

## JHC RESTORATIVE ACTION CHART

LEVEL	EXAMPLES of INFRACTIONS	RESTORATIVE ACTIONS	STAFF RESPONSIBLE & ACTION REQUIRED
LEVEL 1	<ul style="list-style-type: none"> <li>• Classroom disturbance</li> <li>• Defiance</li> <li>• Dishonesty</li> <li>• Tardiness</li> <li>• Uniform infraction</li> <li>• Playground/Dining Hall/Bus misconduct</li> <li>• Failure to carry out directions (including homework)</li> <li>• Rudeness [ classroom or residence]</li> </ul>	<ul style="list-style-type: none"> <li>• Verbally apologise to the teacher/staff and/or fellow students with a promise to contribute more positively in the future. Request that peers hold him/her accountable.</li> <li>• Spend a week assisting the teacher with classroom supervision or clean-up duties.</li> <li>• Notification of unacceptable behaviour.</li> <li>• Outstanding Homework to be completed ASAP.</li> <li>• Counselling</li> </ul>	<ol style="list-style-type: none"> <li>1. If the infraction happens in the <b>CLASS</b>, then the <b>SUBJECT TEACHER</b> is responsible to ensure that restorative action(s) are enforced, in the <b>RESIDENCES</b>, the <b>HOUSE PARENTS</b>, and in <b>TUTOR TIME</b> the <b>FORM TUTOR</b>.</li> <li>2. Completion of <b>Student Reflection sheet</b></li> <li>3. Ensure that the infraction is <b>recorded and updated</b> on the <b>Student Information Database (SID)</b>, immediately.</li> <li>4. Furthermore, <b>inform</b> the Form Tutor, House Parents and VP (Pastoral) and Principal via email accordingly.</li> </ol>
LEVEL 2	<ul style="list-style-type: none"> <li>• <b>Continued Level One Infractions</b></li> <li>• Forgery or the use of forged notes or excuses</li> <li>• Giving a false name or refusing to identify self.</li> <li>• Stealing/Theft</li> <li>• Truancy and/or unnecessary, excessive absenteeism</li> <li>• Disrespect or insubordination (refusal to cooperate)</li> <li>• Failure to abide by corrective measures from misconduct.</li> <li>• Loitering</li> <li>• Verbal abuse</li> <li>• Internet use violation</li> </ul>	<ul style="list-style-type: none"> <li>• Written apology to the teacher, fellow students and/or affected party(ies) with a promise to contribute more positively in the future. Request that peers hold him/her accountable.</li> <li>• Notification of unacceptable behaviour</li> <li>• Conference with parents (by phone or in person).</li> <li>• Return the stolen items or pay for replacement of stolen items.</li> <li>• Contribute to a school newsletter article on how Internet violations damage individual relationships and image of family and school. resulted in emotional depression or suicide of the person who was harmed.</li> <li>• Withdrawal of privileges</li> <li>• Learning in Isolation</li> <li>• Detention.</li> <li>• Warning letter</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Class Teacher (CT), House Parent (HP) or Form Tutor (FT)</b> will complete a <b>STUDENT REFERRAL FORM</b> and submit to the respective <b>HoD, Vice-Principal Pastoral (VPP) and YEAR LEADER (YL)</b> immediately.</li> <li>2. Completion of <b>Student Reflection sheet</b></li> <li>3. <b>Daily Monitoring Plan</b> for at least 2 weeks.</li> <li>4. 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 <b>Student Information Database</b> immediately.</li> <li>5. Furthermore, <b>inform</b> the Form Tutor, Parents &amp; House Parents and Principal via email, including the start and completion of restorative actions and other sanctions imposed.</li> </ol>
LEVEL 3	<ul style="list-style-type: none"> <li>• <b>Continued Level Two Infractions</b></li> <li>• Possession, use, or under the influence of alcohol</li> <li>• Physical Assault</li> <li>• Setting fires/igniting fireworks</li> <li>• Setting false alarms</li> <li>• Sexual Misconduct (including harassment)</li> <li>• Vandalism (including graffiti and property damage)</li> <li>• Use of written/oral discrimination (including malicious gossip)</li> <li>• Other harmful or dangerous behaviour</li> <li>• Trespassing</li> <li>• Extortion (obtaining others' possessions with threats)</li> </ul>	<ul style="list-style-type: none"> <li>• Parents invited to school for a conference.</li> <li>• Written letter of apology to the individual(s) and their families who were harmed.</li> <li>• Write a reflection paper on the dangers of the negative behaviour and how this impacts adversely on our community.</li> <li>• Alternatively, set up a panel of speakers who can talk to the entire class or school about intolerance and the effect it has on our communities.</li> <li>• Prepare and deliver a speech to a classroom or larger school assembly about how to negotiate with words rather than respond with physical violence. Teach a class during detention on anger management and self-control.</li> <li>• Financial restitution (in cases where damage or loss was incurred). Help clean, repair, or repaint and pay for damages.</li> <li>• Withdrawal of privileges, Learning in Isolation and Detention.</li> <li>• <b>In-school suspension</b> (at least for 5-10 school days)</li> <li>• <b>Letter of Undertaking of Good Conduct</b></li> <li>• Warning letter</li> </ul>	<ol style="list-style-type: none"> <li>1. The <b>staff member</b> completes a <b>STUDENT REFERRAL FORM</b> and <b>immediately</b> pass it on to the respective <b>Vice-Principal(s) and Principal</b>.</li> <li>2. Consequences for the infraction &amp; restorative remedies to be followed through by the respective <b>VICE-PRINCIPAL and PRINCIPAL</b>.</li> <li>3. <b>STAFF MEMBER</b> to ensure that the infraction is <b>recorded and updated</b> on the <b>Student Information Database</b> immediately.</li> <li>4. Furthermore, <b>STAFF MEMBER</b> to <b>inform</b> the <b>Form Tutor &amp; House Parents</b> via <b>email</b> accordingly.</li> <li>5. <b>Student Reflection sheet</b> and <b>Daily Monitoring plan</b>.</li> <li>6. <b>Vice Principal</b> and <b>Principal</b> to <b>update</b> on the <b>Student Information Database</b> with additional information.</li> <li>7. <b>Principal</b> to <b>notify the Board</b>.</li> </ol>

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<p><b>LEVEL 4</b></p>	<ul style="list-style-type: none"> <li>• <b>Continued Level Three Infractions</b></li> <li>• Taking property of others with force or violence.</li> <li>• Possession and use of weapons</li> <li>• Possession or use of tobacco on or adjacent to school property</li> <li>• Possession or use of matches/lighters</li> <li>• Arson</li> <li>• Examination dishonesty/malpractice</li> <li>• Possession of any contraband (to include mobile devices, disallowed IT devices, etc.)</li> <li>• Possession or use of controlled substances (drugs) and/or drug paraphernalia or inappropriate use of inhalants.</li> <li>• Furnishing or selling controlled substances.</li> <li>• Bomb threats.</li> <li>• Possession and/or sale of stolen property</li> <li>• Other acts of misconduct, which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property.</li> </ul>	<p>In addition to the Level 3 restorative actions...</p> <ul style="list-style-type: none"> <li>• Suspension from school (which could result in exclusion/expulsion)</li> </ul>	<ol style="list-style-type: none"> <li>1. The <b>STAFF MEMBER</b> completes a <b>STUDENT REFERRAL FORM</b> and <b>immediately</b> pass it on to the <b>PRINCIPAL &amp; SLT</b>.</li> <li>2. <b>Parents</b> to be informed immediately.</li> <li>3. The <b>Principal &amp; SLT to inform the Board</b> immediately of the pending matter and <b>investigate the infraction(s)</b>.</li> <li>4. Upon <b>conclusion</b> of the <b>investigation</b> the Principal &amp; SLT to share its <b>findings and recommendations</b> with the BOARD its input and decision.</li> <li>5. Conditions of the Board's decision enforced by the <b>PRINCIPAL &amp; SLT, Parents informed</b>, and the <b>Student Information Database</b> to be <b>updated</b>.</li> </ol>
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*Updated 19 June 2024*