



INTERNATIONAL SCHOOL OF CAPE TOWN: DISCIPLINARY PROCEDURE & FRAMEWORK: UPDATED July 2016:

EXPECTATIONS ON STUDENTS: In general terms, Students should observe the following:

- Comply with instructions and the general rules of the School;
- Behave responsibly and not endanger the safety and welfare of others
- Respect and care for the property of the School and others
- Maintain sound relations with others at School, be courteous and respect the dignity and self-worth of others and their property
- Be punctual and observe the timekeeping practices of the School
- Demonstrate a positive attitude towards the opportunity to learn, and be diligent in their efforts to learn
- Behave honestly and conduct themselves with integrity
- Accept legitimate punishment and disciplinary action taken against them as being both consequential and corrective.
- The School has a number of specific rules, which define the kinds of behaviour expected of its students; students are advised of these rules and expected to conduct themselves within the rules provided.
- It is impossible for this procedure to list every possible rule infringement and this guideline and the attached Code therefore set out the broad principles of fair discipline at the School. The Staff and Prefects are entitled to apply action that they believe is appropriate in the circumstances, within the guidelines provided by this procedure

LEVEL 1 OFFENCES:	PENALTY: One default only. 3 defaults in a calendar month will constitute an after school detention
Uniform infringement (Not wearing the uniform correctly including PE uniform) #See comment below Poor punctuality Homework not done or incomplete Ill equipped for class eg. no textbook, exercise book or relevant equipment. Being in the building during break Eating in class Wearing headphones in building Ball games in the car park when cars are parked there Chewing gum Playing games on computers Wearing make up Jewellery offence Not returning reply slip on time Being at the Tuck-shop at the wrong time Littering Plagiarism: (Scores zero the first time. Then becomes a Level 3 offence.) Disruptive behaviour (including disturbing the library)	Each of these can be cancelled out with a character merit.

<p>Ignoring a reasonable instruction from a member of staff Rude language: Includes the following words: Cr#p, sh#, p#ss, arse, b#gger, any form of blasphemy **Bullying offences including repeated intentional exclusion, repeatedly causing someone to feel socially isolated, repeated name calling or making rude gestures, repeated threats of violence are to be dealt with under the Bullying policy</p>	
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<p>LEVEL 2 OFFENCES:</p>	<p>PENALTY: Refer to management who must notify parents and ensure record is placed on students file. Automatic detention.</p>
<p>Wilful damage to property / Showing no respect for others property Graffiti Internet abuse as in looking for inappropriate sites, using computers for non-educational purposes (Games) Eating / drinking in the library Telling a lie; Dishonesty in any form, avoiding the truth or selective recall. Missing a sports practise / match without permission Taking books out of the library without signing them out Insolence Poor sportsmanship Offensive or abusive language: Excluding the category 1 words Inappropriate physical contact+ **Bullying offences including repeated Level One infringements, coercing a person to do something or engage in any conduct against their will, making inappropriate comments, taunting or teasing, spreading rumours or embarrassing information about someone or impairing someone's reputation or relationships, or causing children to exclude others or avoid befriending them, forcing others to hand over food, money or something which belongs to them, or taking, hiding or damaging property that belongs to someone else, making fun of, threatening, ridiculing or humiliating a person or group of people, whether on the basis of their appearance, physical characteristics, cultural background or otherwise are to be dealt with under the Bullying policy.</p>	<p>Repeated offenders face disciplinary hearing</p>

<p>LEVEL 3 OFFENCES: Automatic disciplinary hearing.</p>	
<p>Bringing a dangerous weapon to school (without prior consent from the school) including any item that could compromise the health and safety of any others on the campus including fireworks and explosives. Viewing, possession, distribution of pornographic material Violent behaviour Substance abuse on the property or arriving at school under the influence of an unlawful substance Any form of smoking, including electronic cigarettes or similar products. (All schools are by law smoke free zones.) Threatening a member of staff Theft Hate speech in any form or inciting racial tension Cheating in a test / exam Repeated plagiarism</p>	

Truancy / Bunking class

Promiscuous behaviour

Missing a Saturday detention without excuse

Any offence deemed criminal under the law

****Bullying offences including repeated Level Two infringements, physical assaults, including hitting, kicking, punching, pushing, shoving and spitting, any form of impersonation, identity theft and/or identity fraud, any act qualifying as a sexual offence under the Sexual Offences Act, any act for which the student could receive criminal charges in the ordinary course are to be dealt with under the Bullying policy.**

Repeated Level 3 Offences will be dealt with under Common Law. A sanction will be imposed with a given time period for rehabilitation and improvement. If this is repeatedly ignored, students could face partial or even permanent exclusion.

Students who receive multiple Detentions during the term: If a student receives a third detention in the space of one academic term, a fourth detention will immediately be added which will take place on a Saturday and which will run for 2 hours.

Exceptions to the above: Uniform allowance slip: These can be issued at the discretion of the class tutor, to students who admit to a genuine uniform problem at registration.

****Bullying:** Any bullying offence will be dealt with under the Bullying policy.

DISCIPLINARY HEARING: CODE OF DISCIPLINE AND PENALTIES

<i>Description of Offence</i>	<i>Action Taken: 1st Offence</i>	<i>2nd Offence</i>	<i>3rd Offence</i>
Bringing a dangerous weapon to school (without prior consent from the school)	External suspension: Minimum 3 days; Counselling, community service. Final Warning	Permanent exclusion	
Violent behaviour (Outside of the Bullying code)	External suspension: Minimum 2 days; Counselling, community service. Final Warning	Permanent exclusion	
Substance abuse, or arriving at school under the influence of an unlawful substance.	External suspension: Minimum 3 days; Counselling, community service. Final Warning	Permanent exclusion	
Sale of narcotics on school property	Permanent exclusion		
Threatening a member of staff	Permanent exclusion		
Viewing, possession, distribution of pornographic material	Internal suspension: Minimum 2 days, Community service.	External suspension: Minimum 3 days; Counselling community service. Final Warning	Permanent exclusion
Theft	Internal suspension: Minimum 2 days, Community service	External suspension: Minimum 3 days; Counselling community service. Final Warning	Permanent exclusion
Cheating in a test / exam	Internal suspension: Minimum 2 days	External suspension: Minimum 3 days; Counselling community service. Final Warning	Permanent exclusion
Repeated plagiarism	Internal suspension: Minimum 1 day	External suspension: Minimum 2 days; Counselling Final Warning	Permanent exclusion

Truancy / Bunking class	Internal suspension: Minimum 2 days	External suspension: Minimum 3 days; Counselling community service. Final Warning	Permanent exclusion
Promiscuous behaviour, sexual harassment	External suspension: Minimum 3 days; Counselling, community service. Final Warning	Permanent exclusion	
Hate speech in any form or inciting racial tension	External suspension: Minimum 3 days; Counselling, community service. Final Warning	Permanent exclusion	
Any offence deemed criminal under the law	External suspension: Minimum 3 days; Counselling, community service. Final Warning	Permanent exclusion	
Wilful damage to property or negligence resulting in damage or loss of property	Internal suspension: Minimum 2 days	External suspension: Minimum 3 days; Counselling community service. Final Warning	Permanent exclusion
Insubordination, insolence, abusive or insulting language /signs	Internal suspension: Minimum 2 days	External suspension: Minimum 3 days; Counselling community service. Final Warning	Permanent exclusion
Obstruction, subversion, incitement or intimidation of students	Internal suspension: Minimum 2 days	External suspension: Minimum 3 days; Counselling community service. Final Warning	Permanent exclusion
Bringing ISCT name into disrepute	Internal suspension: Minimum 1 day	External suspension: Minimum 3 days; Counselling community service. Final Warning	Permanent exclusion
Smoking (in any form) at school	Saturday detention (Min 2 hours)	Saturday detention (Min 4 hours)	Internal suspension: Min 1 day