



## DISCIPLINARY CODE & PROCEDURES

### 1. POLICY

*It is High School policy to inculcate disciplined behaviour amongst all its students, for the safety and well being of the individual, his/her individual progress and participation, and the achievement of the schools' as well as individuals' goals.*

*Teachers and prefects are responsible to enforce discipline and to take immediate disciplinary action when required in accordance with this disciplinary code and procedures.*

*It is the responsibility of students of the school to familiarise themselves with the school rules. It is the responsibility of the students of the school to at all times adhere to the rules and regulations and to actively contribute to the overall discipline in the school.*

### 2. OBJECTIVES

- 2.1 To help maintain a disciplined school environment.
- 2.2 To correct unsatisfactory behaviour.
- 2.3 To ensure fair consideration of the points of view of both the student concerned and school.
- 2.4 To avoid hasty or ill-considered judgments and action by the school, management or the student concerned.
- 2.5 To ensure fair and consistent application of discipline to students.
- 2.6 To define and identify unacceptable behaviour in terms of the school's accepted standards of conduct.
- 2.7 To provide guidance to staff, teachers, prefects and management regarding proper disciplinary procedures to be followed.

### 3. GENERAL PRINCIPLES

- 3.1 *The main purpose of disciplinary action is to correct unacceptable behaviour. Expulsion of a student should be considered only when corrective discipline has failed, or where the offence is so serious that no alternative action can be considered. In such cases departmental guidelines will be followed.*
- 3.2 Discipline will be applied in private between a student (and representative if required) and the school, and must include:
  - 3.2.1 a clear explanation as to why disciplinary action is necessary in the particular circumstance, e.g. violation of rules;
  - 3.2.2 A clear explanation of what further disciplinary action may result in the event of an student failing to correct unsatisfactory behaviour.
- 3.3 Disciplinary actions should where possible be solved at the lowest level of line management.
- 3.4 Careful and proper investigation into the circumstances of all offences is essential before disciplinary actions can be taken. This conduct of investigation should be rapid, strict and consistent.
- 3.5 It is the Director of Student Affairs responsibility to ensure that the agreed disciplinary procedures are adhered to, and to advise staff on precedent to ensure consistency of disciplinary action.
- 3.6 The complainant at a disciplinary hearing will normally be the charged students immediate senior. (Teacher / Grade Controller / Prefect)
- 3.7 Should it be required, a disciplinary hearing shall be held in accordance with the rules and regulations governing disciplinary hearings.
- 3.8 Minutes will be recorded for all formal hearings.
- 3.9 The Director of Student Affairs is authorised to sanction verbal, written and final written warnings as well as expulsion at a formal disciplinary hearing, or any other sanction that he / she deems appropriate in the circumstances.
- 3.10 Teachers / Grade Controllers and prefects are authorised to issue verbal or written warnings without a formal disciplinary hearing, but with disciplinary interviews provided that the student concerned is granted an opportunity to fully state their case and retain the basic rights of a formal disciplinary hearing.

#### 4. THE RIGHT TO A FAIR HEARING

- 4.1 No student may be expelled without a hearing being conducted.
- 4.2 The student will be entitled to the following rights at a disciplinary hearing:
  - 4.2.1 timeous written notification of the alleged offence to the student concerned;
  - 4.2.2 a clear explanation of the nature of the offence;
  - 4.2.3 an opportunity for the disciplined student to state their case;
  - 4.2.4 the disciplined student being represented by a person of their choosing;
  - 4.2.5 the right to appear;
  - 4.2.6 the right to caucus;
  - 4.2.7 the right to cross question witnesses;
  - 4.2.8 the right to call witnesses;
  - 4.2.9 the right to an interpreter;
  - 4.2.10 the right of appeal
  - 4.2.11 the right to offer mitigating factors prior to any sanction being imposed.

#### 5. DURATION OF SANCTION

- 5.1 Verbal and written warnings and final written warnings will be valid for three months, six months and one year respectively. But, should a student be involved in other and/or similar offences post this period, these sanctions will be used as evidence in proposing further sanctions.
- 5.2 Students who receive written or final written warnings shall sign such documents as acknowledgement of receipt, failing which; the documents will be signed by a witness in their presence. The signing of these documents shall not be interpreted as an admission of guilt.
- 5.3 Written warnings, final written warnings and information noted during disciplinary hearings will be filed on the student's personal file. An original document will be forwarded to the parent / guardian. The appropriate action should be taken as soon as possible after an offence has occurred to avoid any possible misinterpretation of the facts.
- 5.4 Sanctions will not be issued within sub-categories but will have a cumulative effect despite the category or nature of the offences committed.

#### 6. SUSPENSION

- 6.1 In special circumstances where serious misconduct appears to be involved, the student may be suspended, pending an investigation of the alleged offence. This suspension is a precautionary measure pending the holding of a disciplinary hearing or other legal procedure. Suspension must be confirmed in writing.
- 6.2 Precautionary suspension should not exceed five (5) official days.

## 7. DISCIPLINARY ACTION GUIDELINES

Offences are categorised as follows:

	Verbal Warning / Corrective work	Written Warning & Detention (1-7 hours)	Final Warning & disciplinary meeting with	Disciplinary Hearing / Formal Disciplinary
<b>Minor Offence</b>	1 <sup>st</sup> offence	2 <sup>nd</sup> offence	3 <sup>rd</sup> offence	4 <sup>th</sup> Offence
<b>Serious Offence</b>	-	1 <sup>st</sup> offence	2 <sup>nd</sup> offence	3 <sup>rd</sup> offence
<b>Major Offence</b>	-	-	1 <sup>st</sup> offence	2 <sup>nd</sup> offence
<b>Intolerable Offence</b>	-	-	-	1 <sup>st</sup> offence

CATEGORY OF OFFENCE	NATURE OF OFFENCE	LEVEL OF SERIOUSNESS	
<b>A. Timekeeping / Absenteeism</b>	Late coming	Minor	
	Habitual Late coming (after previous efforts to correct behaviour have failed)	Major	
	Late for lessons	Minor	
	Absence from designated extramural / activity	Minor	
	Deliberate failure to attend a confirmed activity e.g. Lessons	Major	
	Absence without presenting a letter (Lesson)	Minor	
	Absence without presenting a letter (two consecutive days)	Major	
	Absence without presenting a letter (three or more consecutive days)	Serious	
	Absence without permission – E.g. Tours	Intolerable	
	Missing test / exams	*Academic policy	

<b>“B”: Work Performance and General Misconduct</b>	Habitually neglecting duties E.g. Homework	Major
	Failure to perform work satisfactorily	Minor
	Negligence in performance of duties E.g. Homework	Minor
	Gross negligence in performance of duties e.g. portfolio work.	Serious
	Failure to report a major or intolerable offence	Major
	Negligent damage to company school / peer or own property	Serious
	Substance abuse (see substance abuse policy)	Serious
	Insubordination	Major / Serious
	Gross insubordination	Serious
	Neglect to report damage to school property	Major
	Bringing the Schools’ name into disrepute (on and off school property, including cyberspace)	Major / Intolerable
<b>“C”: Violence / Harassment</b>	Intimidation	Major
	Sexual harassment	Intolerable
	Abusive language directed at staff / peers / third parties or defamation of character / verbal bullying	Major

	Threatening with Violence	Major
	Using violence against a staff/ employee/ peer/ third party	Major
	Deliberate damage to School / peer / own Property	Intolerable
	Incitement	Major
	Assault	Intolerable
<b>“D”: Dishonesty related offences</b>	Dishonesty / Breach of trust	Serious
	Abuse of sick leave	Serious
	Unauthorised use of or tampering with school / peer / staff/ 3 <sup>rd</sup> party property	Major
	Gross Dishonesty / Breach of Trust	Intolerable
	Fraud, forgery, or being accessory or attempt thereto <ul style="list-style-type: none"> <li>• <i>Academic dishonesty – see academic dishonesty policy</i></li> </ul>	Intolerable
	Unauthorised removal or possession of school / peer / 3 <sup>rd</sup> party property	Intolerable
	Accepting or soliciting bribes	Intolerable

<b>“E”: Communications Facilities Offences</b>	Receipt, distribution or downloading of material that contain statements including, but not limited to, ethnic/ racial slurs, or anything that may constitute harassment or ridicule of others based on race, nationality, gender, sexual orientation, age disability or religious beliefs	Major – Intolerable
	Causing congestion or disruption to the Schools’ networks and systems	Serious
	Attempts to “hack” into other systems or another person’s log-in, “crack” passwords, breach security measures, or monitor communications of other Individuals	Major
	Willful or negligent introduction or distribution of a Virus into a School computer system	Major
	Spending excessive time on the Internet, e-mail or other Communications systems for personal purposes.	Serious
	Breach of any law or internal rule regulating electronic Communication and / or facilities	Major / Intolerable
	Use of Company’s electronic facilities for unlawful activities	Intolerable
<b>“F”: Alcohol and Drugs</b>	In possession or under the influence of or being unfit for duty due to alcohol / drugs / other intoxicating substance	Major / Intolerable
	Smoking – Breaking the smoking rules of the school	Serious
<b>“G”: Breach of Rules / Regulations</b>	Willful breach of internal rules or regulations	Serious
	Disruption of teaching / disruptive behavior	Major
	Willful violation of School safety e.g. Tampering with equipment (safety)	Intolerable
	Uniform / hair transgressions	Minor
	Habitual uniform hair transgression	Major
	Not meeting deadlines re hair / appearance transgressions	Major
	Not participating in one Sporting and one Cultural Activity per term	Major

*PLEASE NOTE:*

- The lists of offences cited herein should not be regarded as exhaustive.
- The suggested disciplinary sanctions are merely guidelines. The presiding officer may impose different sanctions based on the unique circumstances of each case.
- Each case will be judged on its own merit after due consideration off all mitigating and aggravating circumstances.

**RIGHT OF APPEAL**

- 8.1 Any party who is dissatisfied with the outcome of any disciplinary action taken has the right of appeal to the responsible Director.
- 8.2 The basis of an appeal is limited to instances of:
  - New evidence
  - Alleged procedural irregularities
  - Alleged bias.
  - Penalty was unfair
- 8.3 The purpose of an appeal is not to rehear the disciplinary hearing and is limited to considering the grounds for appeal.
- 8.4 Appeals should be lodged in writing to the Director of Student Affairs within three days of the disciplinary action-giving rise to appeal.
- 8.5 The decision of the appeal will be regarded as final but will not forfeit students' rights as granted in terms of the Schools' Act.



## Return Slip

I \_\_\_\_\_, in Grade \_\_\_\_\_. have read and understood the High School Disciplinary Measures Document and undertake to abide by the principles outlined in this document.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_