

**DOHA SECONDARY SCHOOL**

*Student Conduct,*  
**DISCIPLINE AND  
ATTENDANCE HANDBOOK**



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# **Part I: Introduction to the Student Conduct, Discipline and Attendance Handbook**

## **1. The School's Vision, Mission and Values**

### **Our Vision**

To be an innovative and dynamic educational institution with state of the art facilities weaving academic excellence with highest morals and ethics.

### **Our Mission**

To promote educational excellence within a caring and secure environment enriched with the values of discipline, mutual care and respect which extend beyond the school to the wider community.

Our mission revolves around three main elements:

### **Educational Excellence**

- To provide all students with affordable, meaningful and high standard education by effective and dedicated educators.
- To guide all students to fulfill their potential and to develop life skills so as to equip them to meet the challenges of an ever-changing society.
- To inculcate a commitment and a desire to achieve the highest possible standards in everything that the students undertake.

### **Character Development**

- To develop a unified identity so that the students, parents and communities feel a strong sense of belonging to the Doha “family”.

- To focus on a values-based education that instils honesty, integrity, compassion and mutual respect into all students.
- To help the students to their fullest in terms of their moral, physical, intellectual and social development.

### **Service to Communities**

- To develop students who are proud of, and contribute to, the social and economic prosperity of the country.
- To challenge students to appreciate their responsibilities and develop a deep concern for their social and physical environment.
- To inculcate a commitment to charitable endeavours and encourage sensitivity to the needs of others.

### **Our Values**

- Ambition – Aspiring to be our best.
- Compassion – Showing kindness to others.
- Integrity – Acting with justice without discrimination
- Teamwork – Working together for excellence.
- Respect – Treating others as we wish to be treated.

## **2. Purpose of the Student Conduct, Discipline and Attendance Handbook**

Among the various factors that contribute to the success of a school, the creation of a safe and secure learning environment is probably the most important one. In order to be able to provide such environment where students can achieve optimal learning opportunities, it is important that appropriate guidelines are set that promote positive and responsible behaviour.

The purposes of this Student Conduct, Discipline and Attendance Handbook are to provide uniform guidelines to help assure a stable

learning environment, provide a clear set of regulations governing the behaviour of students, establish guidelines for certain infractions of the regulations and clarify the procedures to be followed for correcting unacceptable behaviours.

However, the effectiveness of any disciplinary system at school depends on the commitment of its stakeholders in implementing the discipline policies that have been established. Therefore, the stakeholders, especially parents or guardians of students admitted at the school, should be aware of their duties and responsibilities and realise that a lack of commitment on their part in ensuring compliance to the discipline policies will create a vacuum that encourages students to be involved in misconduct.

### **3. Responsibilities of the Main Stakeholders**

#### **3.1 School Responsibilities**

The School shall be responsible to:

- i. Ensure that all its students are well aware of their obligations with regard to their behaviours and conduct including standards of work performance and of the likely consequences of the failure to meet these obligations.
- ii. Ensure that all its staff familiarise themselves with the discipline policies and procedures and are clear about the extent of their authority.
- iii. Ensure that all parents acknowledge having taken cognisance of the contents of the Student Conduct, Discipline and Attendance Handbook.
- iv. Ensure that all staff participates actively in the implementation of the discipline policies.

- v. “Ensure that the School’s discipline policies do not discriminate against any student on the basis of his/her race, gender, ethnicity or religion”.
- vi. Apply sanctions fairly, consistently, proportionately and reasonably.
- vii. Keep parents informed of their child’s behaviour and, where necessary, support them in meeting their parental responsibilities.

### **3.2 Educators Responsibilities**

The Educators shall be responsible to:

- i. Familiarise themselves with the school discipline policies and ensure compliance of same.
- ii. Create a safe and purposeful learning environment to be able to teach and students to learn.
- iii. Follow procedures outlined in this handbook for handling discipline problems for which they are directly responsible.
- iv. Collaborate with the school to ensure effective implementation of the discipline policies.

### **3.3 Parents/Guardians Responsibilities**

The parents/guardians shall be responsible to:

- i. Familiarise themselves with the school discipline policies and ensure compliance of same by their child.
- ii. Compensate the school for any loss incurred by the school resulting from the acts and doings of their child.

- iii. Attend meetings with staff to discuss their child's behaviour and to adhere to the terms of any reasonable requests for parental support in regards to their child's behaviour.
- iv. Collaborate with the school to support their child's positive behaviour.

### **3.4 Students Responsibilities**

The Students shall be responsible to:

- i. Familiarise themselves with the school discipline policies.
- ii. Abide by the rules and regulations of the school with regard to appearance and behaviour when representing the school both during school hours and after school hours, at school and away from school. Students are not allowed to say or do anything that will discredit themselves or the school.
- iii. Maintain a conducive learning environment by:
  - a. Participating actively in the learning process;
  - b. Avoiding any behaviour that is detrimental to their own or other students' educational goals;
  - c. Showing respect and recognising the rights of other students, staff and other stakeholders of the school;
  - d. Bear the consequences of their actions.



- 5.5 Authorised absences are days away from school for a reasonable and/or other urgent unforeseen causes. Absences shall NOT be authorised except for the following cases:
- (a) Medical reasons (Absences for more than 3 consecutive days shall be justified by a medical certificate and not later than 5 days from date of resumption);
  - (b) Natural or other calamity;
  - (c) Exceptional family circumstances e.g. death of a close relative;
  - (d) Emergencies or other unavoidable causes;
  - (e) Personal reasons limited to not more than 5 days in any academic year.
- 5.6 Unauthorised absences are those which the school does not consider reasonable and for which no leave has been given. This type of absence includes:
- (a) Parents keeping children off school unnecessarily;
  - (b) Truancy before or during the school day;
  - (c) Absences which have never been properly explained;
  - (d) Shopping, looking after other children or attending functions;
  - (e) Absence from the country without prior approval;
  - (f) Excessive illness without medical evidence;
  - (g) Absences for revision purposes.
- 5.7 Where a student is absent from school, he/she is required to hand an absentee note to his/her Form Master on the day of resuming school. The absentee note shall be signed by the student's parent or guardian and shall specifically state the reason for the absence. All absentee notes shall be dated and brought to the school not later than five (5) days after the student's absence. The Form Master is expected to report a student who has failed to submit an absentee note explaining his/her absence within the required deadline.

**Prolonged Absences**

- 5.8 Any unexplained absence from school for a period of more than three (3) consecutive days will be considered as a prolonged absence.
- 5.9 All cases of prolonged absence shall be referred by the Form Master to the Section Leader for contacting the student's parent/guardian.
- 5.10 In case no explanation is received from the parent despite having been contacted by the school and the absence exceeds ten consecutive days, the case shall be referred to the Private Secondary Education Authority (PSEA) for enquiry and follow-up at the level of the family by the Education Social Worker.
- 5.11 A student shall be automatically deregistered from the school if he/she is absent for more than four weeks consecutively without justifiable reasons.

**Persistent Absenteeism (PA)**

- 5.12 A student will be classified as a 'persistent absentee' when he/she misses his/her schooling for a cumulative period of 20 or more days across the academic year, excluding medical leave or such other leave as duly approved by the PSEA. Absence at this level is considered as being damaging to any student's educational prospects and full parental support and co-operation is required to tackle this.
- 5.13 Any case that is seen to have reached the PA mark or is at risk of moving towards that mark will be given priority and parents/guardians will be informed immediately and/or called at school for explanations.

- 5.14 Should the parent/guardian of a persistent absentee not present himself/herself at school as requested by the Manager or a person delegated by him or should the explanations given not be deemed reasonable and acceptable, the student will be liable to being refused promotion to the next class and/or to other sanctions as may be defined under this Handbook. All PA cases will also be automatically reported to the PSEA.
- 5.15 Specifically, Students of Grade 11 and Grade 13, sitting for the SC/GCE 'O' level Examinations or the HSC/HSC Pro/GCE 'A' level examinations, shall NOT be eligible to benefit from the full payment of examinations fees by the Government if they do not reckon attendance levels of at least 90% in the year of examinations and in the preceding year i.e. in Grade 10 or Grade 12, as applicable. The period covered will thus extend from the day of their admission in Grade 10 or Grade 12, as applicable, up to the day the Cambridge October/November SC/HSC examinations time table is officially issued to them the following year.

### **Limits to Absences**

- 5.16 Absences for personal reasons shall be authorised up to a maximum of 5 days in any academic year. Absences for personal reasons in excess of five days will be reckoned as being unauthorised.
- 5.17 The total number of authorised absences, including the absences for personal reasons, shall be limited to a maximum of 15 days in any academic year, excluding:
- Approved absences where leave has been granted by the school;
  - Internal examinations periods where some classes are given time-off on specific days;
  - Days declared officially as floating holidays;

- (d) Periods of prolonged illness where medical leave has been recommended by a medical practitioner;
- (e) For school candidates sitting for the May/June GCE 'O' / 'A' Level examinations, absences strictly on the days of examinations as per the examinations time table.

## **6 Make-Up Work**

- 6.1 Any student absent from classes including for disciplinary reasons such as suspension, is required to make up all work missed. It is the responsibility of the student to see his/her educators on the day he/she returns to school to obtain make-up work and help, if needed.
- 6.2 Tests announced prior to the absence can be given on the student's first day back to school, or at the discretion of the educator. Assignments given prior to an absence that were due during the absence should be turned in the first day the student returns to school.

## **7 Lateness**

- 7.1 Students are expected to be punctual and be in their classroom prior to the beginning of the first lesson at 08 10. However, in exceptional cases, students may be allowed a grace time up to 0810.
- 7.2 Students arriving at school after 08 10 shall have their names recorded and monitored. Repeated and/or excessive incidents of lateness to school may potentially result in disciplinary action for the student.

## **8 Early Departure**

- 8.1 No student may leave the school during school hours without the permission of the Manager or a person delegated by him. Request for release of their child received from parents/guardians by phone will not be considered.

- 8.2 All requests for early release of a child shall be made in person at the school by the parent/guardian. The school shall not release a child to anyone other than the parent or legal guardian listed on the school record unless written authorisation has been obtained from the parent/guardian. The parent/guardian or authorised person shall present his/her identity card and sign the 'Early Departure' Form.
- 8.3 A student may not be released early on a continual basis and patterns of early departure will be monitored.
- 8.4 Request for release of students during the last period will not be entertained.

## **9 Dress Code and Grooming of Students**

### **General**

- 9.1 Students are required to come to school looking neat and clean, wearing the dress code outlined by the school and exhibit grooming that will promote good health and provide a safe place for students and staff. No additions or alterations to the school uniform that are not in accordance with the rules and regulations will be allowed.
- 9.2 Students are required to adhere to the dress code not only at the school but also in the school bus and at all co-curricular and extra-curricular activities organised by the school outside its premises. Students may only wear their Physical Education clothes during their Physical Education classes. School uniform including hijaab and abaya for Muslim girl students should be worn from the time they leave for school until they return home.
- 9.3 Only plain black, dark blue, grey, brown cardigans and school jackets are permitted. Any type of clothing deemed too tight is

not acceptable. Clothes with suggestive or distasteful wordings or which promote firearms, tobacco products, alcoholic beverages, drugs or other illegal substances or advertisement for marketing purposes are not allowed.

- 9.4 Except wristwatches and earrings (for girls' students only), no jewellery, accessories, coloured contact lenses or tattoos are allowed.
- 9.5 No amulets or talismans or other items of fashion such as "piercings" are allowed.
- 9.6 Fingernails must be kept short and clean. Nail varnish, nail extensions and make-up are not allowed.
- 9.7 Students are not allowed to pluck their eyebrows, to cut lines or make designs in their eyebrows.
- 9.8 Hair must be clean and tidy at all times. Use of gel, dyeing, bleaching, highlighting, colouring, relaxing of hair causing a change in colour or shaving only part of the hair in any way are not allowed. Hair shall not have different levels (gradual fading) or cut lines.
- 9.9 Hairstyle imitating fashionable trends such spikes, mohawks, mushroom cut, bowl cut or any other sculpted hairstyles are not allowed.
- 9.10 Socks shall be plain and not of bright colours.
- 9.11 Shoes must be appropriate for school. Flip-flops, rubber sandals, pool or beach type shoes and slippers are not permitted.

## **Boy Students**

- 9.12 Boy students are required to wear white shirts and pale blue trousers that shall be strictly according to the model provided by the school. Wearing of jeans are not allowed.
- 9.13 Boy students are required to wear the school jogging trousers with plain t-shirt during physical education classes.
- 9.14 Boy students are not allowed to wear trousers that are an imitation of fashionable trends such as ‘skinny pants’, ‘skater pants’ or ‘sagging pants’ such that their undergarments are revealed. Trousers shall not be torn, ripped, frayed or have worn areas with fabric underneath.
- 9.15 Moustache should be trimmed and beard neatly maintained.
- 9.16 Wearing of steel toe boots are not allowed.

## **Girl Students**

- 9.17 Girl students are required to wear white blouse, pale blue dress and white loosely fitting hose that shall be strictly according to the model provided by the school. Wearing of jeans, tshirts, tights and leggings are not allowed.
- 9.18 Hijaab worn by Muslim students shall be white and their abaya shall be black with blue stripe as per the model provided by the school.
- 9.19 Wearing of high heel shoes are not permitted.

## **Miscellaneous**

- 9.20 The Manager or a person delegated by him shall have the final authority for interpreting whether a student’s appearance conforms to the dress code.

- 9.21 Students are expected to abide by the school rules with regard to appearance and behaviour when representing the school both during school hours and after school hours, at school and away from school and at all times that they are in school uniform.
- 9.22 Failure to comply with the dress code will be handled similarly to other disciplinary infractions. Non-compliance may result in consequences including, but not limited to, loss of eligibility to participate in extracurricular activities, in-school detention, after school detention etc...

## **10 Movement and Conduct of Students within School Premises**

- 10.1 The following areas are out of bounds for students unless under staff supervision:
- (i) All staff areas;
  - (ii) Specialist rooms (Laboratories, art room, audio visual room etc...);
  - (iii) Corridors in the administrative office;
  - (iv) Playground;
  - (v) Car parks, bus bays and other vehicle areas;
  - (vi) Stairs leading to the roof of the building.
- 10.2 Students are expected to demonstrate appropriate behaviour at all times. This includes attending assembly in the morning and moving to their classroom quietly thereafter, listening attentively to instructions given during the assembly or in classroom and to respond in an appropriate volume and tone of voice whenever required to do so.
- 10.3 Students are expected to obey the lawful direction of any authorised staff member while in school, participating in a school activity or on school property. All students are expected

to behave in a respectful manner. This includes, but is not limited to, complying with the direction or instruction of a staff member, not walking away from a staff member while being spoken to, speaking to staff in an appropriate manner.

- 10.4 Under no circumstances is it ever appropriate to engage in any of the following behaviours during an assembly or in a classroom unless instructed to do so:
- (i) Yelling or screaming;
  - (ii) Continuing to talk or respond beyond the initial response time period;
  - (iii) Not paying attention to the instructor;
  - (iv) Engaging in any other activities which may be considered as disrespectful towards the speaker;
  - (v) Any other disrespectful behavior.
- 10.5 All students are required to bring their journal, books, copybooks and all equipment that they need to all relevant classes.
- 10.6 Students are not allowed to leave their classroom without the authorisation of the person in charge of the class. No students should loiter around after each period and are expected to remain in their class until the arrival of their educator. Students who are moving classes after a period (normally for option classes) are expected to do so timely, quietly and in an orderly manner. Students taking too much time to enter their classes shall be considered late and may even be refused entry to the class.
- 10.7 A student who plays truant or shirks classes will be liable to disciplinary actions.
- 10.8 It is strictly forbidden to play football and badminton in the classroom.

- 10.9 No student is allowed to stay in the classroom during breaks (except on rainy days) nor is he/she allowed to play games in the classroom or on the school premises other than on playgrounds.
- 10.10 No student shall stay after school hours on school premises for sport purposes or in classrooms for other activities, except when under the supervision of an Educator and with the authorisation of the Manager or a person delegated by him.
- 10.11 Students are not allowed to go to the administrative department, canteen or bookshop during class or prayer time. Where a student has been convened by the administrative department, he/she is required to do so in a timely manner.
- 10.12 When leaving classrooms after the last bell, students must not rush in a chaotic manner to take the bus. Stampeding in the staircase is prohibited as it can be dangerous.
- 10.13 When school is released, students are expected to go home or tuitions directly and not loiter around. The school will, under no circumstances, intervene in favour of a student who has been reported to the police for gross misbehaviour.
- 10.14 Students are expected to co-operate in maintaining the attractive appearance of the school. Above all, this would include an active participation in the prevention of littering both in the class and the school yard. Litter boxes are provided. Throwing litter in the school yard, classrooms, staircases, etc is considered a serious offence, liable to necessary disciplinary sanctions. Students should refrain from spitting in the corridors and around school premises.
- 10.15 Students may not order foods and beverages from outside and have them delivered at school. Common lunch organised by students at the end of the academic year shall be subject to the authorisation of the Manager or a person delegated by him.

- 10.16 Students must respect the school environment and keep it clean. Scribbling on desks, chairs, walls or defacing school property in any way are all serious offences. Students found guilty of such acts will be liable to severe disciplinary actions.
- 10.17 Wilful damaging, vandalising or neglect of school property and the property of others, either by writing or by a physical act, is prohibited. Theft of school and private property shall be severely sanctioned. Parents or guardians of students guilty of damaging school property shall be liable for compensating any loss incurred by the school.
- 10.18 All students are expected to treat one another courteously and to respect the feelings of others. They are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed towards another student or staff. This prohibition applies whether the conduct is by word, gesture or any other intimidating conduct (this includes requests for sexual favours, entering into an inappropriate relationship with a staff and any other requests or statements that the other student or staff regards as offensive or provocative).
- 10.19 No student shall commit any act, either individually or with others, to another student or staff that would subject the other student or staff to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace.
- 10.20 No student shall exhibit any form of aggressive, physical or verbal action against another student, staff member or any other adult at school. Minor incidents of hitting, biting, spitting, shoving, kicking or throwing objects at a student or staff are also prohibited.

10.21 Disruptive, unruly, rude and/or offensive behaviour will not be tolerated. Language that is seen as pejorative, discriminatory or racist is prohibited.

10.22 Students are prohibited from assaulting anyone at school, on school property or at any school related event. An assault is defined as:

- (i) Intentionally, knowingly or recklessly causing bodily injury to another individual;
- (ii) Intentionally or knowingly threatening another individual with imminent bodily injury.

## **11 Student Conduct on School Buses**

11.1 School buses shall be considered an extension of the classroom and students are expected to conduct themselves accordingly. Behaviour that is not permitted includes but is not limited to the following:

- (i) Being disobedient or disrespectful to the driver.
- (ii) Standing or moving around while the bus is in motion.
- (iii) Sticking the head or hands out of a window.
- (iv) Throwing an object or objects out of a window.
- (v) Excessively loud talking or laughing.
- (vi) Using tobacco, alcohol, or any other prohibited substance.
- (vii) Scuffling or fighting.
- (viii) Using obscene and/or unacceptable language.
- (ix) Littering the bus.
- (x) Disturbing others.
- (xi) Tampering with the bus and/or bus equipment.
- (xii) Possessing or being under the influence of alcohol, a controlled substance, a dangerous drug, or an item that mimics a prohibited substance.

## **12 Distribution of Pamphlets or Other Reading Materials**

- 12.1 The carrying, copying and/or reading of offensive material is prohibited. Literature, notices, magazines, newspapers, advertisements, booklets and pamphlets may not be put up on school premises or distributed to others unless prior authorisation has been obtained from the Manager or a person delegated by him.

## **13 Finance-Related Activities on School Premises**

- 13.1 Students shall not engage in any activity for pecuniary or non-pecuniary gain except with the authorisation of the Manager or a person delegated by him.
- 13.2 All activities involving financial transactions (e.g. excursions, magazines, T-shirts, etc) must be carried out under the supervision of a member of the teaching staff who has been duly authorised by the Manager or a person delegated by him for any such transactions.

## **14 Visitors**

- 14.1 Regular visits of students by their parents or guardians at school during school hours are not allowed as it disturbs the learning activities of the students.
- 14.2 Visits by persons other than parents or guardians during school hours are strictly prohibited.
- 14.3 Parents or guardians are informed that access to the school is controlled. The school gate will be closed at 08 30 everyday, to be re-opened at 14 00. A logbook is kept at the gate to record the name of the visitor, the time he is seeking access to school, the purpose of the visit and the number plate of the vehicle, if applicable.

- 14.4 Visitors are not allowed to visit, meet or communicate with their child or confront any other child or staff during school hours without prior authorisation from the Manager or a person delegated by him. They should call at the reception desk in the Administrative Block for appropriate action.
- 14.5 Parents or guardians who wish to meet the Manager, the Rector, the Deputy Rectors or educators for discussion, information or performance of their child are requested to make an appointment by calling the school.

## **15 Student Journals**

- 15.1 All students should have a student journal for the proper monitoring of their conduct, work and performance. It is also used as a means of communication between the school and the parents/guardians.
- 15.2 The student should bring his/her student journal to school everyday and be able to produce it upon the request of the Rector/ deputy rectors or any educator. All cases of loss of journal should be reported immediately in writing to the concerned Form Master by the parents/guardians.
- 15.3 Students are required to fill in their journal daily. Parents or guardians are expected to check the journal of their child daily and insert appropriate notes where necessary. Parents or guardians should sign the journal of their child weekly and acknowledge any notes from educators included therein.
- 15.4 Subject Educators are required to record all incidents of misconduct in the class in the student journal and on the ERP System not later than 5 days from the date of the offence.

## **16 Tampering, Forging and Plagiarism**

- 16.1 Students are expected to be honest and submit their own work. Tampering with official school documents in any manner, including changing grades or forging names or signature of their parents or guardians is prohibited. Students are also expected to be truthful and are prohibited from making false statements, written or oral, to anyone in authority.
- 16.2 Students should refrain from all acts that may be considered as dishonesty, including but not limited to plagiarism or copying another student's test or assignment.

## **17 Parent-Teacher Association (PTA)**

- 17.1 In order to safeguard and promote the general welfare of their child, parents or guardians are strongly advised to be in permanent contact with the school by joining the PTA.
- 17.2 Parents or guardians are requested to pay the annual contribution of Rs 300 to the Association. The Annual General Meeting is usually held during the First Term.

## **18 Compulsory Class and Choice of Subjects**

- 18.1 Other than the subjects made compulsory by law, Moral Education classes shall be compulsory for all students admitted at school.
- 18.2 Grade 10 and Grade 12 students shall only be allowed to attend classes according to their choice of subjects which has been approved by the school. No student shall change a subject from his/her chosen options without the authorisation of the Manager or a person delegated by him.

## **19 Student Council, Prefects Body, Class Captain and Vice-Class Captain**

- 19.1 There shall be a Student Council consisting of representatives of the different grades. The purpose of the Council shall be, amongst others, to ensure a smooth flow of information between Management and students.
- 19.2 There shall be a prefects body presided by the Head Boy/Head Girl who is to be assisted by the Vice Head Boy/Head Girl. The purpose of the prefects body is to work in close collaboration with the Management, Educators, Form Masters, Student Council and Class Captains in maintaining discipline among the student community, whether at school or outside the school premises, for example, on school buses, on sports day, during inter-college competitions, educational tours, visits etc.
- 19.3 One Class Captain and one Vice-Class Captain shall be elected in each class at the beginning of the year by the students themselves.
- 19.4 The class captain and the vice-class captain are expected to maintain order and discipline in the absence of the educator.
- 19.5 Representatives of the Student Council, Prefects, Class Captain and Vice-Class Captain who are not shouldering their responsibility as expected may be demoted and replaced by other students.

## **20 Valuables and Personal Belongings (Cellphones, Ipods, I pads or Other Electronic Devices)**

- 20.1 Students are expected to have a close watch and look at their personal belongings all the time. They are prohibited from bringing to school large sums of money or other valuables, including but not limited to expensive watches, earphones, Ipods, I pads, electronic games or other similar electronic devices that use

the same technologies except those which have been authorised by the school.

- 20.2 Students are required to adhere to the above regulation not only at the school but also at all co-curricular and extra-curricular activities organised by the school on or outside its premises.
- 20.3 Parents or guardians should be aware that if their child loses any items of value or the said items suffer damages as a result of their usage on the premises of the school, then the school will not accept responsibility for any loss, damage or costs incurred due to its use.
- 20.4 Any mobile or electronic device that is brought into school for the purpose of communication after school hours must be switched off and kept out of sight in a school bag. The use of any such device during school hours is strictly prohibited. Such devices must not be kept in students' pockets. If devices are seen they will be subject to confiscation.
- 20.5 All confiscated items shall be returned only to the parents or guardians of the offender and shall be collected not later than 3 months from the date the parents or guardians have been informed of the confiscation. The school shall dispose of all confiscated items if same are not collected within the required delay.
- 20.6 Any student found guilty of using a mobile or an electronic device during school hours on more than two occasions will result in further disciplinary actions against the student and the permanent confiscation of the mobile or electronic device.
- 20.7 It is not allowed for students, individually or collectively, to target any student, individual or member of staff; to use their mobile or any other similar electronic device to take videos/images in order to denigrate and humiliate the person.

- 20.8 Sharing, sending or uploading images/videos to other students or individuals or making them publicly available is strictly prohibited. This also includes using mobile or any other similar electronic device to photograph or film any student, individual or member of staff with or without their consent.
- 20.9 Parents or guardians are reminded that in cases of emergency, the school office is the first point of contact and office staff can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently.

## **21 Lost and Found Items**

- 21.1 Lost and found items by students must be turned in immediately to the office of the College Clerk. Student found in possession of stolen property shall be subject to disciplinary actions.
- 21.2 Students who have lost items or whose items have been stolen must notify their Form Master immediately. They must also inquire at the Office of the College Clerk whether the said items has been recovered.
- 21.3 The College Clerk shall record all items that have been recovered or confiscated in a register.

## **22 Possession of Prohibited Items**

- 22.1 Students are not allowed to bring any items that may be classified as 'Prohibited Items'. The definition of 'Prohibited Items' will generally include all such things which are dangerous or harmful to students or staff or which are likely to disrupt the educational process. 'Prohibited Items' shall include, but not limited to, games such as dominoes, cards, dice, Frisbees, yo-yo, dangerous toys, laser lights, fireworks, skateboards, roller blades, carom boards, any pornographic or profane material such as pictures,

magazines, CDs, DVDs, electronic text or images and sexually explicit or graphically violent materials etc.

- 22.2 The above list is non-exhaustive and shall include all such things which fall within the definition of 'Prohibited Items'. The Manager or a person designated by him shall have the final authority for interpreting whether an item in possession of a student fall within the definition of 'Prohibited Items'.

## **23 Cigarettes, Drugs, Alcohol, Illicit Substances**

- 23.1 Students shall not possess or use tobacco products, including but not limited to cigarettes, e-cigarettes, cigars, pipes, shisha, snuff or chewing tobacco on school premises or at school-related activities.

- 23.2 Students shall not possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

- (i) Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, etc.
- (ii) Alcohol or any alcoholic beverage.
- (iii) Any abusable glue, aerosol paint or any other chemical substance for inhalation.
- (iv) Any other intoxicant or mood-changing, mind-altering or behaviour-altering drugs prohibited by law.

- 23.3 The transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited.

## **24 Weapons**

- 24.1 A student shall not be in possession of any prohibited weapon at school, on school premises, or at any school-related activity.

Weapons include, but are not limited to:

- (i) Firearms of any kind;
- (ii) Fireworks or concussion devices of any kind;
- (iii) Knives (this includes pocket knives);
- (iv) Razors;
- (v) Clubs or night sticks;
- (vi) Metallic or hard surfaced knuckles;
- (vii) Chains;
- (viii) Pellet guns, BB guns or slingshots;
- (ix) Any other object used in a way that threatens to inflict harm to another person.

24.2 The above list is non-exhaustive and shall include all such things which fall within the definition of 'weapons'. The Manager or a person designated by him shall have the final authority for interpreting whether an item in possession of a student fall within the definition of 'weapon'.

## **25 Interrogations and Searches**

25.1 Searches of a student and/or property of the student may be conducted based on a reasonable suspicion of the presence of an item violating the school policy or criminal laws, and only if the search could reasonably be expected to produce evidence of that violation. The search of a student's outer clothing and pockets may be conducted upon reasonable suspicion or with the student's free and voluntary consent.

## **26 Circulars, Notices and/or Other Information**

26.1 Circulars and Notices are an essential method of communication between the school and home. Students are expected to bring to the attention of their parents or guardians all circulars, notices,

documents, newsletters or any other information addressed to their parents or guardians.

- 26.2 Parents or guardians are expected to read, acknowledge and/or reply promptly, if required, to all circulars, notices, documents, newsletters or any other information sent to them by the school through their child.

## **27 Health**

- 27.1 Parents or guardians are expected to disclose any health issue that their child has during his/her admission at the school. This information is confidential and kept only in the office and retrieved when required.
- 27.2 A student who suffers a minor injury at school shall be administered basic First Aid by a staff. In all cases where the injury is more than minor, the school shall contact the parents or guardians and seek advice. The injured child is transported to the nearest hospital/dispensary, if urgent, or is picked up by parents or guardians for treatment.
- 27.3 The school shall keep a record of all injuries and sicknesses.
- 27.4 Parents or guardians are advised not to send their sick child to school if he/she cannot follow classes and to prevent the spread of infections in case of infectious diseases.

## **Part III: Levels of Disciplinary Infractions and Responses to Behaviour**

The Student Conduct, Discipline and Attendance Handbook differentiates between four different levels of offences which are categorised according to the nature and degree of seriousness of the offences.

**Level I offences** refer to acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation or a student's own learning process. These misbehaviours can usually be handled by an individual staff member but sometimes require the intervention of other school support personnels.

**Level II offenses** refer to intermediate acts of misconduct whose frequency or seriousness tend to disrupt the learning climate of the school. These infractions, which may result from the continuation of Level I misbehaviour, require the intervention of the concerned section leader to correct the situation.

**Level III offenses** refer to serious acts of misconduct, usually against a person or property. These acts would be forwarded to the Disciplinary Committee set up by the school for disciplinary action. These offences may lead to suspension or expulsion even if they have been committed for the first time.

**Level IV offenses** refer to acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school. These acts are often criminal and are so serious that they may require administrative actions which result in the immediate removal of the student from the school as well as the intervention of law enforcement authorities even if they have been committed for the first time.

The following rubric guides the school and its staff in determining

the disciplinary responses where there has been the commission of an offence by a student. However, it should be noted that:

1. The rubric is only a guideline and is NOT an exhaustive list of offences under each level. The Manager or a person delegated by him shall have the final say in determining under which level should a specific offence be classified.
2. The disciplinary responses shall be based on equity, not equality and each case of indiscipline will be treated based on merits. Therefore, a similar act by two students may result in differing consequences based on their individual behaviour histories taking into consideration the circumstances, the seriousness and any relevant mitigating or aggravating factors.

### **GUIDE TO STUDENT MISCONDUCT AND DISCIPLINARY RESPONSE STRUCTURE (LEVEL I)**

Type of Offence	Disciplinary Options/ Responses
Low level chatting / Silliness	<ul style="list-style-type: none"> <li>• Provide advice</li> <li>• Change Seating Arrangement</li> <li>• Temporary Loss of Privileges</li> <li>• Verbal Warning</li> <li>• Insert remarks in Student Journal</li> <li>• Special Work Assignment</li> <li>• Removal from Classroom</li> <li>• First Written warning</li> </ul>
Lack of concentration	
Journal not properly filled	
Failure to bring required School Materials (Books, copybooks, Journals, stationary etc...)	
Moving around the class without authorisation	
Failure to complete class work or homework	
Failure to submit absentee note	
Picking on, bothering, teasing, taunting, name-calling or distracting other students	
Lying/Cheating	
Making excessive noise in class	

Use of profanity or vulgarity	<ul style="list-style-type: none"> <li>• Second Written Warning</li> <li>• Last written Warning</li> <li>• Student/Administrator Conference</li> <li>• Parental Contact</li> <li>• Parent/Administrator Conference</li> <li>• Confiscation of Prohibited Materials</li> </ul>	
Disrespecting other students' space, feelings or belongings		
Entering the classroom late		
Copying of homework		
School materials are neglected (eg. Books, Copybooks, Journal etc...)		
General Untidiness		
Poor behaviour outside class i.e. water throwing, littering		
Failure to participate in school activities without valid reasons		
Minor physical aggression (Pushing, shoving etc.)		
Possession of Prohibited Items*		
Non-compliance/ Minor defiance (Failure to follow instructions)		
Disruptive behaviour		
<b>Level I Offence - Probable Consequences</b>		
<b>1<sup>st</sup> Referral</b>	<b>2<sup>nd</sup> Referral</b>	<b>3<sup>rd</sup> &amp; Subsequent Referrals</b>
<ul style="list-style-type: none"> <li>• Provide advice</li> <li>• Change Seating Arrangement</li> <li>• Verbal Warning</li> <li>• Insert remarks in Student Journal</li> <li>• First Written warning</li> <li>• Confiscation of Prohibited Materials</li> </ul>	<ul style="list-style-type: none"> <li>• Special Work Assignment</li> <li>• Removal from Classroom</li> <li>• Second Written Warning</li> <li>• Temporary loss of privileges</li> <li>• Confiscation of Prohibited Materials</li> </ul>	<ul style="list-style-type: none"> <li>• Last written Warning</li> <li>• Student/Administrator Conference</li> <li>• Parental Contact</li> <li>• Parent/Administrator Conference</li> <li>• Confiscation of Prohibited Materials</li> </ul>

## GUIDE TO STUDENT MISCONDUCT AND DISCIPLINARY RESPONSE STRUCTURE (LEVEL II)

Type of Offence	Disciplinary Options/ Responses
Repeated Level I Offences	<ul style="list-style-type: none"> <li>• Temporary Loss of Privileges</li> <li>• First Written warning</li> <li>• Second Written Warning</li> <li>• Last written Warning</li> <li>• Student/ Administrator Conference</li> <li>• Parental Contact</li> <li>• Parent/ Administrator Conference</li> </ul>
Providing False and/or Misleading Information	
Disruptive behaviour at school, in the bus or in a public place while representing the school	
Physical Altercation without injuries	
Profane, obscene, indecent and immoral or seriously offensive language and gestures	
Shirking of classes	
Use of mobile or other portable electronic communication devices	
Disrespect towards educators	
Conducting pecuniary or non-pecuniary transactions without authorisation	
Deceitful and dishonest behaviour	
Unauthorised sale or distribution of printed material	
Failure to relay important information through circulars, notices and letters to parents/guardians	
Falsification of document with less serious consequences	
Misuse and unauthorised use of school equipment (eg. Fire extinguishers, taps, fire alarms, cameras etc...)	

Dress Code violations*	<ul style="list-style-type: none"> <li>• Confiscation of Prohibited Materials</li> <li>• In-School Detention during Break &amp; lunch time</li> <li>• Detention</li> </ul>	
Violation of Hairstyle and Personal Appearance regulations*		
Vandalism*		
Bullying*		
Harassment*		
Theft*		
Possession of prohibited items*		
Refusal to submit to corrective measures imposed under Level I		
<b>Level II Offence - Probable Consequences</b>		
<b>1st Referral</b>	<b>2nd Referral</b>	<b>3rd &amp; Subsequent Referrals</b>
<ul style="list-style-type: none"> <li>• Temporary Loss of Privileges</li> <li>• First Written warning</li> <li>• Confiscation of Prohibited Materials</li> <li>• Removal from Classroom</li> <li>• Student/Administrator Conference</li> <li>• Parental Contact</li> <li>• Parent/Administrator Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Removal from Classroom</li> <li>• Second Written Warning</li> <li>• Confiscation of Prohibited Materials</li> <li>• Student/Administrator Conference</li> <li>• Parental Contact</li> <li>• Parent/Administrator Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Student/Administrator Conference</li> <li>• Last Warning</li> <li>• Parental Contact</li> <li>• Parent/Administrator Conference</li> <li>• Confiscation of Prohibited Materials</li> <li>• In-School Detention during break &amp; lunch time</li> </ul>

*\* Depending on the nature and seriousness of the offence, it may be classified under different levels of offence under this handbook*

## GUIDE TO STUDENT MISCONDUCT AND DISCIPLINARY RESPONSE STRUCTURE (LEVEL III)

Type of Offence	Disciplinary Options/ Responses
Repeated Level 2 Offences	<ul style="list-style-type: none"> <li>• Temporary or Permanent Loss of Privileges</li> <li>• Alternate Classroom Assignment</li> <li>• First Written warning</li> <li>• Last written Warning</li> <li>• Parent/Administrator Conference</li> <li>• Confiscation of Prohibited Materials</li> <li>• Behavioural Contract</li> <li>• In-School Detention during Break &amp; lunch time</li> </ul>
Assault/Intimidation or Threat of Student	
Physical altercation causing injuries (include incidents that result in injuries like cuts, scrapes, and bloody noses)	
Severe defiance of authority/disobedience (e.g., demonstrating gross disrespect for school personnel)	
Misconduct on the School Bus or Other School Approved Transportation	
Threatening behaviour towards a member of staff	
Gambling	
Conducting, recruiting and/or participating in youth gang activities	
Cheating in tests and examinations.	
Prolonged absence from school without justification	
Disregard and disrespect for the property of students and staff	
Possession of prohibited items*	
Uploading one's or other students/staff images or videos on Facebook or other social network sites which are likely to bring the School's name into disrepute	
Love affairs and any related behaviour (delivering of love letters/gifts etc...).	

Possession of prohibited items*	<ul style="list-style-type: none"> <li>• Detention</li> </ul>	
Vandalism*		
Bullying*		<ul style="list-style-type: none"> <li>• Refer to Counselling Unit</li> </ul>
Harassment*		
Theft*		
Other school-based misconduct that puts the safety of students, staff or the school in general at risk	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>	
Refusal to submit to corrective measures imposed under Level II	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>	

### Level III Offence - Probable Consequences

1st Referral	2nd Referral	3rd & Subsequent Referrals
<ul style="list-style-type: none"> <li>• Temporary or Permanent Loss of Privileges</li> <li>• Alternate Classroom Assignment</li> <li>• Parent/Administrator conference</li> <li>• First Written warning</li> <li>• Confiscation of Prohibited Materials</li> <li>• In-School Detention during break &amp; lunch time</li> <li>• Detention</li> <li>• Refer to Counselling Unit</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Final Written Warning</li> <li>• Parent/Administrator Conference</li> <li>• Confiscation of Prohibited Materials</li> <li>• Behavioural Contract</li> <li>• In-School Detention during break &amp; lunch time</li> <li>• Detention</li> <li>• Refer to Counselling Unit</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/Administrator Conference</li> <li>• Behavioural Contract</li> <li>• Confiscation of Prohibited Materials</li> <li>• Detention</li> <li>• Refer to Counselling Unit</li> <li>• Suspension</li> <li>• Expulsion</li> </ul>

## GUIDE TO STUDENT MISCONDUCT AND DISCIPLINARY RESPONSE STRUCTURE (LEVEL IV)

Type of Offence	Disciplinary Options/ Responses
Using/Furnishing/selling/Possession and/or consumption of alcohol, drugs, illegal or illicit substances, and unauthorised over-the-counter medications	<ul style="list-style-type: none"> <li>• Parent/Administrator Conference</li> <li>• Confiscation of Prohibited Materials</li> <li>• Behavioural Contract</li> <li>• Detention</li> <li>• Refer to Counselling Unit</li> <li>• Suspension</li> <li>• Notify Law enforcement Authorities</li> <li>• Suspended Expulsion</li> <li>• Expulsion</li> </ul>
Found guilty of a criminal offence in a court of law	
Possession and/or smoking of cigarettes, lighters and matches (including electronic cigarettes, shisha etc...)	
Taking part in physical acts of a sexual nature	
Leaving School Premises without Authorisation (Truancy)	
Possession or use of weapons of any kind at school	
Extracting money by intimidation	
Involved in witchcraft activities	
Possession of prohibited items*	
Vandalism*	
Bullying*	
Harassment*	
Theft*	
Behaviours that are likely to bring the School's name into disrepute	
Behaviours that most seriously disrupt the school environment or seriously endanger the welfare or safety of other students or school personnel	

<b>Level IV Offence - Probable Consequences</b>	
<b>1st Referral</b>	<b>2nd &amp; Subsequent Referrals</b>
<ul style="list-style-type: none"> <li>• Parent/Administrator Conference</li> <li>• Confiscation of Prohibited Materials</li> <li>• Behavioural Contract</li> <li>• Detention</li> <li>• Refer to Counselling Unit</li> <li>• Suspension</li> <li>• Notify Law enforcement Authorities</li> <li>• Suspended Expulsion</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/Administrator Conference</li> <li>• Confiscation of Prohibited Materials</li> <li>• Behavioural Contract</li> <li>• Detention</li> <li>• Refer to Counselling Unit</li> <li>• Suspension</li> <li>• Notify Law enforcement Authorities</li> <li>• Suspended Expulsion</li> <li>• Expulsion</li> </ul>

*\* Depending on the nature and seriousness of the offence, it may be classified under different levels of offence under this handbook*

## **Explanation of the Disciplinary Responses**

- **Provide Advice**

In the event of any minor transgression (Level I) being committed by a student for the first time, the Educator is expected to advise the student on his/her behaviour.

- **Verbal Warning**

A verbal warning may be issued by any Educator in the event of any minor transgression (Level I) which is not considered to be serious.

- **Written Warning**

In the event of a transgression (Level I or II), a written warning may be issued by the Subject Educator and/or the Section Leader by inserting appropriate remarks in the Student Journal.

In the event of a more serious transgression (Level III), a written warning may be issued by the Manager or a person delegated by him following recommendation of the Disciplinary Committee.

A first warning is considered to be the first formal notification to alert the parents/guardians of the student regarding his/her behaviour and a final warning is the last step in endeavouring to improve the behaviour of a student before any further disciplinary actions are taken against him/her.

- **Removal from Class**

Educators shall consider removing a student from the class ONLY when there is no other way to defuse a potentially very difficult situation in class or when it is exceptionally impossible to continue the lesson because of the behaviour of a particular student.

- **Change Seating Arrangement**

Change Seating Arrangement refers to changing the seating position of a student around the class to improve his/her behaviour and/or interaction in class.

- **Special Work Assignment**

Special Work Assignment refers to setting additional work to a student who has failed to do or complete a previously assigned work. Students may also be given lines to copy although Educators are encouraged to set work based on the contents of their syllabus.

- **Loss of Privileges**

Loss of privileges refers to a student being barred from participating in activities organised in the class, during physical education classes or other co-curricular and extra-curricular activities involving the school.

For Level I & II offences, the sanction shall be imposed by the Educator and/or the Section leader respectively. Barring a student from co-curricular and extra-curricular activities at the school or outside the school will be a decision of the Manager or a person delegated by him following a recommendation of the Disciplinary Committee.

Loss of privileges may be temporary or permanent depending on the nature or seriousness of the offence.

- **Student/Administrator Conference**

A comprehensive look at the student's behaviour by the Rector/Deputy Rector to determine possible causes and probable corrective measures by conducting a meeting with the student.

- **Counselling Unit**

A student who has committed a serious offence or has been repeatedly found guilty of a number of minor offences may be referred to the Counselling Unit set up at the school under the supervision of a psychologist.

- **Parental Contact**

Parental contact refers to informing the parents/guardians of a student about the latter's misconduct by phone without requiring them to call at the school. The parents/guardians will be informed of any misconduct

by the Educator and/or the section leader respectively. This disciplinary response will normally be accompanied by other sanctions such as written warning in student Journal or any other applicable sanctions but does not apply to offences in Levels III and IV.

- **Parent/Administrator Conference**

A comprehensive look at the student's behavior by the Rector/Deputy Rector to determine possible causes and probable corrective measures by conducting a meeting with the parents/guardians of the student. The student may be required to attend the meeting if the need is felt by the Rector/Deputy Rector.

- **Confiscation of Prohibited Materials**

All prohibited items will be confiscated by the staff who have found them who shall remit same to the College Clerk or the Deputy Rector. In the event of an items that will need to be returned, the parents/guardians will be called at school to collect same within a specified deadline failing which the School will dispose of these items.

Alternatively, if the confiscated items are not to be returned, the parents or guardians shall only be informed that such items have been found in possession of their child and will be disposed of by the school.

- **Behavioural Contract**

After a disciplinary action has been taken against a student including where the student has been suspended, a behavioural contract may be written setting out the expected behaviour or academic goals for the student. This contract shall be signed by the Rector/Deputy Rector, the parent/guardian and the student at a parent/administrator conference. The student acknowledges that recurrence of any misbehavior will result in further disciplinary action against him including expulsion from school.

- **In-School Detention during Break & lunch time**

Students may be detained in a separate area during the break or lunch period as a corrective measure. They will quietly eat their lunch and not be allowed to go outside for the remainder of their break or lunch period unless they need to go to the toilet. During this time, students may do class work or sit quietly.

- **Detention**

Any student may be detained after school or on Saturdays for violation of any school rule (Level III and IV) that interferes with the educational process. Depending on the nature of the offence, the student may be required to do extra work such as painting of desk on which he/she has scribbled or sweeping of floors where he/she has been found guilty of related offences.

- **Suspension**

Suspension refers to the temporary removal of a student from school. The student will be barred from attending school for a specified number of days not exceeding five (5) continuous days.

- **Suspended Expulsion**

A student may be expelled, but the expulsion is delayed/postponed. If the student does not break the school rules during a specified period and fulfils the particular conditions of the probation, the expulsion will lapse.

- **Expulsion**

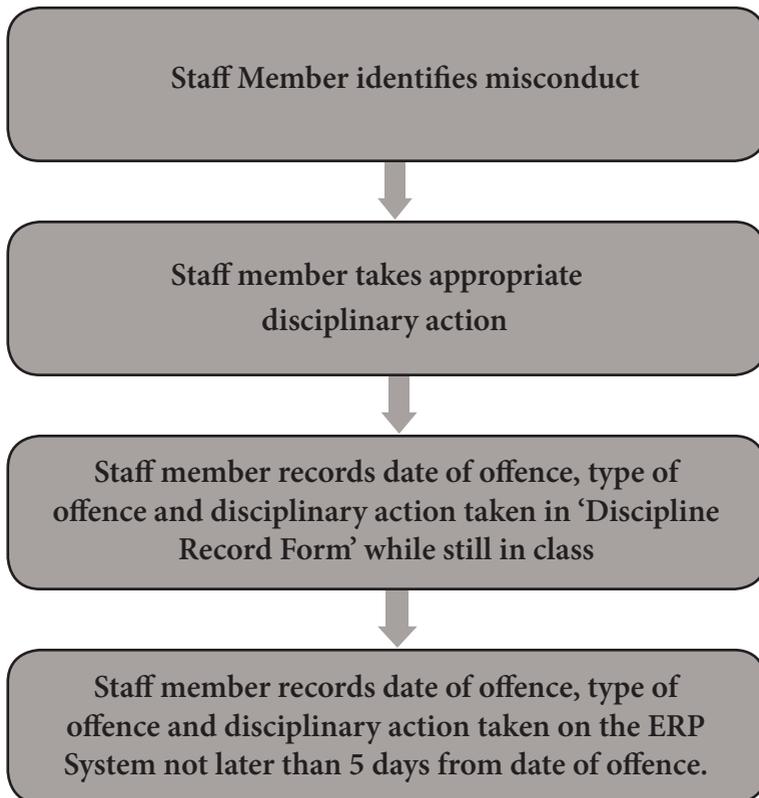
Expulsion refers to the permanent removal of a student from school. If it is deemed necessary to allow a student whose has been expelled to complete a particular part of his/her academic year or exam, attendance may be allowed with conditions imposed until the year/exam is completed.

## Part IV: Due Process Procedures

### Procedures for the Consideration of Level I Offences

1. The appropriate staff member considering the disciplinary matter shall impose the necessary sanction against the student.
2. The staff member dealing with the case shall record the date of the offence, the type of offence committed and the disciplinary action taken in a 'Discipline Record Form'.
3. The staff member dealing with the case shall thereafter record all the above details on the ERP System not later than 5 days from the date of the offence.
4. The process shall be as depicted below:

### PROCEDURES FOR THE CONSIDERATION OF LEVEL I OFFENCES



**Important Notes:**

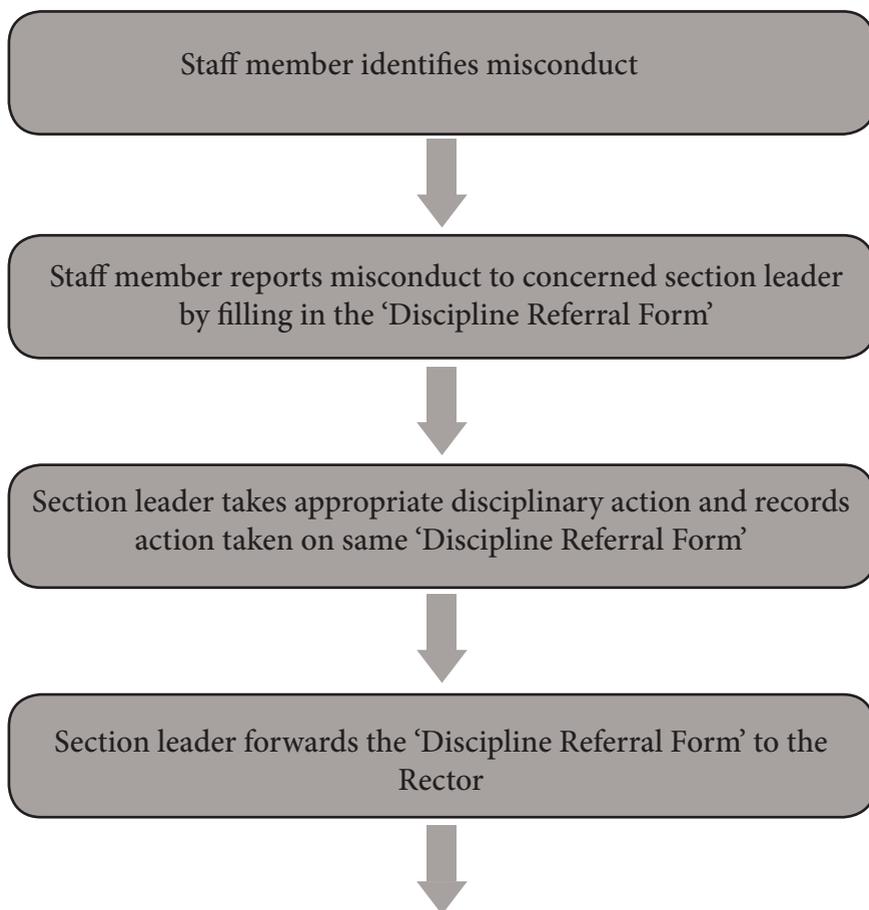
1. Each subject Educator and Form Master shall have in his/her possession a 'Discipline Record Form'. The said form shall enable the educators and form masters to keep track of the level I disciplinary matters involving students of his/her class.
2. Recording of Level I offences on the ERP System facilitates the school as well as parents/guardians to keep track of the disciplinary behaviour of their child even if the student tampers with or loses his/her Journal.
3. Level II offences shall NOT be recorded in the 'Discipline Record Form' but the procedures for reporting level II offences shall be followed.
4. While all staff members (Teaching and Non-teaching) are responsible for ensuring discipline at school, Subject Educators and Form Masters are the first line of reporting for all breaches of the school's rules and regulations at the level of the class. They shall be directly responsible for reporting all cases of non-compliance, especially in regards to DRESS CODE, PHYSICAL APPEARANCE & GROOMING and the ATTENDANCE policy of the school.

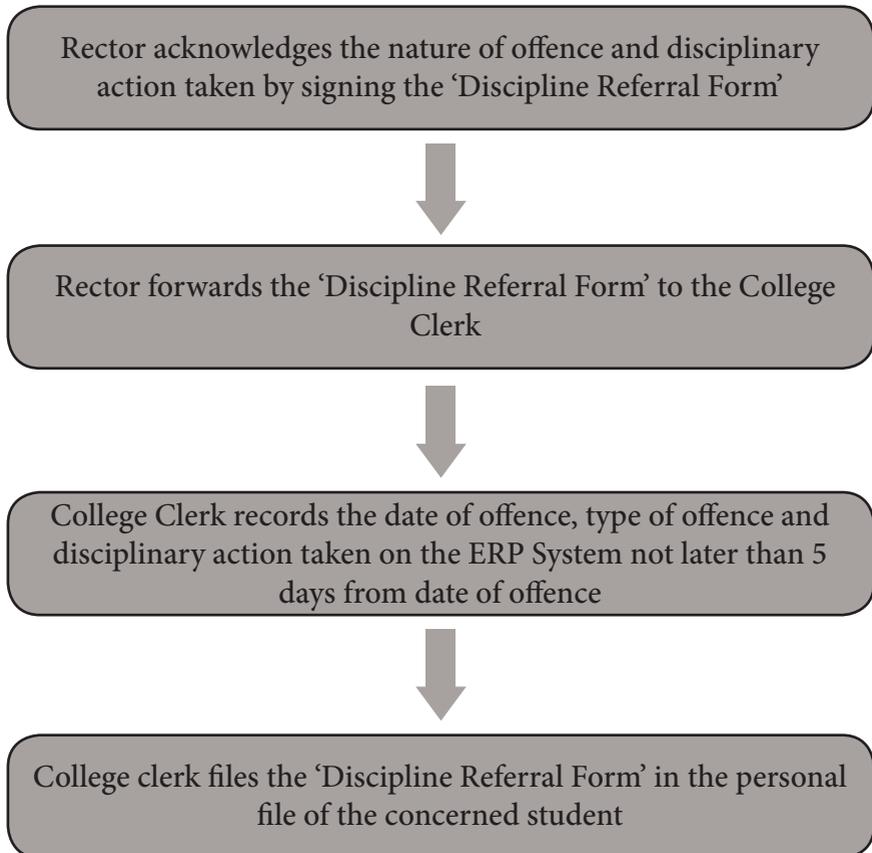
**Procedures for the Consideration of Level II Offences**

1. The appropriate staff member considering the disciplinary matter shall report the offence by filling in a 'Discipline Report Form'.
2. The staff member then submit the 'Discipline Report Form' to the concerned Section Leader.
3. The Section Leader shall impose the necessary sanction against the student and record any disciplinary action taken in the 'Discipline Report Form'.

4. The Section Leader shall then submit the 'Discipline Report Form' to the Rector who shall acknowledge in writing on the said form the type of offence committed and the disciplinary action taken.
5. The Rector shall then submit the 'Discipline Report Form' to a College Clerk to record all the above details on the ERP System not later than 5 days from the date of the offence.
6. The process shall be as depicted below:

## **PROCEDURES FOR THE CONSIDERATION OF LEVEL II OFFENCES**





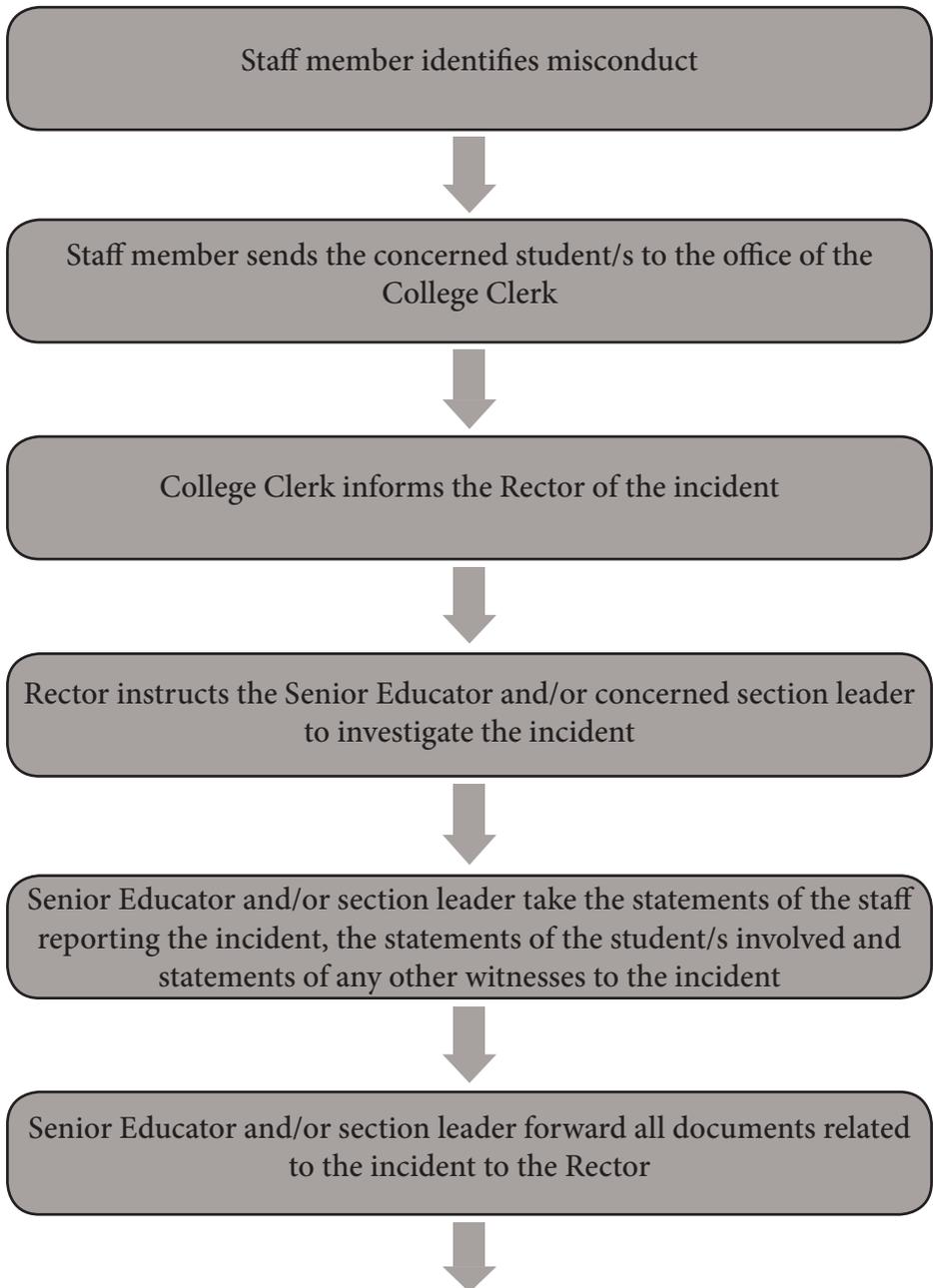
### **Procedures for the Consideration of Level III Offences**

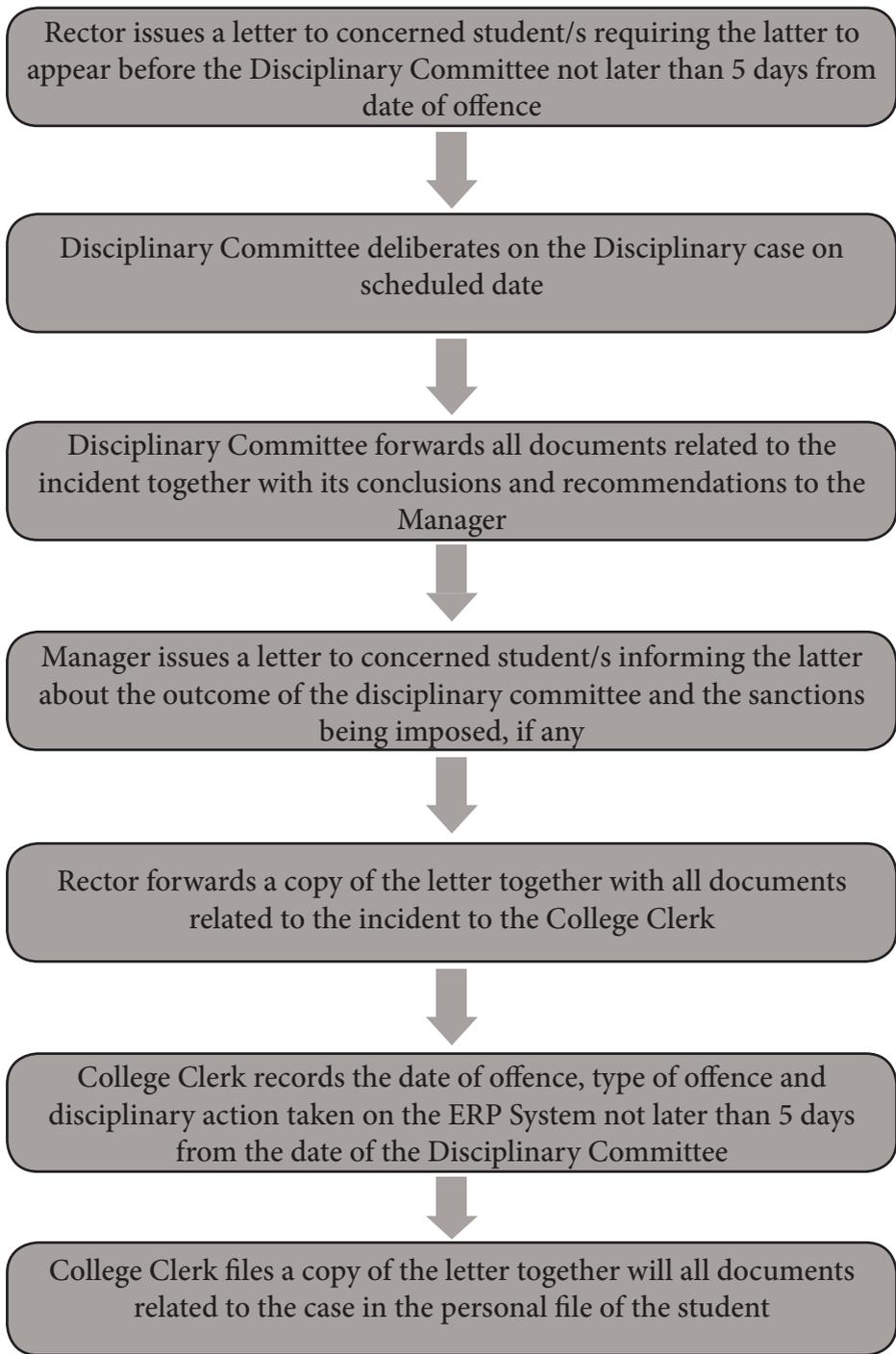
1. The appropriate staff member suspecting a student of having committed a level III offence shall send the student to the office of the College Clerk.
2. The College Clerk shall inform the Rector of the nature of the offence who shall thereafter require the Senior Educator and the concerned Section Leader to carry out an investigation.

3. The Senior Educator and the concerned Section leader shall record the statements of the staff reporting the offence, the student/s involved and any other witnesses (staff or students) that may facilitate in gathering evidence and/or assist in establishing the facts related to the disciplinary issue.
4. The Section Leader shall inform the parents/guardians of the student/s involved that their child is suspected of having committed the offence and that his/her case has been referred to the Disciplinary Committee.
5. The Senior Educator or the Section Leader shall then submit all statements and/or any other documents and information relevant to the case to the Rector.
6. The Rector shall inform in writing the student suspected of having committed the offence to appear before the Disciplinary Committee not later than 5 days from the date of the offence.
7. The Disciplinary Committee will deliberate on the case to determine whether the charges levelled against a student have been proved on a balance of probabilities. Where the charges have been proved, the Disciplinary Committee shall make appropriate recommendations to the Manager of the School.
8. The Manager shall decide on the sanction to be taken against the student and inform the Rector accordingly. The Rector shall thereafter inform in writing the parents/guardians of the student of the outcome of the Disciplinary Committee and the sanctions being imposed upon the student, if any.
9. A copy of the said letter together with all the documents relevant to the case shall be forwarded to the College Clerk for filing purposes. The College Clerk shall also make appropriate entry on the ERP system for record purposes.

10. The process shall be as depicted below:

**PROCEDURES FOR THE CONSIDERATION OF LEVEL III OFFENCES**



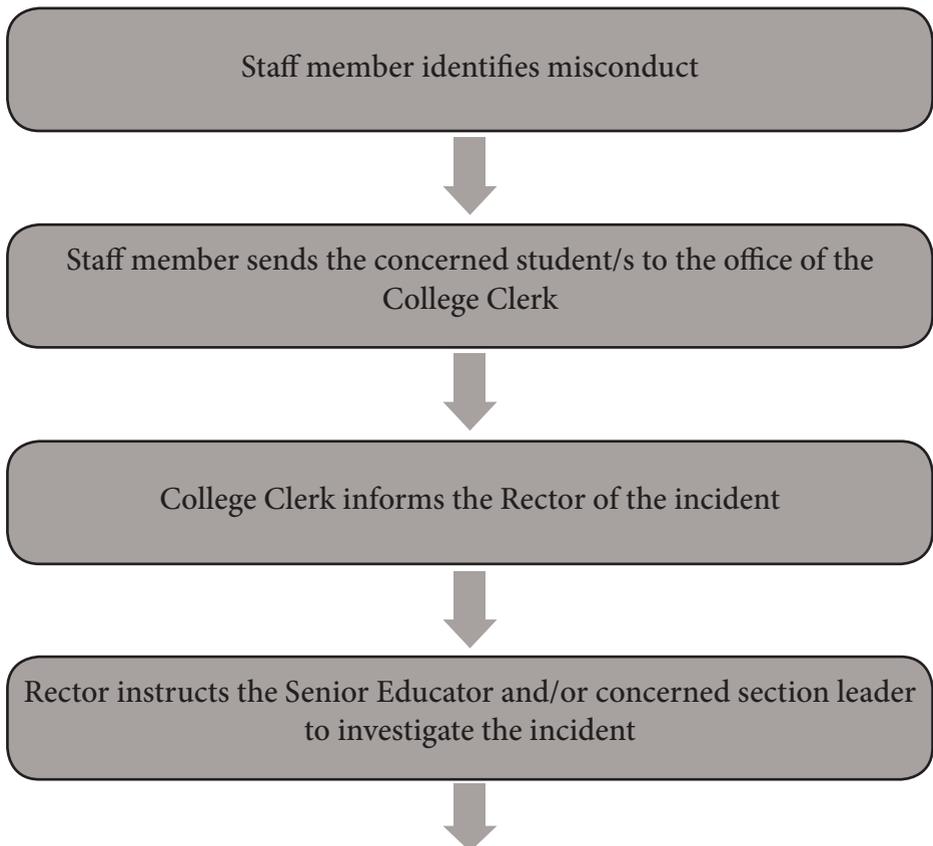


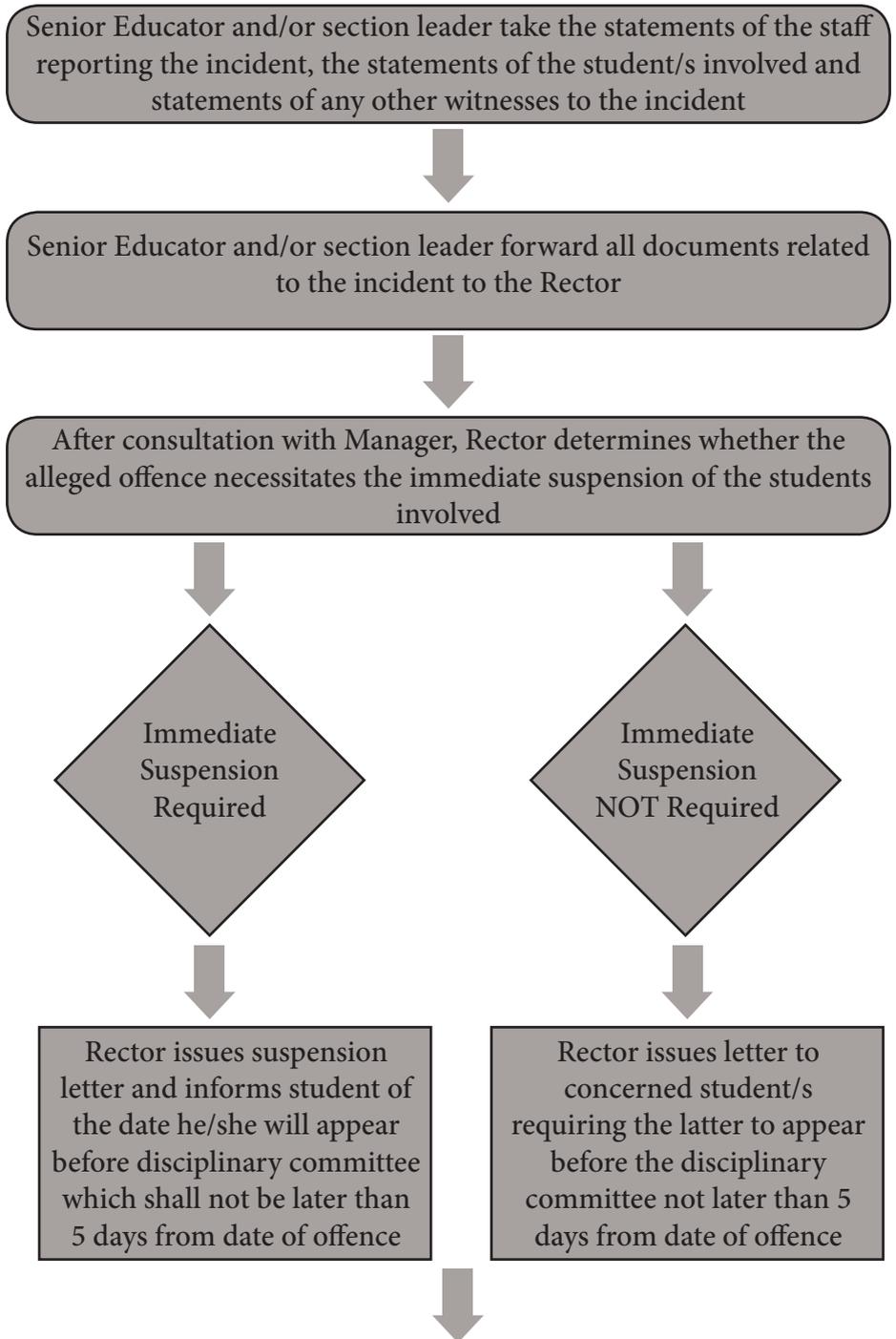
## Procedures for the Consideration of Level IV Offences

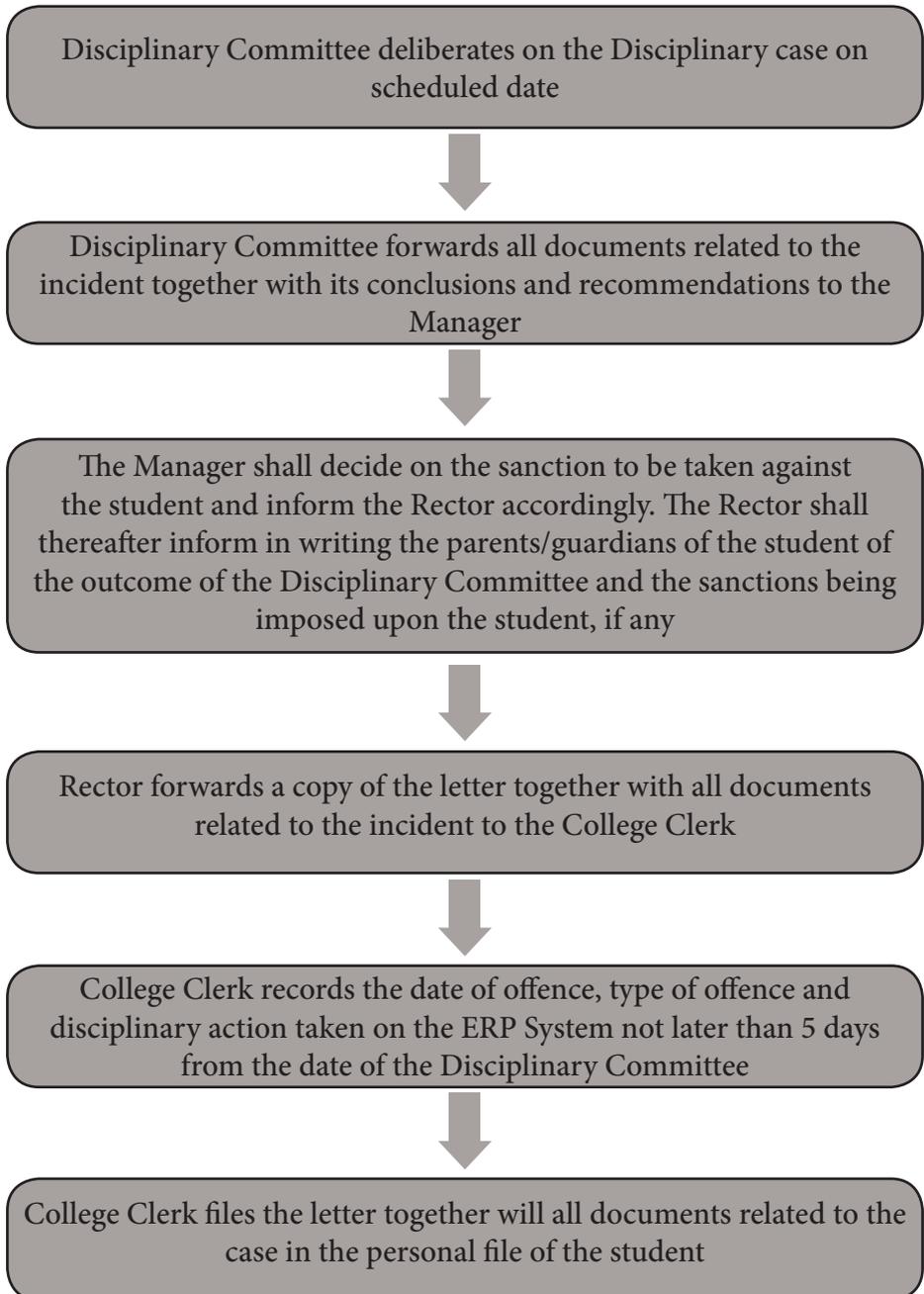
The same steps as in the case of level III offences shall be followed except that:

1. When the offence is reported by the College Clerk to the Rector, the latter may, after consultation with the Manager, suspend with immediate effect the student suspected of having committed a level IV offence and, if need be, inform law enforcement agencies depending on the seriousness of the offence.
2. The process shall be as depicted below:

### PROCEDURES FOR THE CONSIDERATION OF LEVEL IV OFFENCES







**Important Notes:**

1. The Senior Educator and the Section Leader may request for the assistance of other educators, who do not have teaching periods at the time that this investigation is being carried out, to assist them.
2. It is advisable to take the statements of all the persons involved separately and one after the other so that the statements of one person may be counter-verified against the statement of another one.
3. The statements of all persons involved shall be taken even if there is confession from a student of having committed the alleged offence for two main reasons: (i) for record purposes and (ii) in the event the student challenges his own confession during the Disciplinary Committee.
4. The letter from the Rector requiring a student suspected of having committed an offence to appear before the Disciplinary Committee shall be addressed to the parents/guardians of the student and include details of the alleged offence and details of the date, time and place set for the meeting.
5. The Disciplinary hearing is an internal matter and therefore no legal representation will be allowed. However, the student may be accompanied by his/her parents or guardians.
6. If a student fails to appear before a disciplinary committee without justification, the disciplinary hearing shall be conducted in his/her absence.

## **Formal Acknowledgement of Student Conduct, Discipline and Attendance Handbook**

1. We acknowledge having received a copy of the Student Conduct, Discipline and Attendance Handbook and understand that this handbook is also available for reference on the website of the school at [www.doha.ac.mu/](http://www.doha.ac.mu/)
2. We understand that we are responsible to review and become familiar with the contents of this handbook.
3. We understand that all students admitted at the school are responsible for adhering to the rules, regulations, policies and procedures of the School.
4. We further understand that violation of the school's rules, regulations, policies and procedures by a student will be subject to disciplinary action up to and including his/her expulsion from the school.
5. We undertake to cooperate fully with the school in the implementation of a safe and secure teaching and learning environment.

Name of Parent/Guardian:.....

Signature: .....

Date: .....

Name of Student:.....

Signature: .....

Date: .....