

LIKILENG INTERNATIONAL SCHOOL

CODE OF CONDUCT FOR STUDENTS

The school disciplinary committee is essential to preserving the school's safety, order, and conducive learning environment. The committee's duties and responsibilities may differ based on the policies of the school and the local legal system, but in general, it is responsible for managing disciplinary matters, guaranteeing due process, and encouraging equitable and uniform implementation of school regulations.

The disciplinary committee is composed of 5 teachers, where one is nominated to be the chairperson of the committee and one will be the secretary and the three other members. The school disciplinary committee is responsible for creating policies and procedures that will assist students in abstaining from any involvement in activities that could be considered disciplinary infractions. That is the school disciplinary committee, In order to establish a common understanding with the students and assist them in weaning themselves from any discipline infractions, class teachers, in conjunction with the rest of the staff, will conduct orientations and guidance programmes with the student body.

General school laws and regulations.

1. All students are expected to maintain and attend classes punctually and regularly.
2. Exercise self-discipline
3. Accept such discipline as would be exercised by a kind, firm and judicious parent.
4. Dress neatly and wear proper school uniform when attending school. Every student is required to wear an appropriate school uniform during the school day and at all school-related events.
5. Be clean at all times.
6. Be diligent in his/her personal habits.
7. No students are expected to be involved in love affairs.
8. Be courteous and kind to his fellow students.
9. Be obedient and courteous to the class prefect and others in charge of school.
10. Be obedient, courteous and helpful to the teachers and others in the community.
11. Take tests and examinations required by the school.
12. Bring or buy prescribed books, workbooks/stationary as and when required by the school.
13. Report incidents of misconduct/breakages/absence from school/illness.
14. Compensate the school for any damage, destruction, loss or misappropriation of the school or other's property.
15. Provide an explanation to the class teacher in the form of writing for any authorized absence from school.

16. Seek permission from the class teacher if ever there is any activity to be conducted.
17. Cell phones are not permitted unless otherwise directed by a legitimate authority.
18. Pregnancy highly prohibited.

Reporting procedure:

1. Students
2. Teachers
3. Disciplinary committee
4. Deputy Principal
5. Principal

CATEGORIES OF INFRINGEMENTS

Infringements are categorized into three, being less infringements, serious infringements and very serious infringements,

1. Less infringements.

- Appearance: Hair, Uniform, make up, jewellery or apparel that are not in accordance with School standards or rules
- Late for school, class, practice, rehearsal
- Noisy or Disruptive Behavior (during class/activities/assemblies)
- Discourteous, unmannered behavior/not greeting teachers and visitors
- Swearing and the use of vulgar, foul language
- Educational materials not at school
- Failure to complete homework/assignments on time
- Failure to attend or participate in School activities or compulsory events
- Unexplained absences from activities or from compulsory events
- Persistent early unauthorized departure from class/school
- General uncooperativeness and or being willfully obstructive
- Poor application to studies, school work or assignments
- Inadequate preparation for projects, tests, presentations, examinations
- Improper use of school facilities or ablutions/littering/ riding skateboards, wheelies, bicycles or motorbikes in prohibited areas/trespassing or entering the school premises without permission
- Playing in Out of Bounds areas or where others may be injured
- Unruly behavior/rough play
- Tampering with the possessions or equipment of others
- Misuse of personal communication/electronic devices during School time
- Public displays of affection

- Disregard for rules/instructions from staff
- Any other infringements that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures

Any of the above may lead to the disciplinary action.

2. Serious Infringements

- Playing of obscene, insulting or demeaning games/dangerous horseplay/malicious teasing
- Intolerance/disrespect of others, their personal beliefs, traditions, appearance or of diversity
- Defiance or disrespect towards School authorities, parents, visitors or peers
- Inappropriate behavior or comments in public or school events that brings the School into disrepute • Truancy (absence from School or lessons without valid permission)
- Abuse of School privileges/seniority/position of authority
- Academic Dishonesty in assignments, school work, and assessments/plagiarism
- Lying/dishonesty
- Smoking or being in possession of tobacco, cigarettes, or VAPE pens (on the School premises, at School events, or in public in school uniform)
- Vandalizing property or equipment (School or others)
- Acts of behavior designed to create a hostile or threatening School environment / wilful disruption of School activities, interference with School authorities
- Any misconduct by the student that is considered by the School to warrant more than a counselling, verbal warning.

3. Very Serious Infringements (Demerits/Hearing/Suspension/Expulsion)

- Violent, abusive or threatening behavior (verbal or physical); fighting, battery or assault
- Racism, victimization, bullying, initiation, intimidation
- Harassment (racial, sexual or religious)
- Issuing a bomb threat or arson (attempted or actual)
- Transferring, using or being in possession of a dangerous weapon, fireworks, explosives, or any object that may consider being dangerous (at School or School events)
- Being in possession of, or under the influence of alcoholics, hallucinogenic or dangerous/prohibited substances or distributing, storing or consuming any of these substances (at School or School events)
- Strong suspicion or evidence of habitual use (abuse) of medication, drugs or alcohol at School or at School events • Using or possessing drugs or alcohol at the School's premises.
- Theft or attempted theft; being in possession of another's property without their knowledge or consent or attempting to remove another's property without consent or their knowledge

- Serious academic dishonesty; cheating, copying or tampering with test or exam results, reports or assignments; cribbing
- Extortion, bribery, corruption or fraud (attempted or actual)
- Forgery or falsification of School documents/reports
- Serious breach of the School security procedures
- Pregnancy
- Obscene, indecent or sexually explicit behavior
- Storage, creation, sale or distribution of pornographic, obscene, offensive material, publications, symbols, emails, text/SMS, cartoons or objects
- Using any form of communication (in or out of school) which brings the name of the school into disrepute
- Accessing, sharing, editing or producing material that defames the school, any of its employees or any student in the school – this includes electronic communication, social networks, text, graphics, photographs, video, sound or any other media
- Sabotage, malicious and willful damage to School or other's property
- Unsafe acts or behavior that endangers the safety and welfare of others
- Serious misconduct or actions that may bring the reputation of the School, students or other stakeholders into disrepute
- Any criminal activity or being part thereof
- Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence

Any of the above may lead to **Suspension and /or a Disciplinary Hearing and Expulsion.**

Suspension.

A student may be suspended for two weeks from the School's on receipt of two verbal warnings in a school year calendar. There will be no refund of school fees. The student will assume responsibility for the missed work. After returning to school, any subsequent infringement of the School's Discipline Code may lead to the instant dismissal of that student and that term's fees will be forfeited.

DISCIPLINARY PROCESS

DISCIPLINARY INVESTIGATION

Any infraction of the discipline code by a student must be reported right away to the chairman/secretary of the disciplinary committee. Any infraction that is brought to the attention of the committee is the subject of that investigation. As soon as the committee receives a report of any misconduct by any member of the academic community, an investigation will be launched. The following, among other things, will be the focus of this investigation's execution, which will be done as objectively as feasible: interviewing the employee who filed the complaint about the infraction. Collecting more information and speaking with witnesses about the infringement, as well as interviewing the offending student to "hear his/her side" of the claimed infraction.

When the investigation phase of the disciplinary process is complete, the disciplinary committee will compile all the information received in writing and notify the deputy principal. In cases where the infractions do not justify suspension or expulsion, the disciplinary committee will submit their findings and suggested punishment to the deputy principal. The deputy principal will typically approve the suggested punishment, which will then be informed to the student and their guardians.

DISCIPLINARY HEARINGS

In cases where a significant infraction occurs that could potentially justify a student's suspension or expulsion, the school through the administration and members of the disciplinary committee has the authority to hold a disciplinary hearing. The hearing procedure is meant to give the student a chance to refute the accusations being made and to give the school a chance to "hear both sides" in order to decide whether the student is guilty or innocent and, if so, what kind of disciplinary action should be taken by the school. Usually at least two school days in advance of the disciplinary hearing, the school will notify the student and his or her parents. In most cases, the school will invite parents to the disciplinary hearing so they can learn more about the allegations and how serious they are. But the School isn't accountable for the availability of the parents.

If it is deemed appropriate, the student may be suspended pending the hearing, keeping in mind the gravity of the alleged misconduct and the student's ongoing exposure to others. The notice of the hearing to the parents will typically include information about the student's suspension. Parents and students are informed that attendance at the hearing is required and that failing to do so could harm their child's case (releasing them from responding to the accusations being made) and may lead to the dismissal of the disciplinary hearing and the prompt imposition of the relevant penalty, without allowing the student to present their case. At disciplinary hearings, legal or other forms of representation are strictly prohibited. Similarly, declarants or witnesses will not be allowed. A disciplinary hearing is an internal school procedure that aims to keep things simple and unnecessarily complicated. The investigation's documentation summary and a suggested sanction or penalty for the student will be brought to the disciplinary hearing by the committee. The committee will make an effort to hear the pupil out. The student has the opportunity to defend or clarify their actions, always in reference to the alleged infraction. The disciplinary secretary of school or a designated scribe should keep a record of the hearing proceedings.

Following the conclusion of the Disciplinary Hearing, the committee will decide what is appropriate:

1. VERDICT: the student's guilt or innocence in relation to the accusations made by the school; if the student is found to be at fault for the alleged infringement, the second decision will concern

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2. **PENALTY:** the suitable action to be taken, following careful evaluation of all pertinent aggravating and mitigating circumstances. Within five (5) school days following the hearing, the school will ideally notify the parents of the involved student of his or her decision, including the determination of the student's guilt or innocence and any applicable penalties. The parents/student may appeal any disciplinary decision ruled by the school within five (5) school days after receiving the outcome to the disciplinary hearing. The School may keep copies of all records pertaining to disciplinary hearings for action, documentation, and storage needs.

APPEAL REVIEW PROCESS

As the last step in the school's disciplinary procedure, the student has the right to appeal to the disciplinary committee against any formal disciplinary action imposed by the school (that is, against any formal disciplinary action taken by the school or decisions made. Filing an appeal against formal disciplinary action, or any decision made, only entitles the student to an appeal review; it does not, however, entitle the student to a "re-hearing." The appeal must be made through a motivated application, not to exceed five (5) pages in length, which must be addressed to the disciplinary committee and forwarded to the deputy principal. To be taken into consideration by the committee, the appeal request must include a complete and explicit statement of the grounds for the appeal.

An appeal review does not entail a full re-investigation or a re-hearing of all the evidence heard at the hearing, and the committee is only required to review the matter, according to the grounds and motivation submitted by the student / parents.

The communication of the committee's appeal decision marks the end of the School's appeal process and is the last step in the School's Disciplinary Procedure. The disciplinary committee working hand in hand with deputy principal will review the appeal motivation submitted by the appellant and make a decision based on his / her findings, relative to the grounds for appeal submitted by the appellant. When a final decision has been made by the responsible body, a written Appeal Review Finding will be provided to the student/parents, wherever possible, within 5 (five) school days. A copy of the Appeal findings will also be placed on the student's file for recording purposes.

DISCIPLINARY CODE

The student disciplinary code of the school is meant only to serve as a reference for evaluating and choosing the proper disciplinary actions for different kinds of student infractions or misconduct. As previously mentioned, a punishment that is less severe than what is specified in the Code may be justified by the specifics of a case, particularly if there are mitigating factors. Similar to this, circumstances unique to a given case may warrant a harsher punishment than what the Code suggests.

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- ❖ The different infractions outlined in the Code are meant to be interpreted as indicators of the general kinds and seriousness of student offences, as well as the suitable sanctions if

the student is found guilty by the School. They are not meant to be an exhaustive or complete list of possible infractions or misconduct by students.

- ❖ The Code allows for "progressive" or "accumulative" penalties, meaning that a student may face a harsher punishment each time they commit the same infraction.

PRACTICAL APPLICATION NOTES

PENALTY AND CONSISTENCY

The suggested penalty that could be applied for a specific infraction is indicated by the penalties listed in the disciplinary code that is attached. Naturally, if mitigating factors show that the specified penalty is inappropriate under the circumstances, a lower penalty may be imposed. Even though disciplinary actions should be applied consistently, each case's unique circumstances should be given careful thought. Because of this, the Code ought to be seen as a guideline rather than a set of rigid rules, with penalties that must be strictly adhered to.

CUMULATIVE AFFECT

It is only appropriate to apply cumulative action for a repeated offence, which entails imposing a more severe penalty for misconduct than what was previously imposed, if the second infringement is "similar in nature" to the previous type of misconduct. Therefore, the nature and type of the offence should be the same, and any prior warnings for the related offence should still be valid.

CRIMINAL MISCONDUCT AT SCHOOL

It is advised that the school take immediate action to implement the proper disciplinary measures in the event that a student confesses to, is suspected of, or is found guilty of committing a criminal offence (such as stealing a cell phone or school property) at the school or on school property. The disciplinary actions taken by the school are independent of any potential criminal actions that the state or other parties may take against the student in the future. The processes that might be necessary in line with criminal law are not directly related to the relationship between the school and the student. The School should not wait until after criminal or court cases have concluded, or not as is more commonly prior to taking any disciplinary action against a student who has violated the rules. If a court finds a student guilty, any disciplinary action taken against them, including expulsion for serious misconduct, following an investigation by the school will not be overturned or seen as "double punishment."

DISCIPLINARY CODE: STUDENTS

Disciplinary Code: Students Examples of Infringements and Recommended Sanctions			
Type or nature of infringement or student misconduct	Guideline: Recommended Penalty		
VERY SERIOUS MISCONDUCT ("Zero Tolerance Offences")			
	First Offence	Second / Repeated Offence	Subsequent Offence

<p>1. Violent, abusive or threatening behavior (verbal or physical)</p> <p>Fighting</p> <p>Battery or assault (threatened or actual) (No first offence)</p> <p>Victimization, bullying or initiation of any sort</p> <p>Transferring, using or being in possession of a dangerous weapon, fireworks, explosives or any object that may be considered as being potentially dangerous (at School or at School events) (No first offence)</p> <p>Intimidating or willfully interfering with others (attempted or actual)</p> <p>Inciting, advising or rewarding others to perform violent, offensive or threatening acts</p> <p>Any "gang" related activity that may threaten the safety or welfare of others (at School or at School events, or in relation to School)</p>	<p>Consider age in decision and need for intervention like external counselling</p> <p>Verbal warning/ restorative justice to gain trust – written apology to person/s offended contact parents</p>	<p>Suspension and hearing for 2nd repeat offence.</p>	<p>Expulsion</p>
<p>Harassment (sexual, racial or religious)</p> <p>Issuing a bomb threat or arson (attempted or actual) (No first offence)</p> <p>Behavior that may pose a danger to the safety and welfare of others (at School or at School events, or in relation to School) (No first offence)</p>			

<p>2. Being in possession of, or under the influence of alcoholic, hallucinogenic or dangerous / prohibited substances (such a drugs, vapes, cigarettes, among others) or distributing, storing or consuming any of these substances (at School or at School events) (Decide with management if intervention is necessary before moving to suspension/expulsion)</p> <p>Strong suspicion of habitual use (abuse), possession or regular use of medication, drugs or alcohol at School or at School events (No first offence for drugs)</p>	<p>Consider legal implications – call police/parents / need for intervention and external Counseling or Hearing / Suspension and Hearing/ Expulsion</p>		
<p>3. Being in possession of another's property without their knowledge or consent, or attempting to remove another's property without consent or their knowledge</p> <p>Theft or attempted theft</p> <p>Sale of another's / stolen property</p>	<p>Consider age in decision and intervention like external counselling</p> <p>Verbal warning/ restorative justice – written apology to person/s offended contact parents / replace stolen goods</p> <p>.</p>	<p>Hearing / Suspension and / or expulsion for 2nd repeat offence.</p>	

<p>4. Serious dishonesty (actual or intended) Cheating with crib notes or any forbidden support materials, copying or tampering with test or exam results, reports or assignments being in possession of or distributing material or information that may give an advantage in a test or an exam (No first offence during external exams)</p> <p>Extortion, bribery, corruption or fraud (attempted or actual)</p> <p>Being an accomplice to, colluding, conspiring, assisting / abetting or instigating dishonesty, fraud, or theft (No first offence)</p> <p>Inciting, advising or rewarding others to be dishonest or to cheat</p> <p>Serious breach of School security procedures, unreasonably refusing to submit to a search</p> <p>Off-site criminal misconduct that disrupts or substantially damages the School/learner relationship and the educational process (No first offence)</p>	<p>Consider age in decision</p> <p>1st Warning/ written reflection/ parents notified/</p>	<p>2nd repeat – Hearing / suspension</p>	<p>3rd repeat – Exclusion from exams and expulsion</p>
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<p>5. Obscene, indecent or sexually explicit behavior or gestures, or attempts to make unwanted physical contact</p> <p>Sexual harassment, inappropriate sexual innuendos or graphic comments</p> <p>Intentional and offensive, insulting, abusive, racist or lewd behavior</p> <p>Storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, email, text / SMS / MMS, cartoons or objects</p>	<p>Consider legal implications.</p> <p>1st Apology / written reflection</p> <p>Consider age in decision and need for intervention like external counselling</p>	<p>2nd Hearing / suspension and Hearing/ Expulsion</p>	
<p>6. Sabotage, malicious or willful damage to School or others' property</p> <p>Unauthorized and illegal occupation (sit-in/barricade) of any School property or facility, or having the effect of depriving others from using this property or facility. Preventing or seeking to prevent free assembly by others on the School's property, without School permission</p> <p>Blocking off any entrances or exits to or from the School premises, with the intention or effect of interfering with free access egress by others. Participating in or supporting industrial or protest action, preventing students from attending School activities</p>	<p>Hearing / Suspension and Hearing /Expulsion</p>		

<p>7. Actions that expose others to serious danger or injury, or expose the School to potential accidental loss or damages - whether due to willful, grossly negligent or unintended acts</p> <p>Unsafe acts or behavior that endangers the safety and welfare of others</p>	Counseling/ Hearing / Suspension and Hearing/ Expulsion		
<p>8. Serious misconduct or actions that may bring the reputation of the School, learners or other stakeholders into disrepute</p>	Counseling/ Hearing / Suspension and Hearing/ Expulsion		
<p>9. Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence.</p> <p>Pregnancy</p>	Counseling/ Hearing / Suspension and Hearing/ Expulsion		
SERIOUS INFRINGEMENTS			
<p>10. Playing of obscene, insulting or demeaning games</p> <p>Malicious teasing</p>	<p>1st offence – verbal reprimand/ written reflection and verbal apology</p> <p>Daily Report – 1 week</p>	<p>2nd Repeat offence – written reflection and parent contact</p> <p>Daily Report – 2 weeks</p>	Hearing / Suspension and Hearing/ Expulsion

<p>11. Sesotho speaking</p>			
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<p>12. Inappropriate behavior or comments in public or at School events that brings the School into disrepute</p> <p>Abuse of School privileges or seniority / status, abuse of position of authority</p>	<p>Counselling/ Warning/ Parental Contact</p>	<p>2nd Repeat offence – written reflection and parent contact</p>	<p>Hearing / Suspension and Hearing/ Expulsion</p>
<p>13. Smoking or being in possession of tobacco, drugs, vapes, or cigarettes (on the School premises or at School events)</p>	<p>Hearing / Suspension</p>	<p>Hearing/ Expulsion</p>	<p>Hearing/ Expulsion</p>
<p>14. Forgery or falsification of School documents and reports</p> <p>Lying and unfair behavior (with less serious initial consequences)</p>	<p>Counselling/ Warning/ Written reflection Parental Contact</p>	<p>Hearing / Suspension</p>	<p>Hearing/ Expulsion</p>
<p>15. Vandalizing property or equipment (School or others), improper use or not taking due care of property or equipment</p>	<p>Counselling/ Final Warning/ Parental Contact</p>	<p>Hearing / Suspension</p>	<p>Hearing/ Expulsion</p>

<p>16. Acts or behavior designed to create a hostile or threatening school environment, or that may reasonably have resulted in such an environment</p> <p>Willful disruption of School activities, interference with School authorities</p> <p>Conduct designed to be prejudicial to good order or discipline at the School</p> <p>Being unreasonably intolerant of others, and their personal beliefs, traditions, appearance or of diversity</p> <p>Persistent violation of School rules (with less serious initial consequences)</p>	<p>Counselling/ Final Warning/ Parental Contact</p> <p>Daily Report 2 - weeks</p>	Hearing / Suspension	Hearing/ Expulsion
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<p>17. Any misconduct by the learner that is considered by School authorities to warrant more than a Counselling, verbal reprimand or an ordinary warning.</p>	Hearing / Suspension or Hearing / Expulsion		
LESS SERIOUS INFRINGEMENTS			
<p>18. Disregard for rules, directions, instructions or for any persons in authority</p> <p>Defiance or disrespect towards School authorities, parents, visitors or peers</p> <p>Being discourteous towards School authorities, adults or peers, or displays of insolence</p>	<p>Counselling and/or Reprimand and /or Warning / Written reflection</p>	<p>Final Warning/ Parental Contact</p>	<p>Suspension and Hearing/ Expulsion</p>

<p>19. Use of excessive force when playing games or during sporting events</p> <p>Playing games in an area where others may be injured or where property may be damaged</p> <p>Riding skateboards, wheelies, bicycles or motorbikes in areas where such activities are prohibited, or in such a manner as may cause injury to others or damage to property</p> <p>Accidental damage to property</p>	<p>Counselling and/or Reprimand and /or Warning / Written reflection</p>	<p>Final Warning/ Parental Contact</p>	<p>Suspension and Hearing/ Expulsion</p>
<p>20. Noisy or disruptive behavior, disturbing the activities of others</p> <p>Highly disruptive or unruly classroom behavior</p> <p>Trespassing or entering School premise without permission or without supervision, and/or after school hours</p> <p>Refusing to identify oneself upon request by a School authority</p>	<p>Counselling and/or Reprimand and /or Warning / Written reflection</p>	<p>Final Warning/ Parental Contact</p>	<p>Suspension and Hearing/ Expulsion</p>
<p>21. Swearing and use of vulgar, profane (foul) language</p>	<p>Counselling and/or Reprimand and /or Warning / Written reflection</p>	<p>Final Warning/ Parental Contact</p>	<p>Suspension and Hearing/ Expulsion</p>

<p>22. Tardiness, littering and poor housekeeping</p> <p>Poor grooming, unhygienic personal habits, improper use of school facilities or ablutions</p> <p>Hair, dress or apparel that is not in accordance with School standards or rules</p> <p>Eating or drinking during class or School events / activities when consumption is not permitted</p>	<p>Counselling and/or Reprimand and /or Warning / Written reflection</p>	<p>Final Warning/ Parental Contact</p>	<p>Suspension and Hearing/ Expulsion</p>
<p>23. Tampering with the possessions or equipment of others</p> <p>Use of School equipment without permission (with no serious consequences)</p>	<p>Counselling and/or Reprimand and /or Warning / Written reflection</p>	<p>Final Warning/ Parental Contact</p>	<p>Suspension and Hearing/ Expulsion</p>
<p>24. Refusal or failure to complete homework or assignments</p> <p>Refusal or failure to deliver or return reports, reply slips or letters to parents or to the School</p> <p>Unreasonable and unexplained refusal to attend or participate in School activities or compulsory events</p> <p>General uncooperativeness and / or being willfully obstructive</p> <p>25. Cont. Poor application to studies, schoolwork or assignments</p>	<p>Counselling and/or Reprimand and /or Warning / Written reflection / Daily Report 1 week</p>	<p>Final Warning/ Parental Contact / Daily Report 2 weeks</p>	<p>Suspension and Hearing/ Expulsion</p>

<p>26. Truancy, poor timekeeping practices</p> <p>Unexplained absences from classes or from compulsory events or activities</p> <p>Leaving class or School premises without permission</p> <p>Persistent late-coming or early unauthorised departure from class / School.</p>	<p>Counselling and/or Reprimand and /or Warning / Written reflection</p>	<p>Final Warning/ Parental Contact – written letter</p>	<p>Suspension and Hearing/ Expulsion</p>
<p>27. Persistent misuse of personal communication devices during School activities</p>	<p>Device confiscated</p>	<p>Device Confiscated Final Warning/ Parental Contact</p>	<p>Suspension and Hearing/ Expulsion</p>
<p>28. Any other infringements that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures.</p>	<p>Counselling and/or Reprimand and /or Warning / Written reflection</p>	<p>Final Warning/ Parental Contact</p>	<p>Suspension and Hearing/ Expulsion</p>