



## DISCIPLINARY PROCEDURES AND DEMERITS 2023

### For learners:

1. Academic offences will lead to immediate detention (same day, 30 min detention);
2. Being absent from immediate detention will lead to Friday detention (1 hour);
3. Repeat offences will be dealt with as laid out in this document.
4. Any learner reaching 15 demerits will face an internal hearing and possible suspension.

	Academic				
	CODE	OFFENCE	DEMERITS	CONSEQUENCES	DISCIPLINARY PROCEDURES:
Level 1	A1	Books not at school	1	Immediate Detention	Offence 1- 4: SMS & immediate detention Offence 5: Register Teacher calls parent & immediate detention Offence 6-8: Register Teacher calls parent & immediate detention, daily report and inform HOD. Offence 8-10: Register Teacher calls parent, daily report, break detention and inform HOD. Offence 11: Meeting – Learner, parent and register teacher (complete a report) Offence 12 :Meeting – Learner, parent and HOD (complete a report)
	A2	Copying homework			
	A3	Homework not done			
	A4	Return slips not submitted			
	A5	Test not signed			
	A6	Assessment not submitted			
	A7	Absent from Intervention classes or Co-curricular activities without prior written notice	1	SMS	Offence 13 onwards: Refer case with documentation to principal for internal/disciplinary hearing at principal's discretion.
	A8	<b>Late for school</b> , any class, assembly or events	1	Discussion & SMS (Register teacher)	
	A9	Absent from immediate detention	1	Friday Detention	

	Behaviour					
	CODE	SEVERITY LEVEL	OFFENCE	DEMERITS	CONSEQUENCE	DISCIPLINARY PROCEDURES:
Level 2	B1	1	Littering	1	Friday detention & SMS	Follow above disciplinary procedures for repeat offences.
	B2	1	Chewing Gum	1		
	B3	2	Disruptive Interclass movement, loitering, corridors, staircases and toilets	2		
	B4	2	Inappropriate behaviour in uniform (Physical touches, etc.)	2		
	B5	3	Swearing	1-3		
	B6	4	Disruption of assembly, chapel, line-up or not participating, Class disruption	4	Investigate by HOD • Friday detention, • 1 week break detention Letter of apology, etc.  HOD will deal with repeat offences.	
	B7	4	Disobedience	4		
	B8	5	Dishonesty and lying	5		
	B9	5	Bullying (cyber & in-person)	5		
	B10	5	Disrespectful towards staff member or peer	5		

Level 3							Dress code violations			
CODE	SEVERITY LEVEL	OFFENCE	DEMERITS	CONSEQUENCE	DISCIPLINARY PROCEDURES:					
D1	1	Hair violation style, length, accessories	1	Reprimand, award demerit 2 <sup>nd</sup> time						
D2	1	Jewellery	1	Reprimand, award demerit 2 <sup>nd</sup> time						
D3	2	Untidy uniform (Example: wrong socks, rolling up blazer sleeves, dirty uniform, pullover over jersey, no tie in winter, etc.)	2	Reprimand						
D4	2	Hair colour, body piercings,	2	Alternative venue (Refer to HOD)						
D5	3	Dress length & fit (skirt, pants, shirt, dress)	3	Alternative venue (Refer to HOD)						
D6	4	Makeup (any, including <b>LIP GLOSS</b> , nail varnish, artificial/ acrylic nails, etc.)	4	Fix, alternative venue (Refer to HOD)						
D7	5	Tattoos (visible)	5	Must be covered & SMS (Refer to HOD)						
							(Repeat offenders in this category to be sent to HOD)			

Level 4							Transgressions			
CODE	SEVERITY LEVEL	OFFENCE	DEMERITS	CONSEQUENCE	DISCIPLINARY PROCEDURES:					
T1	4	Bunking school, class, line-up, substitution or assembly	5	Friday Detention, SMS, Daily Report						
T2	4	<b>Prohibited use</b> of cell phones or earphones	5	Friday detention & Phone confiscated <b>(20 school days)</b>						
T3	5	Cheating during tests or examinations & stealing of ANY materials.	15	Internal hearing & possible suspension						
T4	5	Smoking or in possession of tobacco on school grounds or in uniform including cigarettes, hubbly-bubbly/hookah, vapes, alcohol, drugs or other illegal substances. (The school may test a learner at any point in time)	15	Internal hearing & possible suspension						
T5	5	Possession of a dangerous weapon.	20	<b>Immediate</b> referral to Principal						

Please note: Terms and Conditions apply to the above mentioned system and while we strive for uniformity, the system is subject to change without prior notice. Learners will be informed of any changes. Teachers reserve the right to make the final decision on any and all behaviour/homework related transgressions.