

(1) General: Can take place at any time of school-day and in any location

	Misbehaviour	Explication (if needed)	Procedure (apart from giving Infraction Points)	Points
1	Abscond from school	<ul style="list-style-type: none"> Leave School premises, or event organised by school without permission. 	School administration is notified. Incident report is filled.	40
2	Bullying	<ul style="list-style-type: none"> Any unwanted, aggressive behaviour among students that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. 	Teacher noting bullying takes necessary containment action to stop bullying action. Teacher informs Form teacher of incident. The Form teacher informs the Guidance Teachers.	40 (given by Form teacher)
3	Violent Conduct	<ul style="list-style-type: none"> Use of aggressive physical force on anyone 	Depending on severity of case, an incident report is filled by teacher. Guidance teacher is made aware of student's aggressive demeanour.	30
4	Unsafe Conduct	<ul style="list-style-type: none"> Inadvertently endangering safety of self or others 	Student made aware of danger and notified of infraction.	8
5	Possession and/or use of prohibited items	<ul style="list-style-type: none"> Items which are illegal within school premises. Example: Cigarettes, lighters, pen-knives, pornographic material, illicit substances, illicit recording of audio or video without permission etc. 	Item confiscated and kept as evidence; parents informed immediately	10
6	Possession and/or use of unauthorised items	Includes having items which though not strictly illegal, are not permitted by school regulations, for example: <ul style="list-style-type: none"> Corrector fluid In possession of Mobile phone Items listed in school regulations 	Immediate confiscation of unauthorised object. In case of certain items like mobile phone standard restitution procedure should apply.	5
7	Give false testimony	<ul style="list-style-type: none"> Lying, making up stories 	Student notified of legal consequences	8
8	Use of rude/foul language and/or gestures		Student made aware that such language does little to strengthen one's point. Informed of infraction.	8
9	Blaspheming	<ul style="list-style-type: none"> speak irreverently about God or sacred things 	Same as above	12
10	Littering	Includes: <ul style="list-style-type: none"> Littering on the floor Not using correct waste separation bin 	Student is asked to collect the item he littered and dispose of it in the appropriate bin.	3

11	Misuse and/or Damaging of School Property	Includes: <ul style="list-style-type: none"> • Scribbling on desks/walls/etc • Slamming door/apertures • Meddling with IWB/speakers/hub/wiring etc. • Damaging of lockers • Standing on chairs, desks • Non-accidental shoe-marks on wall • Other 	Cleaning of mess Damage must be paid.	10
12	Disrespecting other student/s	Includes: <ul style="list-style-type: none"> • Calling names • Use verbally offensive language towards other student(s). • Ridiculing other student • Damaging, planning to damage or mishandle in a way which can provoke damage to other student's property (e.g. throwing away a student's pencil case) 	Perpetrator must be stopped and asked to publicly apologise for his actions. Perpetrator must pay for damage caused.	5
13	Disrespecting Superiors (SMT member, teacher, LSA or other school staff member)	Includes: <ul style="list-style-type: none"> • Calling names • Using verbally offensive language when talking to or talking about a staff member • Not following directions set by superiors • Exaggerated show of protest towards decision taken by teacher, LSA or SMT member 	Perpetrator must be stopped and asked to publicly apologise for his actions.	15
13	Negligence with school communication	Includes: <ul style="list-style-type: none"> • Not returning filled forms, like consent forms for outings or immunisation, on time. • Not returning unsold lottery or event tickets on time, etc 	<ul style="list-style-type: none"> • Student will not be allowed to participate in event unless covered by necessary permission papers • Any non-returned lottery or event tickets must be paid in full by student on passing of deadline (maybe these can be invoiced with the final photocopy bill issued to parents) 	5
14	Refusing to comply with disciplinary action	Includes: <ul style="list-style-type: none"> • Not attending for meeting with Assistant Head/Guidance • Not going for Break-In's 	Immediate notification to Parents	10
15	Cheating during test or exam	Includes: <ul style="list-style-type: none"> • Copying, or trying to copy off another student • Obtain or trying to obtain an unfair advantage (e.g. hiding notes in pockets, etc) • Attempting to bribe the examiner 	Test/exam paper is confiscated. Student awarded 0 in test/exam mark	10

**(2) Entrance: On entry of student into school premises.
Typically noted by Assistant Head at door.**

	Misbehaviour	Explication (if needed)	Procedure (apart from giving Infraction Points)	Points
1	Late Arrival	Student enters school after bell for assembly has rung.	Student name is registered.	5
2	Incorrect Uniform	Student is wearing incomplete uniform and/or is wearing unpermitted footwear and/or is wearing prohibited apparel.	<ol style="list-style-type: none"> 1. Student is given a card to verify that his infraction has been noted. Card should be in student's possession for whole school day and must be shown to teacher/LSA/SMT member who flags the same breach of uniform code. 2. Student is advised to rectify situation by next school-day 	5
3	Non-conforming Hairstyle	Student is sporting a hairstyle not in line with the parameters set by the school.	Student is advised to rectify situation by next school-day otherwise will not be allowed into school	5
4	Leaving school premises after entry (and returns before school start) without authorisation of Assistant Head.	Unauthorised exit from school, e.g. to buy food, etc.	Assistant Head may inflict ad hoc disciplinary action.	10

(3) Assembly: From student's entry into school till beginning of 1st lesson

	Misbehaviour	Explication (if needed)	Procedure (apart from giving Infraction Points)	Points
1	Caught out-of-bounds before assembly	Includes: <ul style="list-style-type: none"> • Entering in class • Leaving bag/other equipment in class • Staying in spaces, other than main ground. 	Instructed to join assembly, told to keep own possessions with him	2
2	Unauthorised play	Includes: <ul style="list-style-type: none"> • Playing with a ball • Other activity which the supervising teacher might deem unfit 	If pertaining, confiscation of object used in play (e.g. ball)	2
3	Doing (or copying) Home-assigned work		Work is taken, respective teacher is informed.	3
4	Misbehaviour during Prayer/Headmaster's address	Includes: <ul style="list-style-type: none"> • Dawdle during line formation • Not form part of proper class line • Talk/misbehave during assembly • Annoy other students during assembly • Failure to comply with instructions of teacher/LSA/SMT 	Student is reprimanded. If student persists, the infraction is noted and infraction points are given.	2
5	Disorderly entry into class	Includes: <ul style="list-style-type: none"> • Pushing • Not following a line • Line skipping • Loitering • Shouting etc. 	Student asked to behave properly. Infraction points given if misbehaviour persists	2

(4) Classroom: Space and Time during which tuition is taking place (incl. labs, grounds during PE, hall during drama, etc)

	Misbehaviour	Explication (if needed)	Procedure (apart from giving Infraction Points)	Points
1	Time Wasting	<ul style="list-style-type: none"> • Student took more than 5 minutes to be in his place since the bell had gone • Time wasting during permitted temporary class exit (e.g. bathroom use) 		3
2	Persistent venial misbehaviour			3
3	Grave misbehaviour	Includes: <ul style="list-style-type: none"> • Talking back to teacher/LSA • Meddling in other student's possessions • Aggressive behaviour • Disrespect towards teacher/LSA • Use of foul language • Other conduct teacher deems grievous enough 	SMT member may be summoned to assist teacher in dealing with situation.	10
4	Deliberately Refusing to take part in the lesson	<ul style="list-style-type: none"> • Student who is refusing to participate in the lesson despite initial teacher warning. 		3
5	Eating and/or Drinking in Class		Derogation can be applied for students with known health conditions. The SMT will see to it to inform teachers to which students to apply this exemption.	3
6	Not wearing correct uniform in class	<ul style="list-style-type: none"> • Student may choose not to wear blazer in class • When students have sports tournaments during breaks they should not be allowed in class without proper uniform of the day. E.g. They cannot be in shorts during lesson, or stay in PE Kit on days when they simply have a break football tournament (unless they have PE on the day) • Caps/beanies cannot be worn in class 	Student is asked to change his clothing (or remove unauthorised clothing).	3
7	HW not presented	<ul style="list-style-type: none"> • Not presenting assigned work (incl. HW, project, research work, lab report, etc) on time. 	Issues like copied/incomplete work is dealt by the teacher when grading the work. It is the teacher's prerogative whether to accept the work at a later date or not.	3

8	Missing Textbook/Notes etc	<ul style="list-style-type: none"> • Student is not in possession of book/notes/etc. needed to adequately follow lesson 	If situation is persistent, teacher should write note to parents in student's diary.	2
9	Missing Gear	<ul style="list-style-type: none"> • Student is not in possession of kit needed to adequately follow lesson, e.g. calculator, Technical Drawing board, Lab coat, etc 	If situation is persistent, teacher should write note to parents in student's diary.	2

(5) Lab: Same as Classroom but with the following additions

	Misbehaviour	Explication (if needed)	Procedure (apart from giving Infraction Points)	Points
1	Incorrect use of lab equipment	<ul style="list-style-type: none"> • Handling lab equipment not in a manner for which it is designed and/or intended to be used • Includes misuse of school PC's 	In case of grave misuse (e.g. student tries to visit pornographic websites from school PC), teacher must also add "Grave Misbehavior" infraction from Classroom section.	3
2	Damaging of lab equipment	<ul style="list-style-type: none"> • Damage of lab equipment through negligence or misuse. 	Damage must be paid.	5
3	Misbehaviour during practical work		Student may be excluded from practical (remains in lab but does not participate in activity. Student loses experiment/practical marks)	5
4	Breach of Safety Rules	<ul style="list-style-type: none"> • Behaviour which can put personal safety at risk. • Student does not follow safety procedures set by teacher. 		7

(6) Break-Time: Space and Time during which recreation is taking place

	Misbehaviour	Explication (if needed)	Procedure (apart from giving Infraction Points)	Points
1	Out-of-bounds during break	Includes: <ul style="list-style-type: none"> • Staying/entering classroom during break • Not using assigned ground during break • Staying outside of permitted zone during break (e.g. In Catholic Action hall, other area) 	Student is asked to go to his designated area	3
2	Violent/Unsafe/Irregular Play or Conduct during break	Examples: <ul style="list-style-type: none"> • Throwing water-bottles in the air • Pushing • Other 		5
3	Unsportsmanlike behaviour during games	Example: <ul style="list-style-type: none"> • Throwing ball out-of-bounds intentionally • Being a nuisance to students from other classes who are using the pitch 	Student may be asked to pay for damaged/lost item	5
5	Misbehaviour in Canteen	Includes: <ul style="list-style-type: none"> • Pushing/skipping line in canteen. • Making a mess with food 		3
6	Doing Home-assigned work during break		Work is taken, respective teacher is informed.	3

(7) Common Parts of School/Out of Class School based activities e.g. Holy Mass, Talk, etc

	Misbehaviour	Explication (if needed)	Procedure (apart from giving Infraction Points)	Points
1	Annoying other classes during transit			3
2	Behaving in a manner which embarrasses the reputation of our school		Student should be sent at the back and removed from sitting next to peers	10
3	Incorrect uniform for event		Student is made to rectify situation immediately	3
4	Not following instructions of accompanying teachers/LSA's/SMT		Student is asked to change his seating position. should be sent to class and given certain work to be done.	8
5	Rowdy behaviour in corridor	<ul style="list-style-type: none"> • Includes: • Running • Shouting • Disturbing other classes 		5
6	Misuse of Sanitary Facilities			5

(8) Out of School Activities e.g. Fieldwork, Visits, Seminars etc.

	Misbehaviour	Explication (if needed)	Procedure (apart from giving Infraction Points)	Points
1	Behaving in a manner which embarrasses the reputation of our school and/or being a bad example for his peers.	<ul style="list-style-type: none"> • Includes misbehaviour in transport during transfer. 	1. Student is reprimanded. Incident report might need to be filled in on Suggestion might be made to SMT to prohibited student from attending the next school outing.	10
2	Incorrect Uniform for Out of School Activity			10
3	Littering during out-of-school event			4
4	Not following instructions of accompanying teachers/LSA's/SMT/other person in authority	<ul style="list-style-type: none"> • Other person in authority can be adult delivering talk etc. 	Suggestion might be made to SMT to prohibited student from attending the next school outing.	8
5	Temporarily going beyond permitted access area	<ul style="list-style-type: none"> • Includes: • Sneaking out to buy food, etc 	Student is asked to come back from out-of-bounds area immediately	8
6	Misuse of gear during out-of-school activity	<ul style="list-style-type: none"> • E.g. if a mobile is allowed to take photos but it is used to browse Internet instead 	Item may be confiscated	5

(9) Infraction issued by SMT Member

	Misbehaviour	Explication (if needed)	Procedure (apart from giving Infraction Points)	Points
1	Infraction issued by SMT member	<ul style="list-style-type: none"> To be used at the discretion of an SMT member 	Can be issued only by SMT member. SMT member issuing infraction can determine how many points to give student according to gravity of offence.	1-50
2	Bullying Incident Report	<ul style="list-style-type: none"> Student is being investigated in a bullying-related incident or behaviour 	<p>This is an initial step into a Bullying Incident Investigation. It is issued when there is enough evidence to suspect the occurrence of a bullying incident as defined by the school's Anti-Bullying Policy. Further investigation by the school's Anti-Bullying Team might:</p> <ol style="list-style-type: none"> confirm this infraction without further action, nullify the Bullying Incident Report, or augment the severity of the Infraction to BULLYING <p>Without prejudice to further disciplinary actions</p>	5
3	Theft	<ul style="list-style-type: none"> Intentionally and fraudulently taking personal property of another without permission or consent. This includes swindling offences - the use of deception to deprive (someone) of money or possessions. 	<p>Teacher who becomes aware of such an incident informs SMT member and discuss best course of action. Wherever possible the item is to be returned and/or adequate compensation is given by the taker to the victim. Households are to be informed. Infraction points are issued depending on gravity of offence.</p>	5 - 20

(10) Library

	Misbehaviour	Explication (if needed)	Procedure (apart from giving Infraction Points)	Points
1	Overdue library book(s)	<ul style="list-style-type: none"> To be issued by Teacher Librarian 	Can be issued by teacher librarian. Student has to return books or pay for lost books	2

	Misbehaviour	Explication (if needed)	Procedure (apart from giving Infraction Points)	Points
1	Being a nuisance/causing disruption during exam (including in corridors and waiting room during oral examinations)		If behaviour persists, student can be asked to leave - resulting in loss of that part of the examination	5
2	Caught copying during exam	<ul style="list-style-type: none"> Includes the mere possession (and not necessarily the use) of mobile phone or other electronic device and/or notes or other material found on the student's person or hidden inside paraphernalia which are permitted during the exam - such as a pencil case - which could potentially lead to cheating 	Exam paper is taken and invigilator notes "COPIED" Invigilator informs SMT member Student is asked to leave the examination room	10
3	Not following instructions of invigilator during exam	<ul style="list-style-type: none"> Includes not sitting on indicated desks 		5
4	Took a long bathroom break without justification	<ul style="list-style-type: none"> This is to deter students for taking long bathroom breaks just to get out of the exam room and waste time. 		5
5	Tried to communicate with other student/s during exam	<ul style="list-style-type: none"> It is understood that in this case it was only an attempt. In case communication is successful, then the act is considered as COPYING 		5

(12) Warning

An educator can issue a warning as a final notice to a student regarding an issue.

This step is not mandatory, and an educator can issue an infraction without delivering a warning first.

	Misbehaviour	Explication (if needed)	Procedure (apart from giving Infraction Points)	Points
1	Academic Work	For issues related to a student's academic work like HW's, missing books, etc.	The WARNING notification will carry no disciplinary points.	0
2	Behaviour	For issues related to a student's behaviour and attitude	In case the student fails to pay heed to the warning, the educator is to follow through on the warning by issuing the pertinent Infraction. Failure to do so will mean that the student has resolved the issue and that the educator is satisfied with the outcome.	0
3	Other	For issues which cannot be classified in the previous categories		0



Disclaimer

This list is considered to be correct at the time of publication. The school and the Board of Discipline reserve the right to make any changes it deems fit.

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