paying for coaches/teachers and organizing transport.

DETENTION NOTIFICATION

Demerits accumulated from Monday – Friday will result in Detentions being issued and served the following week. This gives parents ample time to make the necessary arrangements to ensure that students attend their DT. Notifications are sent via email to the student, their parents/guardians and the class tutor on the date of issue. A hard copy is also handed to the student during tutor period the next morning. Detentions cannot be waived or moved for any reason. However, only under exceptional circumstances and with good reason can this request be made to the Deputy Head in writing.

End of Attachment: School Disciplinary Code for Student