



HELDERBERG
INTERNATIONAL SCHOOL
SOUTH AFRICA

CODE OF CONDUCT FOR STUDENTS

The School Code of Conduct, the SA Constitution and SA Schools Act and the IES Code of Conduct

The School's Code of Conduct cannot operate independently of the ideas and values expressed in the South African Constitution and SA Schools Act. Both these documents form the foundation of any school's Code of Conduct and, as such, guide the school in disciplining its students. Helderberg International School is a member of the IES group of schools, and its Code of Conduct is based on the framework outlined in the IES Code of Conduct for Students (see below).

MERIT/DEMERIT SYSTEM

A. MERITS AND DEMERITS

Credits and Merits are awarded over a calendar year and accumulate from term to term. They are awarded in recognition of positive behaviour or actions by a student (see list of possible behaviours below)

How Demerits and Merits are issued:

Staff members issue merits and demerits. Students take MERIT slips to the head of the school for signature.

Please note: Merits do not cancel out Demerits.

Credit behaviours include:

- Academic work beyond a student's normal expectation
- Positive engagement and participation in class
- Active participation and commitment to the school's extra-curricular activity
- Participation in an Olympiad, Inter-School cultural activity, etc
- Representing the school at an event
- Selfless service to others
- Random acts of kindness

B. MERITS AND DEMERITS

Merits and Demerits are awarded over a calendar year. Demerits are awarded to students contravening the School's Discipline Code.

One Demerit = Parent Contact

Two Demerits = Parent meeting

Three Demerits = Detention

After that, there is a suspension, hearing, and possible expulsion.

How Merits and Demerits are issued:

- Staff members issue Merits and Demerits and record them on EdAdmin. Students take the hard copy of the Merit to the Principal for signature. Parents are notified via EdAdmin that a Merit and Demerit has been issued.
 - A demerit reflects a minor infraction that may indicate a habit-forming behaviour.
 - Each time a student accumulates a Demerit, parents and the coordinators are notified via email.
 - The head may issue appropriate sanctions for more serious infringements of the Discipline Code. This is followed before and/or after a meeting with the student's parents.
 - If a student accumulates three detentions (in one calendar year), the student's parents will meet with the Head, and the student may be suspended for up to a week of school at the head's discretion. The student will assume responsibility for the missed work. If, on their return, the student is issued with one further demerit, he/she may face expulsion from the school, and that term's fees will be forfeited.
- If a student's misconduct falls within the category of "Very Serious Infringements," as stipulated in the IES Code of Conduct for Students, a Disciplinary Hearing will be required; the school will follow the process outlined in its Disciplinary Procedures (see below).

C. CATEGORIES OF INFRINGEMENTS

Less Serious Infringements (Level 1 Demerit)

- Appearance: Hair, Uniform, make-up, jewellery or apparel that are not following School standards or rules
- Late for school, class, practice, rehearsal
- Noisy or Disruptive Behaviour (during class/activities/assemblies)
- Discourteous, unmannered behaviour/not greeting teachers and visitors
- Swearing and the use of vulgar, foul language
- Educational materials not at school
- Failure to complete homework/assignments on time
- Failure to attend or participate in School activities or compulsory events
- Unexplained absences from activities or compulsory events
- Persistent early unauthorised departure from class/school
- General uncooperativeness and or being wilfully obstructive
- Poor application to studies, schoolwork or assignments
- Inadequate preparation for projects, tests, presentations, and examinations
- Improper use of school facilities or ablutions/littering/ riding skateboards, wheelies, bicycles or motorbikes in prohibited areas/trespassing or entering the school premises without permission
- Playing in Out of Bounds areas or where others may be injured. Learners must keep clear of places that are indicated as out of bounds. These include:
 - The lounge and restrooms in the Mountain View Church, except during exam periods when the school uses the church's venues.
 - Electrical mains distribution boxes, fire extinguishers and hoses.
 - Parking lots, except while accessing their vehicles after school hours.
 - The classrooms are out of bounds before, during breaks, and after school unless a teacher accompanies pupils. In bad weather conditions, pupils are permitted to be in the classrooms before school and during breaks, ensuring they adhere to classroom rules.
 - The staffroom is off-limits to pupils.
 - Loitering and/or playing in and around the corridors, stairwells and toilets are forbidden.
 - Unruly behaviour/rough play
 - Tampering with the possessions or equipment of others
 - Misuse of personal communication/electronic devices during School time
 - Inappropriate public displays of affection
 - Disregard for rules/instructions from staff
 - Any other infringements that may be considered severe enough to warrant the implementation of corrective action and taking of disciplinary measures

Any of the above may lead to issuing 1 – 3 demerits.

Serious Infringements (Level 2 Demerits) - Immediate contact with parents

- Playing obscene, insulting or demeaning games/dangerous horseplay/malicious teasing
- Intolerance/disrespect of others, their personal beliefs, traditions, appearance or diversity
- Defiance or disrespect towards School authorities, parents, visitors or peers
- Inappropriate behaviour or comments in public or school events that bring the school into disrepute
- Truancy (absence from School or lessons without valid permission)
- Abuse of School privileges/seniority/position of authority
- Academic Dishonesty in assignments, schoolwork, and assessments/plagiarism
- Lying/dishonesty
- Smoking or being in possession of tobacco, cigarettes, or VAPE pens (on the school premises, at School events, or in public in school uniform)
- Vandalising property or equipment (School or others)
- Acts of behaviour designed to create a hostile or threatening School environment / wilful disruption of School activities, interference with School authorities
- Any misconduct by the student that the school considers warranting more than counselling, warning or demerit

Very Serious Infringements (Demerits/Hearing/Suspension/Expulsion)

- Violent, abusive or threatening behaviour (verbal or physical); fighting, battery or assault
- Racism, victimisation, bullying, initiation, intimidation
- Harassment (racial, sexual or religious)
- Issuing a bomb threat or arson (attempted or actual)
- Transferring, using or being in possession of a dangerous weapon, fireworks, explosives, or any object that may be considered dangerous (at School or School events)
- Being in possession of, or under the influence of alcoholics, hallucinogenic or dangerous/prohibited substances or distributing, storing or consuming any of these substances (at School or School events)
- Strong suspicion or evidence of chronic use (abuse) of medication, drugs or alcohol at School or School events
- Using or possessing drugs or alcohol at the school's premises.
- Theft or attempted theft; being in possession of another's property without their knowledge or consent or attempting to remove another's property without permission or knowledge
- Serious academic dishonesty; cheating, copying or tampering with test or exam results, reports or assignments; cribbing
- Extortion, bribery, corruption or fraud (attempted or actual)
- Forgery or falsification of School documents/reports
- Serious breach of the school security procedures
- Obscene, indecent or sexually explicit behaviour
- Storage, creation, sale or distribution of pornographic, obscene, offensive material, publications, symbols, emails, text/SMS, cartoons or objects.
- Using any form of communication (in or out of school) which brings the name of the school into disrepute
- Accessing, sharing, editing or producing material that defames the school, any of its employees or any student in the school – this includes electronic communication, social networks, text, graphics, photographs, video, sound or any other media
- Sabotage, malicious and wilful damage to the school or other's property
- Unsafe acts or behaviour that endangers the safety and welfare of others
- Serious misconduct or actions that may bring the reputation of the school, students or other stakeholders into disrepute
- Any criminal activity or being part thereof
- Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence

Any of the above may result in the issuing of three Demerits, suspension, disciplinary Hearing, or Expulsion.

D. SUSPENSIONS & EXPULSIONS

Upon receiving three detentions in a calendar year, a student may be suspended for one week from School. There will be no refund of school fees. The student will assume responsibility for the missed work. After returning to school, any subsequent infringement of the School's Discipline Code may lead to the instant dismissal of that student, and that term's fees will be forfeited.

DISCIPLINARY HEARINGS

When a severe infringement warrants student suspension or expulsion, the school may consider it appropriate to conduct a formal Disciplinary Hearing to determine appropriate measures to be taken against the learner. However, the School is not obliged to conduct such a Disciplinary Hearing when the Head of the School considers that there is enough proof or evidence of such behaviour.

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

- A notification of convening of a disciplinary hearing is to be completed by the school authorities (usually the Head of School). It is given to the parents of the student concerned. 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's parents should be notified of the hearing at least 48 hours (two clear school days) before the scheduled date of 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 the hearing to the parents, with the period of suspension preferably not exceeding 5 (five) school days. Failure to suspend a student accused of GROSS misconduct, pending a disciplinary hearing, may call into doubt the seriousness of the alleged misconduct itself and/or the necessity for a severe penalty. A short period of suspension should not be unfair in such serious cases.

The student and his/her parents must be advised that they are expected to attend the hearing and that their non-attendance may prejudice their child's case (indicate a waiver of their rights to respond to the allegations made). It may even result in the hearing being held in their absence and a decision being made without their involvement. The Head can request the Parents leave the Hearing when their behaviour is inappropriate.

The student and his/her parents must be advised of the serious nature of the allegations and the possibility of severe disciplinary action (further suspension or expulsion) if the learner is found guilty. They should be advised to prepare themselves accordingly.

Legal or any representation at disciplinary hearings is NOT permitted. A disciplinary hearing is an internal school procedure, and the involvement of legal counsel can lead to unnecessary overcomplication and hindrance of the process.

Conducting the formal disciplinary hearing is an integral part of the school's disciplinary process if severe disciplinary measures are being contemplated against any student and when there is no feasible evidence or proof of such conduct. Expulsion, or extended suspension with a final warning as an alternative to expulsion (if possible or appropriate), in the absence of a disciplinary hearing being conducted, is reserved for exceptional circumstances only, according to the Head's consideration.

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 after that - if the student is found guilty of the alleged infringement, the second decision as to
- PENALTY: the appropriate measure/action to be taken after considering mitigating and aggravating factors relevant to the matter.

The Hearing Chairperson is required to conduct the hearing procedure properly and by the rules of natural justice, which include the student.

- should be given adequate notice and be informed in writing of the allegations being made by the school - should be presented with all facts and information relating to the allegations being made against the learner - should be allowed to question the evidence presented by the school and be entitled to present their perspective and explain/defend his/her actions.
- is entitled to a hearing to be chaired by a reasonably impartial chairperson and to decisions being made in an objective and considered manner
- is to be treated with dignity and respect throughout the hearing
- is 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.

The hearing chairperson or a nominated scribe should keep a record of hearing proceedings. By attending the Hearing, Parents accept and agree to be recorded and that their children be recorded.

Per the above principles, the parents should be formally advised of the hearing Chairperson's decisions after the hearing is completed, i.e., the two decisions regarding guilt or innocence and whether to impose disciplinary action.

This notification of the outcome, preferably distributed within 5 (five) school days of the hearing being completed, should include a reminder that the student has 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.

- The school must retain copies of all disciplinary hearing-related documentation for actioning, recording, and safekeeping purposes.

APPEAL REVIEW PROCESS

The student has 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.

Lodging 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 does not entitle the student 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 appellant/parents. The Reviewer is expected to review at least 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.

Due to the nature of the review process, the student /parent 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 to support the appeal.

The student or parents are responsible for justifying 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 adequately consider the appellant's grounds for the review.

Any request for appeal must be submitted to the school principal or the hearing chairperson within five (5) school days of the hearing chairperson's decision being provided to the student/parents so as not to delay review proceedings.

The school is responsible for appointing an appropriate person or review panel to conduct an appeal review or a re-hearing if necessary. It is common practice for an appropriate School Board member to be appointed as the Reviewer, provided he or she has yet to be consulted or involved in reviewing the matter.

After reviewing the appeal motivation submitted by the appellant and investigating any necessary aspects of the disciplinary process, the Reviewer will decide based on his / her findings relative to the grounds for appeal submitted by the appellant.

When the Reviewer (or rehearing chairperson/panel, as the case may be) makes a final decision, the reviewer must provide the student/parents with a written appeal review finding within ten (10) school days.

A copy of the Review finding must also be placed in the student's file for recording purposes. 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.

DISCIPLINARY CODE

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

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

The various infringements set out in the Code are not intended to be an exhaustive or complete listing of possible student infringements or misconduct. Still, they are instead to be interpreted as indications of the broad types and severity of student offences and the appropriate sanctions if the student is found guilty by the School.

The Code provides a 'progressive' or accumulative penalty, i.e., imposing a more severe penalty for a repeated and similar infringement by the same student.

PRACTICAL APPLICATION NOTES

PENALTY AND CONSISTENCY

The attached disciplinary code indicates the recommended penalty for a particular infringement. If mitigating considerations suggest that the stated penalty is inappropriate, a lesser penalty may be applied. While disciplinary measures should be applied consistently, the factors relating to each case should be considered equally. For this reason, the Code should be viewed as a guideline, and the penalties reflected therein need not be slavishly followed.

CUMULATIVE EFFECT

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

BURDEN OF PROOF

The school is generally responsible for proving the reasonableness and fairness of disciplinary action against a student. Therefore, it must follow all the procedural steps outlined in this procedure and code. Any material and unjustified deviation from the recommended guidelines in this procedure may result in the school's actions being challenged.

MISCONDUCT OFF THE SCHOOL PREMISES

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

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 the state or other parties may initiate 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 disciplinary action 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.

IES CODE OF CONDUCT FOR STUDENTS

DISCIPLINARY CODE: STUDENTS

Discipline Rubrics - Early Years 1 & 2 (where applicable) and Years 1 – 3

Behaviour	First Step	Second Step	Final Step
Arriving late for school Keep a record of children who are often late. After three days of being late in a two-week cycle, parents will receive a formal email reminding them that school starts promptly at 7h50.	• Child to report to the front office for admin staff to record this on EdAdmin. - A verbal reminder of school starting time.	• Standardised email to parents	• Follow up with parents in a meeting
Not doing homework	• Follow up with student on reasons why	• Verbal reminder to the child	• Email to parents
Non-attendance at afternoon activities	• Follow up with student on reasons why	• Verbal Reminder that a letter is needed	• Email to parents
Littering	• Immediately ask the child to pick up the litter and move down the reward chart.	• Child to pick up litter. • Lose a break- spend the time picking up litter. Follow up with email to parents	• one litter duty in a week
Uniform	• Remind whole group about expectation	• Personal verbal reminder	• Email to parents
Inappropriate behaviour - swearing - being noisy	• Immediate verbal reprimand • Expectations explained to	• Reflection Sheet or conversation • Verbal apology	• Follow up with parents

- bad behaviour during assembly - disruptive - uncooperative - acting in an unsafe manner - excessive socialising - argumentative - disrespectful to teachers & classmates - teasing - name calling - insulting or other behaviour that would hurt others' feelings or make them feel badly about themselves - "Horseplay" - Public display of affection - Unsolicited imposing on personal space	group and individual • Verbal apology to the person involved • IEP for behaviour in consultation with Phase Co-ordinator Move down on the reward chart	Move down the reward chart Apologise Teacher to make a note of the incident (keep a list)	Move down the reward chart Apologise Teacher to make a note of the incident (keep a list) Email sent to parents to make them aware of the behaviour
Moderate Physical Contact - hitting - pushing - shoving - grabbing - slapping, etc.	• Immediate verbal reprimand • Expectation explained to group and individual • Verbal apology • Develop reward system for child or class to encourage positive behaviour	• Reflection Sheet or conversation • Verbal apology	• Follow up with parents • Letter of apology

Behaviour	First Step	Second Step	Final
Arriving late for school	• Child will report to the front office for admin staff to record this on EdAdmin. • A verbal reminder of school starting time.	• Standardised email to parents	• Follow up with parents in a meeting
Not doing homework	• Follow up with student on reasons why • The child to stay in at break to complete	• Immediate verbal Reminder • The child to stay in at break to complete	• Email to parents • Daily Report – 1 week, then 2 weeks, etc.
Non-attendance at afternoon activities	• Follow up with student on reasons why Sports Teachers to keep a record of attendance	• Verbal Reminder Sports Teachers to keep a record of attendance	• Note to parents • Letter of apology from student to coach Child not allowed to return to the activity for the remainder of the term
Incorrect uniform/kit	• Remind the whole group about expectation	• Immediate verbal reminder	• Email to parents • Daily Report for a week, 2 weeks, etc.
Untidy uniform	• Remind the whole group about the expectation	• Immediate verbal reminder	• Letter of reflection • Daily Report for a week, 2 weeks, etc.
Littering	• Remind the whole group about the expectation	• one litter duty during the break time	• two litter duties in a week • School community service and cleaning the dustbins • Letter is sent home for parent signature and returned to the Head before school the next day

DISCIPLINARY CODE: STUDENTS – PRIMARY AND SECONDARY (YEARS 4-13)

Disciplinary Code: Students Examples of Infringements and Recommended Sanctions			
Type or nature of infringement or student misconduct	Guideline: Recommended Penalty		
VERY SERIOUS MISCONDUCT ("Zero Tolerance Offences")			
	Initial Offence	Second Offence	Final Offence
Violent, abusive or threatening behaviour (verbal or physical) Fighting Battery or assault (threatened or actual) (No first offence) Victimisation (e.g. verbal bullying, cyberbullying, social exclusion, physical aggression, emotional manipulation, discrimination, sexual harassment, retaliation) 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 School events) (No first offence) Intimidating or wilfully interfering with others (attempted or actual) Inciting, advising or rewarding others to perform violent, offensive or threatening acts Any "gang" related activity that may threaten the safety or welfare of others (at School or School events, or in relation to School)	Consider age in decision and need for intervention like external counselling Verbal warning/ restorative justice to gain trust – written apology to person/s offended Contact parents.	Suspension and hearing for 2nd repeat offence.	Expulsion

Harassment (sexual, racial or religious) Issuing a bomb threat or arson (attempted or actual) Behaviour that may pose a danger to the safety and welfare of others (at School or School events, or in relation to School)			
Prohibited substances Being in possession of, or under the influence of alcoholic, hallucinogenic or dangerous / prohibited substances (such as drugs, vapes, cigarettes, among others) or distributing, storing or consuming any of these substances (at School or School events) use (abuse), possession or regular use of medication, drugs or alcohol at School or School events	Consider legal implications – call police/ parents / need for intervention and external Counselling or Hearing/ Suspension and Hearing/ Expulsion		
Property Misappropriation and Theft Being in possession of another's property without their knowledge or consent or attempting to remove another's property without consent or their knowledge Theft or attempted theft Sale of another's / stolen property	Consider age in decision and intervention such as external counselling Verbal warning/ restorative justice – written apology to person/s offended contact parents/ replace stolen goods.	Hearing / Suspension and/or expulsion for 2nd repeat offence.	

Serious dishonesty (actual or intended) Cheating with crib notes or any forbidden support materials, copying or tampering with test or exam results, reports or assignments, being in possession of or distributing material or information that may give an advantage in a test or an exam Forgery or falsification of School documents and reports Plagiarism – copying and pasting work directly from the Internet, not re-working texts, not referencing and/or handing in work that has been plagiarised as original work. Extortion, bribery, corruption or fraud (attempted or actual) Being an accomplice to, colluding, conspiring, assisting/abetting or instigating dishonesty, fraud, or theft Inciting, advising or rewarding others to be dishonest or to cheat Serious breach of School security procedures, unreasonably refusing to submit to a search Off-site criminal misconduct that disrupts or substantially damages the school/learner relationship and the educational process	Consider age in decision 1st Warning/ written reflection/ parents notified/	2nd repeat – Hearing / suspension	3rd repeat – Exclusion from exams and expulsion
Obscene, indecent or sexually explicit behaviour or gestures or attempts to make unwanted physical contact Sexual harassment, inappropriate sexual innuendos or graphic comments Intentional and offensive, insulting, abusive, racist or lewd behaviour Storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, email, text / SMS / MMS, cartoons or objects	Consider legal implications 1st Apology / written reflection Consider age in decision and need for intervention like external counselling	2nd Hearing / suspension and Hearing/ Expulsion	

Sabotage, malicious or wilful damage to School or others' property Unauthorised and illegal occupation (sit-in/barricade) of any School property or facility or depriving others of using this property or facility. Preventing or seeking to avoid free assembly by others on the school's property without School permission 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. Participating in or supporting industrial or protest action, preventing students from attending School activities	Hearing / Suspension and Hearing /Expulsion		
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Actions that expose others to danger or injury or expose the school to potential accidental loss or damages - whether due to wilful, grossly negligent or unintended acts Unsafe acts or behaviour that endangers the safety and welfare of others	Counselling/ Hearing / Suspension and Hearing/ Expulsion		
Serious misconduct or actions that may bring the reputation of the school, learners or other stakeholders into disrepute Public Altercations: Involvement in violent or disruptive incidents at school events or in the community. Dishonesty: Engaging in academic dishonesty, such as cheating or plagiarism, and causing the school's academic integrity to be questioned. Substance Abuse: Using or distributing illegal drugs or alcohol on school property or at school events. Harassment: Engaging in or condoning bullying, discrimination, or sexual harassment affecting the school's inclusive environment. Vandalism: Damaging school property or defacing public or private property associated with the school. Criminal Activity: Being involved in illegal activities, such as theft or assault, that reflect poorly on the school's standards and values. False Accusations: Making false allegations against other students or staff, potentially harming reputations and relationships. Unethical Behaviour: Participating in or endorsing unethical behaviour, such as bribery or corruption, undermines the school's ethical stance.	Counselling/ Hearing / Suspension and Hearing/ Expulsion		
Any other misconduct that is very serious and possibly justifying expulsion as a first offence.	Counselling/ Hearing / Suspension and Hearing/ Expulsion		
SERIOUS INFRINGEMENTS			
Playing of obscene, insulting or demeaning games Dangerous horseplay Malicious teasing	1 st offence – verbal reprimand / written reflection and verbal apology Daily Report – 1 week	2 nd Repeat offence – written reflection and parent contact Daily Report – 2 weeks	Hearing / Suspension and Hearing/ Expulsion

Inappropriate behaviour or comments in public or at School events that bring the school into disrepute Abuse of School privileges or seniority/status, abuse of position of authority	Counselling/ Warning/ Parental Contact	2 nd Repeat offence – written reflection and parent contact	Hearing / Suspension and Hearing/ Expulsion
Smoking or being in possession of tobacco, drugs, vapes, or cigarettes (on the school premises or at School events)	Hearing / Suspension	Hearing/ Expulsion	Hearing/ Expulsion
Lying and unfair behaviour (with less serious initial consequences)	Counselling/ Warning/ Written reflection Parental Contact	Hearing / Suspension	Hearing/ Expulsion
Vandalising property or equipment (School or others), improper use or not taking due care of property or equipment. Cost of the equipment or property may be added to the perpetrators school account for repairs.	Counselling/ Final Warning/ Parental Contact	Hearing / Suspension	Hearing/ Expulsion
Acts or behaviour designed to create a hostile or threatening school environment, or that may reasonably have resulted in such an environment. Wilful disruption of School activities, interference with School authorities Conduct designed to be prejudicial to good order or discipline at the school. Being unreasonably intolerant of others, and their personal beliefs, traditions, appearance or of diversity Persistent violation of School rules (with less serious initial consequences)	Counselling/ Final Warning/ Parental Contact Daily Report 2 - weeks	Hearing / Suspension	Hearing/ Expulsion
Any misconduct by the learner that is considered by School authorities to warrant	Hearing / Suspension or		
more than a Counselling, verbal reprimand or an ordinary warning.	Hearing / Expulsion		

LESS SERIOUS INFRINGEMENTS			
Disregard for rules, directions, instructions or for any persons in authority Defiance or disrespect towards School authorities, parents, visitors or peers Being discourteous towards School authorities, adults or peers, or displays of insolence	Counselling and/or Reprimand and /or Warning / Written reflection / Parental contact	Final Warning/ Parental Contact	Suspension and Hearing/ Expulsion
Use of excessive force when playing games or during sporting events Playing games in an area where others may be injured or where property may be damaged 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 Accidental damage to property	Counselling and/or Reprimand and /or Warning / Written Reflection / Parental Contact	Final Warning/ Parental Contact	Suspension and Hearing/ Expulsion
Disruptive and Unauthorised Behaviour Noisy or disruptive behaviour, disturbing the activities of others Highly disruptive or unruly classroom behaviour Trespassing or entering School premises without permission or without supervision and/or after school hours Refusing to identify oneself upon request by a School Authority	Counselling and/or Reprimand and /or Warning / Written reflection	Final Warning/ Parental Contact	Suspension and Hearing/ Expulsion
Swearing and use of vulgar, profane (foul) language or any form of offensive language.	Counselling and/or Reprimand	Final Warning/ Parental Contact	Suspension and Hearing/ Expulsion

	and /or Warning / Written reflection		
Inappropriate display of affection.	Verbal warning	Parental contact via email	
Personal Conduct and Facility Use Tardiness, littering and poor housekeeping Poor grooming, unhygienic personal habits, improper use of school facilities or ablutions Hair, dress or apparel that is not in accordance with School standards or rules Eating or drinking during class or School events/activities when consumption is not permitted	Counselling and/or Reprimand and /or Warning / Written reflection	Final Warning/ Parental Contact	Suspension and Hearing/ Expulsion

Unauthorised Use and Tampering with Property Tampering with the possessions or equipment of others Use of School equipment without permission (with no serious consequences)	Counselling and/or Reprimand and /or Warning / Written reflection	Final Warning/ Parental Contact	Suspension and Hearing/ Expulsion
Non-Compliance and Lack of Engagement Refusal or failure to complete homework or assignments Refusal or failure to deliver or return reports, reply to 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 wilfully obstructive Poor application to studies, schoolwork or assignments	Counselling and/or Reprimand and /or Warning / Written reflection / Daily Report 1 week	Final Warning/ Parental Contact / Daily Report 2 weeks	Suspension and Hearing/ Expulsion
Truancy, poor timekeeping practices Unexplained absences from classes or compulsory events or activities	Counselling and/or Reprimand	Final Warning/ Parental	Suspension and Hearing/ Expulsion

Leaving class or School premises without permission Persistent late-coming or early unauthorised departure from class / School.	and /or Warning /Written reflection	Contact – written letter	
Persistent misuse of personal communication devices during School activities	Device confiscated until the end of the current school term.	Final Warning/ Parental Contact	Suspension and Hearing/ Expulsion
Any other infringements that may be considered severe enough to warrant the implementation of corrective action and taking disciplinary measures.	Counselling and/or Reprimand and /or Warning / Written reflection	Final Warning/ Parental Contact	Suspension and Hearing/ Expulsion

End of Attachment: School Disciplinary Code for Students - November 2024