

# ***THOMAS MORE COLLEGE – HIGH SCHOOL DISCIPLINARY CODE 2018***



**IF NOT SPECIFIED ALL PUNISHMENTS AT THE HEADMASTER'S DISCRETION**

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<b>1. Expected Standard of Conduct</b>				
<b>Pupils will comply with instructions and general rules of the school</b>				
<b>MISCONDUCT OR INFRINGEMENT</b>	<b>1<sup>st</sup> incidence-Maximum Remediation</b>	<b>2<sup>nd</sup> or repeated incidence-Maximum Remediation</b>	<b>3<sup>rd</sup> incidence-Maximum Remediation</b>	<b>4<sup>th</sup> incidence Maximum Remediation</b>
1. Wilful disregard of instructions	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE. The result will be Parental contact and expulsion			
2. Disrespect towards elders, teachers, parents, peers and visitors	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Parent contact and Saturday detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE The result will be Parental contact and suspension		
3. Hair, dress or apparel which is not in accordance with school standards. <b>No coloured braids.</b>	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Immediately put right. Break detention. If unable to comply- pupil sent home. Can return when properly attired, <b>with parent.</b>	Pupil will meet with either the REGISTRATION or GRADE CONTROLLER or DEPUTY or HOD DISCIPLINE: Parental contact and Saturday detention	Pupil will meet with either HEAD or DEPUTY or HOD DISCIPLINE Parental contact and the possibility of suspension.	
4. Behaviour in public or at events which brings the High School into disrepute whether official or not	Pupil will meet with either the DEPUTY HEAD or HOD DISCIPLINE Parental contact and Counselling and a Suspension	Pupil will meet with either the HEAD or DEPUTY HEAD Parental contact and Expulsion		
5. Eating or drinking during class or during sporting activities when this is prohibited	Pupil will meet with the REGISTRATION TEACHER: Detention	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Detention	Pupil will meet with either the GRADE CONTROLLER or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Saturday detention	
6. Trespassing or entering School grounds after hours or during holidays <b>WITHOUT A VALID REASON</b>	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Parental contact and Friday Detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Saturday Detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and expulsion
7. Boys arriving at School unshaven	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Immediately put right. Sent to Bathroom to shave. If unable to comply, pupil sent home. Can return when face is clean-shaven. NOTE: <b>No</b> extra time will be allowed if the pupil decides not to shave during examinations and tests and is sent to shave.	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Immediately put right. If unable to comply- pupil sent home. Can return when clean-shaven, <b>with parent</b>	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Parental contact and Friday Detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Saturday Detention
8. Not achieving the required number of participation points per term	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER Catch up points through participation in available school activities (this might include a participation points detention)	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Compulsory participation points detention and activity	Refer to Disciplinary Code point 1.1	

## **2. Expected Standard of Conduct:**

### **Pupils will behave responsibly and will not endanger the safety and welfare of others**

<b>MISCONDUCT OR INFRINGEMENT</b>	<b>1<sup>st</sup> incidence-Maximum Remediation</b>	<b>2<sup>nd</sup> or repeated incidence-Maximum Remediation</b>	<b>3<sup>rd</sup> incidence-Maximum Remediation</b>	<b>4<sup>th</sup> incidence Maximum Remediation</b>
1. Dangerous horseplay	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Suspension	Pupil will meet with either the HEAD or DEPUTY HEAD HOD DISCIPLINE Parental contact and Suspension		
2. Use of excessive force when playing games or playing games in areas where bystanders and passers-by may be injured	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and a possible Suspension	Pupil will meet with either the HEAD or DEPUTY HEAD HOD DISCIPLINE Parental contact and Suspension	Pupil will meet with either the HEAD or DEPUTY HEAD HOD DISCIPLINE Parental contact and Suspension	
3. Bullying others or initiation of any sort	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Suspension			
4. Fighting, assault, or the threatened assault of others	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Suspension			
5. Being in possession of a weapon or dangerous instrument or chemicals on High School premises or at a school event	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Expulsion		The Board of Trustees of TMC reserves the right to randomly search pupils, under a reasonable suspicion of pupils being in possession of dangerous weapons.	
6. Unhygienic personal habits and improper use of High School facilities and ablutions	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Expulsion			
7. Tampering with equipment or the property of others	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and counselling and suspension	Pupil will meet with either the HEADMASTER or DEPUTY HEAD or HOD DISCIPLINE Parental contact and expulsion		
8. Riding of bicycles and skateboards etc. on school property in areas where this is prohibited. Inclusive of bikes and motor vehicles.	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Parental contact and detention and Friday Detention	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER Parental contact and Saturday detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Expulsion. Authorities alerted.
9. Noisy behaviour or disturbing the activities of others, disruptive behaviour	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Parental contact and Detention	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Parental contact and Saturday detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Expulsion
10. Being in possession of alcoholic, hallucinogenic or dangerous substances. Misuse of prescription or over the counter medication, or distributing, storing or consuming these at school or during school events and trips. Inclusive of schedule 6 and 7 drugs specifically Ritalin.	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and expulsion regardless of whether in school uniform, or being older than the legal age.		The Board of Trustees of TMC reserves the right to randomly search pupils under a reasonable suspicion of being in possession of illegal substances or drugs of any nature, not declared or brought onto campus without the express written permission of the Principal.	
11. Testing positive for or being under the influence of alcoholic, hallucinogenic or unauthorized substances.	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Counselling Parental contact and expulsion			
12. Smoking /Vaping or being in possession of cigarettes, e-cigarettes or such related paraphernalia or being in the company at the time of those caught smoking at school, on school premises or at school events and excursions.	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and expulsion.			

<b>3. Expected Standard of Conduct</b>				
<b>Pupils will respect and care for the property of the school and others.</b>				
<b>MISCONDUCT OR INFRINGEMENT</b>	<b>1<sup>st</sup> incidence-Maximum Remediation</b>	<b>2<sup>nd</sup> or repeated incidence-Maximum Remediation</b>	<b>3<sup>rd</sup> incidence- Maximum Remediation</b>	<b>4<sup>th</sup> incidence Maximum Remediation</b>
1. Wilful damage of school property and equipment, vandalizing property	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Expulsion and charge to the school account			
2. Littering and poor housekeeping	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Counselling and Parental contact and Friday detention	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Parental contact and Saturday detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Suspension
3. Not taking good care of text books or pupil aids or losing text books or pupil aids	Pupil will meet with the REGISTRATION / SUBJECT TEACHER: Parental contact and charge to the school account	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Parental contact and Charge to the school account and Friday detention		
4. Theft of any sort.	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Expulsion			
5. Unauthorised entry into classrooms and use of keys to open classrooms	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Parental contact and charge to the school account and Friday detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Expulsion	
6. Unauthorised use of the Swimming pool.	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Suspension			
7. Tampering with a cellular phone	Pupil will meet with the REGISTRATION TEACHER: Parental contact Friday detention and phone confiscated until the end of the day, then returned to owner.	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Expulsion	
8. Use of a cellular phone or other electronic device between classes and during class time without the teacher's permission.	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER Phone or device immediately confiscated for 7 consecutive days. Letter of notification issued to parents	Pupil will meet with either the DEPUTY HEAD or HOD DISCIPLINE or GRADE CONTROLLER or REGISTRATION TEACHER: Phone or device confiscated and locked in a safe for the rest of the term. Letter of notification issued to parents	Pupil will meet with either the DEPUTY HEAD or HOD DISCIPLINE Individual use of cellular phone and device banned permanently. Letter of notification issued to parents	
9. Unauthorised use of P.C's – especially hacking into the school system and attempting to circumvent the school security structure. See Acceptable IT User Policy.	Pupil will meet with either the GRADE CONTROLLER or DEPUTY: Parental contact and suspension and cost of any damage to school account.	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Expulsion		

<b>4. Expected Standard of Conduct</b>				
<b>Pupils will maintain sound relations with others, be courteous and respect the dignity of other persons.</b>				
<b>MISCONDUCT OR INFRINGEMENT</b>	<b>1<sup>st</sup> incidence-Maximum Remediation</b>	<b>2<sup>nd</sup> or repeated incidence-Maximum Remediation</b>	<b>3<sup>rd</sup> incidence- Maximum Remediation</b>	<b>4<sup>th</sup> incidence Maximum Remediation</b>
1. Being in possession of pornographic material at school, in both electronic or paper form	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Counselling and Parental contact and suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and expulsion		
2. Swearing and use of bad language	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER Parental contact and Detention	Pupil will meet with either the HEAD or DEPUTY HEAD HOD DISCIPLINE Parental contact and suspension and Professional therapy		
3. Verbal or insulting abuse of others	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and suspension			
4. Malicious teasing of others	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER Parent contact and Saturday Detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and suspension		
5. Playing of obscene or demeaning games	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Counselling and Parental contact and suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and expulsion		
6. Being discourteous towards the teachers or peers or displays of insolence or disrespect	Pupil will meet with the REGISTRATION TEACHER: Counselling and Friday detention	Pupil will meet with either the GRADE CONTROLLER or HEAD or DEPUTY HEAD HOD DISCIPLINE Parental contact and counselling and suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and expulsion	
7. Racial or sexist comments or insults, harassing or victimizing behaviour	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and expulsion			
8. Indecency, sexual harassment or sexually explicit behaviour at School, at school events or with school colleagues	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and expulsion			
9. Intimidating others or other forms of invasive behaviour	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and expulsion			
10. Public displays of affection should not make staff or pupils uncomfortable	Pupil will meet with the GRADE CONTROLLER Parent contact	Pupil will meet with either the DEPUTY HEAD or Dean of Girls Parental contact		

Thomas More College, High School will not be held responsible nor accountable for any internet site, that it has not given official sanction to (e.g. Facebook, Youtube, etc). We do not condone nor support misuse of sites and technology.

<b>5. Expected Standard of Conduct</b>				
<b>Pupils will be punctual and observe the timekeeping practices of the High School.</b>				
<b>MISCONDUCT OR INFRINGEMENT</b>	<b>1<sup>st</sup> incidence-Maximum Remediation</b>	<b>2<sup>nd</sup> or repeated incidence-Maximum Remediation</b>	<b>3<sup>rd</sup> incidence- Maximum Remediation</b>	<b>4<sup>th</sup> incidence Maximum Remediation</b>
1. Unexplained absence from class	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Parental contact and Friday detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and suspension		
2. Leaving the school premises without permission	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and expulsion		
3. Truancy	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and expulsion		
4. Persistent late coming	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER Parental contact and detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Friday detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Saturday detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Suspension
5.1 Non attendance of a Weekly Detention 5.2 Non attendance on Friday detention 5.3 Non attendance of Saturday detention	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER Parental contact and Friday detention Parental contact and Saturday detention HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and expulsion	
6. Going to the tuckshop and sickbay without permission	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER Parental contact and Friday detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and expulsion	

<b>6. Expected Standard of Conduct</b>				
<b>Pupils will demonstrate a positive attitude towards learning and be diligent in their learning efforts.</b>				
<b>MISCONDUCT OR INFRINGEMENT</b>	<b>1<sup>st</sup> incidence-Maximum Remediation</b>	<b>2<sup>nd</sup> or repeated incidence-Maximum Remediation</b>	<b>3<sup>rd</sup> incidence- Maximum Remediation</b>	<b>4<sup>th</sup> incidence Maximum Remediation</b>
1. Refusal to complete homework assignments or projects	Pupil will meet with the REGISTRATION TEACHER: Parental contact and detention and mark- zero	Pupil will meet with either the REGISTRATION TEACHER: or GRADE CONTROLLER Parental contact and Friday detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Saturday detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and suspension Discussion with parent of way ahead
2. Unreasonable refusal to participate in school activities and school attendance events, as reflected in reports and testimonials.	Pupil will meet with either the REGISTRATION TEACHER or GRADE CONTROLLER: Parental contact and counselling and Friday detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and expulsion	
3. General lack of co-operation and poor application to studies, school work or assignments	Pupil will meet with the REGISTRATION TEACHER: Parental contact and counselling and Friday detention	Pupil will meet with either the REGISTRATION TEACHER: or GRADE CONTROLLER Parental contact and Saturday detention	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and suspension	

<b>7. Expected Standard of Conduct</b>				
<b>Pupils will behave honestly and conduct themselves with integrity</b>				
<b>MISCONDUCT OR INFRINGEMENT</b>	<b>1<sup>st</sup> incidence-Maximum Remediation</b>	<b>2<sup>nd</sup> or repeated incidence-Maximum Remediation</b>	<b>3<sup>rd</sup> incidence- Maximum Remediation</b>	<b>4<sup>th</sup> incidence Maximum Remediation</b>
1. Cheating, copying or tampering with tests, reports or assignments	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD ACADEMICS Parental contact and suspension and mark-zero	Pupil will meet with either the HEAD and DEPUTY HEAD or HOD ACADEMICS Parental Contact and Expulsion		
2. Dishonesty, lying or unfair play	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Counselling and Parental contact and suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Expulsion		
3. Possession or distribution of material which may give an unfair advantage in a test or examination	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Counselling and Parental contact and suspension and mark-zero	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Expulsion		
4. Stealing, bribery, fraud or attempted dishonesty	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Counselling and Parental contact and suspension	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Expulsion		
5. Forgery or the falsification of documents	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Counselling and Parental contact and suspension or expulsion	Pupil will meet with either the HEAD or DEPUTY HEAD or HOD DISCIPLINE Parental contact and Expulsion		
6. Bringing the schools name into disrepute	Pupil will meet with either the HEAD and DEPUTY HEAD or HOD DISCIPLINE Counselling and Parental contact and Suspension or expulsion			

**NOTE:**

A suspension will be for the duration of between 2 – 5 days at the discretion of the school and the suspension carries with it a final written warning. A suspension also includes Community work. Any further offence in the 7 Expected Standard Code of Conduct areas could result in expulsion.

Thomas More College, High School reserves the right to renew and change the School Code of Conduct during the year, as and when it is deemed necessary or when the need arises. The Thomas More College, High School Code of Conduct is regarded as an organic document that is not a complete list of all misconducts and punishable offences