



## Secondary School Code of Conduct

(updated March 2018)

In keeping with the school's philosophy, it is expected that all members of our community treat each other with respect, courtesy and consideration. Each case will be considered on its merits and the school reserves the right to view repeated offences or repeated offenders with an increasing level of seriousness and refer incidences to the Senior Management Team (SMT) for further action if it is deemed necessary.

In all cases listed below the parents will be informed of the course of action to be taken.

Code	Offence	Minimum step
A	Late to Lessons	1
B	Failure to complete homework (or failure to complete to an acceptable standard)	1
C	Uniform infringement	1
D	Showing disrespectful behaviour during Flag	1
E	Disruptive behaviour prior to, during or after a lesson	2
F	Use of foul language (in any language)	2
G	Missing a prearranged school event without a valid excuse	3-5
H	Missing a school sponsored event without a valid excuse	3-5
I	Using unauthorized devices during the school day or when involved in a school activity or trip	3-7
J	Missing/skipping lessons	4
K	Inappropriate physical behaviour	4-7
L	Fighting (physical involvement, inciting /verbal involvement or watching)	4-7
M	Theft/Stealing	4-7
N	Plagiarism, cheating in an examination or the copying of homework	5
O	Verbal abuse or disrespect of a staff member or worker	5-7
P	Taking a video or photo of school, a member of staff , a student or visitor without permission	5-7
Q	Vandalism	5-7
R	Bullying including cyber-bullying	5-7
S	Sharing, sending or uploading of a video or photo on social media of a member of staff or student without permission.	6-7
T	Insulting and/or bringing dishonour to another student and/or the school name	6-7
U	Inappropriate physical contact	6-7
V	In possession of any dangerous objects	6-7
W	In possession of any dangerous objects <b>with the intent</b> to harm self or others	7
X	Physical assault on a member of staff	7
Y	In possession of any tobacco products or smoking	7
Z	In possession of, or the consumption of, alcohol	7
AA	In possession of, selling, using or under the influence of any illegal substance	7

## Minimum Course of Action



Step	Action
1	<ul style="list-style-type: none"> <li>- Verbal warning from the member of staff who encounters the problem.</li> <li>- Possible detention issued during break time (snack, advice and guidance will be available).</li> </ul>
2	<ul style="list-style-type: none"> <li>- Matter is referred to the Primary or Secondary Management Teams for further action.</li> <li>- Break time detention issued break time (snack, advice and guidance will be available).</li> <li>- Letter of warning placed on file.</li> </ul>
3	<ul style="list-style-type: none"> <li>- Matter is referred to the Primary or Secondary Management Teams for further action.</li> <li>- Parents invited to school to discuss the issue</li> <li>- Lunch break detention (20 minutes) issued and a letter of warning placed on file (lunch, advice and guidance will be available).</li> </ul>
4	<ul style="list-style-type: none"> <li>- Matter is referred to the Primary or Secondary Management Teams for further action.</li> <li>- Parents invited to school to discuss the issue.</li> <li>- After school detention (2:45 – 3:50) issued and a letter of warning placed on file (advice and guidance will be available).</li> </ul>
5	<ul style="list-style-type: none"> <li>- Matter is referred to the Primary or Secondary Management Teams for further action.</li> <li>- Parents invited to school to discuss the issue.</li> <li>- Internal suspension of 1 to 3 days. Letter of warning placed on file.</li> </ul>
6	<ul style="list-style-type: none"> <li>- Matter is referred to the Primary or Secondary Management Teams for further action.</li> <li>- Parents invited to school to discuss the issue.</li> <li>- External suspension of 1 to 3 days. Letter of warning placed on file.</li> </ul>
7	<ul style="list-style-type: none"> <li>- Matter is referred to the Senior Management Team for further action.</li> <li>- Immediate, external suspension and further investigation started that might lead to transition to another school and Informing the MOE</li> </ul>

### Additional Information:

- Code C: Uniform infringements can include make-up, jewelry and unsuitable hair styles/colours.
- Code G : This include National Day celebration, Music concerts, Sport events, etc.
- Code G & H: A student may be refused the right to go on any future school sponsored events or represent the school's sports teams.
- Code I: The mobile phone and/or device will be confiscated until the end of term. The SIM card will be returned.
- Code K: This includes but is not limited to pushing and shoving etc.
- Code N: Any work that is deemed to have been plagiarised/copied will not be marked. Cheating in an examination will result in the paper being ungraded, and if necessary the incident will be reported to the appropriate examination board.
- Code P: The photo/video will be removed from the device.
- Code Q: The student will be expected to pay for the repairs and aid in the repair work.
- Code R: Bullying includes any attempt to deliberately hurt, isolate, offend, distress or embarrass another person. This will include, but is not limited to verbal and non-verbal behaviour, teasing, name calling, rumour mongering and isolating, either directly or indirectly, through such sources as social media.
- Code S: The photo/video will be removed from the device &/or internet.
- Code T: Insulting and/or dishonouring another student and/or the school's name may include, but is not limited to, the use of inappropriate behaviour and language, either verbally or in the written form.
- Code V: The object will be confiscated and either destroyed or given to the appropriate authorities.
- Code AA: The school reserves the right to inform the appropriate authorities if any student is caught with an illegal substance.