



INTERNATIONAL SCHOOL OF CAPE TOWN: DISCIPLINARY PROCEDURE & FRAMEWORK: UPDATED November 2021:

EXPECTATIONS ON STUDENTS: In general terms, Students should avoid any behaviour which could bring the school's reputation into disrepute and 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, we have 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.

If a student engages in any behaviour that brings the school into disrepute, the school reserves the right to address this within this framework.

Any instances of bullying or peer on peer sexual harassment or abuse will be dealt with separately according to the Bullying Policy and Safeguarding and Child Protection Policy.

LEVEL 1 OFFENCES: <ul style="list-style-type: none">• 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• Wearing headphones outside of class• Ball games in the car park when cars are parked there	SANCTION: <p>Level 1 demerits issued. Parents are automatically informed via email after the third demerit. Parents are invited for an interview with a member of SMT if there is excessive accumulation of Level 1 demerits</p>
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<ul style="list-style-type: none"> ● Chewing gum ● Wearing makeup ● Eating/drinking in the library or class ● Jewellery offence ● Being at the Tuck-shop at the wrong time ● Littering ● Plagiarism: (Scores zero the first time. Then becomes a Level 3 offence.) ● Ignoring a reasonable instruction from a member of staff ● Purposefully removing a school device from Apple Classroom so as to avoid being monitored. ● Rude language: Includes the following words: Cr#p, sh#t, p#ss, arse, b#gger, any form of blasphemy 	
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<p>LEVEL 2 OFFENCES:</p> <ul style="list-style-type: none"> ● Wilful damage to property / Showing no respect for others' property ● Graffiti ● Internet abuse as in looking for inappropriate sites or using devices for non-educational purposes during lessons ● Telling a lie; Dishonesty in any form, spreading false rumours, avoiding the truth or selective recall. ● Disruptive behaviour (including disturbing the library) ● Missing a sports practice/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 displays of affection on the school property 	<p>SANCTION: First Level 2 demerit is referred to management who will place the event on record. Parents are notified after the second Level 2 demerit and the student is suspended from lessons after the third Level 2 demerit in the same term. Parents will need to come to school for a meeting. Repeat offenders will face a disciplinary hearing.</p>
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<p>LEVEL 3 OFFENCES:</p> <ul style="list-style-type: none"> ● 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 ● Truancy / Bunking class ● Any sexual activity on the school site ● Sexual harassment ● Any offence deemed criminal under the law 	<p>SANCTION:Automatic disciplinary hearing.</p>
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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.

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

DISCIPLINARY HEARING: CODE OF DISCIPLINE AND PENALTIES

<u>Description of Offence</u>	<u>Action Taken: 1st Offence</u>	<u>2nd Offence</u>	<u>3rd Offence</u>
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. Final Warning	Permanent exclusion	
Sexual activity on the school premises	Internal suspension; Counselling, community service.	External suspension: Minimum 3 days; Counselling, community service. Final Warning	Permanent exclusion
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	Community service (Min 2 hours)	Community service (Min 8 hours)	Internal suspension: Min 1 day

Links to Additional Policies:

- **Code of Conduct** - [Link](#)
- **Bullying and Peer on Peer Abuse Policy** - [Link](#)
- **Transformation & Diversity Policy** - [Link](#)
- **Disciplinary Procedure for Students** - [Link](#)
- **Safeguarding & Child Protection Policy** - [Link](#)