



CHART for DISCIPLINE SYSTEM

LEVEL	EXAMPLES of MISCONDUCT	CONSEQUENCES	STAFF RESPONSIBLE & ACTION REQUIRED
LEVEL 1	<ul style="list-style-type: none"> Classroom disturbance Defiance Dishonesty Tardiness Uniform infraction Playground/Lunchroom/Bus misconduct Failure to carry out directions (including homework) Rudeness [classroom or residence] 	<ul style="list-style-type: none"> Consequences as indicated in the approved Classroom Management Plan Meeting with student and/or verbal reprimands Withdrawal of privileges Notification of unacceptable behaviour Conference with parents (by phone or in person) Detention Counselling Open apology 	<p>If the infraction happens in the CLASS, then the SUBJECT TEACHER is responsible to ensure that consequences are enforced, in the RESIDENCES, the HOUSE PARENTS, and in TUTOR TIME the FORM TUTOR.</p> <p>Ensure that the infraction is recorded and updated on the Student Information Database, within 24 hours. Furthermore, inform the Form Tutor, House Parents and Principal via email accordingly.</p>
LEVEL 2	<ul style="list-style-type: none"> Continued Level One Acts of Misconduct Forgery or the use of forged notes or excuses Giving a false name or refusing to identify self. Stealing Truancy and/or unnecessary, excessive absenteeism Disrespect or insubordination (refusal to cooperate) Failure to abide by corrective measures from misconduct. Loitering Verbal abuse Internet use violation Continuous bus misconduct Continuous playground misconduct 	<ul style="list-style-type: none"> Consequences as indicated in the approved Classroom Management Plan /or verbal reprimand Withdrawal of privileges Notification of unacceptable behaviour Conference with parents (by phone or in person) Temporary removal from class Detention Learning in Isolation Boarding House Cleaning Missing of weekend social activity Missing of tuck shop Warning letter 	<p>CLASS TEACHER (CT), HOUSE PARENT (HP) or FORM TUTOR (FT) will complete a STUDENT REFERRAL FORM and submit to the HoD, Vice-Principal Pastoral (VPP) and YEAR LEADER (YL) respectively.</p> <p>Consequences for the infraction to be enforced by the CT + HoD, HP + VPP, or FT + YL. Ensure that the infraction is recorded and updated on the Student Information Database within 24 hours.</p> <p>Furthermore, inform the Form Tutor & House Parents and Principal via email accordingly.</p>
LEVEL 3	<ul style="list-style-type: none"> Continued Level Two Acts of Misconduct Possession, use, or under the influence of alcohol Physical Assault Arson Setting fires/igniting fireworks Setting false alarms Sexual Harassment Sexual Misconduct Possession and use of weapons Vandalism Use of written/oral racial expressions Other harmful or dangerous behaviour Possession or use of tobacco on or adjacent to school property Possession or use of matches/lighters Trespassing Extortion (obtaining others' possessions with threats) Possession or use of controlled substances (drugs) and/or drug paraphernalia or inappropriate use of inhalants. 	<ul style="list-style-type: none"> Financial restitution (in cases where damage or loss was incurred) Temporary removal from class Parents invitation to school Referral to (and contact of) the proper authority or agency. Detention Learning in Isolation Stand-down (not to exceed 10 school days a year) Suspension from school (which could result in exclusion/expulsion) 	<p>The STAFF MEMBER completes a STUDENT REFERRAL FORM and immediately pass it on to the respective VICE - PRINCIPAL and PRINCIPAL.</p> <p>Consequences for the infraction to be enforced by the respective VICE-PRINCIPAL and PRINCIPAL.</p> <p>STAFF MEMBER to ensure that the infraction is recorded and updated on the Student Information Database within 24 hours.</p> <p>Furthermore, STAFF MEMBER to inform the Form Tutor & House Parents via email accordingly.</p> <p>Vice Principal and Principal to update on the Student Information Database accordingly with additional information.</p>
LEVEL 4	<ul style="list-style-type: none"> Continued Level Three Acts of Misconduct Taking property of others with force or violence. Examination dishonesty Possession of any contraband (to include mobile devices, disallowed IT devices, etc.) Furnishing or selling controlled substances Bomb threats Possession and/or sale of stolen property Other acts of misconduct, which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property. 	<ul style="list-style-type: none"> Suspension from school (which could result in exclusion/expulsion) Referral to (and contact of) the proper authority or agency. 	<p>The STAFF MEMBER completes a STUDENT REFERRAL FORM and immediately pass it on to the PRINCIPAL. The Principal to inform the JHC College Governing Board.</p> <p>Consequences for the infraction to be enforced by the PRINCIPAL, Parents informed, and the Student Information Database to be updated.</p>