



Misbehaviour and Sanctions for Students Policy

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Students are accountable for their actions; they are responsible for conducting themselves properly, in a way that upholds the reputation of the school, and in a manner appropriate to their age and level of maturity. They will be asked to explain any behaviour that departs from the guidelines in the Code of Conduct for Students - initially to their tutor or class teacher. Should any student persist in ignoring the Code of Conduct or be in serious breach of it, he or she will be accountable to their Head of School and ultimately to the CEO. Parents may not be informed at the first level of accountability but will always be informed at the higher levels.

APPLICATION OF SANCTIONS

The school will apply sanctions according to the schedule below and will take into account such factors as past history of misbehaviour, circumstances under which the misbehaviour occurred, the age of the student, and other factors which are perceived to be relevant. Misbehaviour which represents breaches of the Code of Conduct are classified according to their levels of severity and those listed are examples of misbehaviour at each level. Each list is not therefore exhaustive.

LEVEL 1

Misbehaviour at this level represents minor infractions of procedures which regulate the orderly operation of the school, its environment, its users, and the teaching and learning process.

- Showing disrespect for others
- Littering/ inconsiderate disposal of waste items
- Being late to school or class
- Failure to complete work to a deadline
- Minor defacing of school property
- Inappropriate personal appearance
- Use of offensive language
- Hindering the progress of other students
- Inappropriate use of the internet, intranet or other ICT resources

Sanctions that are applied against this kind of misbehaviour include:

- A reprimand or a warning
- Writing a letter of apology
- A withdrawal of privileges
- A school community work order
- A detention

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LEVEL 2

In this level is included misbehaviour whose frequency or seriousness tends to disrupt the teaching and learning environment of the school.

- Repeats or more serious examples of the kinds of misbehaviour at Level 1
- Major disruptive behaviour
- Petty theft
- Defiance
- Bullying (in any form), intimidation, teasing or ostracising of other students
- Cheating or copying another student's work
- Truancy from lessons or leaving the school site or school-related activities without permission
- Use of obscene language or gestures
- Possession or distribution of offensive material
- Anti-social behaviour, e.g. minor scuffles
- Use of recording devices, e.g. digital cameras, cameras in mobile telephones, on school premises other than part of the school curriculum

Sanctions that are applied against this kind of misbehaviour may include appropriate sanctions at Level 1 as well as:

- A detention
- 'Daily Report', in which a student's behaviour and progress is carefully monitored throughout lessons and breaks
- In-school exclusion: exclusion from lessons, breaks and co-curricular activities
- Exclusion from school

LEVEL 3

These misbehaviours are more serious because their consequence may have a lasting effect on the individual or may pose a threat to the health, safety and security of others and / or the reputation of the school.

- Repeats or more serious examples of the kinds of misbehaviour at Level 2
- Tampering with devices designed to ensure the health, safety and security of others
- Infringements related to academic honesty
- Stealing
- Vandalism
- Fighting
- Gambling
- Physically threatening other students
- Possession or distribution of pornographic materials
- Inappropriate body contact
- Possession, use or sale of prohibited material (e.g. tobacco, alcohol, medication, e-cigarettes) in school or on school-related activities, on or off site
- Serious acts of defiance or threatening an employee of the school

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- Bringing the school into disrepute through activities on or off-site
- Posting of unauthorised and / or inappropriate electronic or real images in public access locations which are directly or indirectly related to Tanglin Trust School Ltd, its employees or students.
- Failure to observe regulations of public examinations

Sanctions that are applied against this kind of misbehaviour include:

- Temporary exclusion from school
- Permanent exclusion from school: normally reached after other sanctions have failed.

LEVEL 4

Represented in this level are acts which are clearly criminal or present a direct threat to the welfare of others or may result in violence to persons or damage to property.

- Possession, use or sale of stolen property
- Extortion of other students
- Indecent exposure
- Major vandalism
- Arson
- Assault
- Serious theft
- Possession, consumption or trafficking of illegal drugs, non-prescription medication or other substances, in school or on school-related activities, on or off site
- Possession of drug-related articles in school or on school-related activities, on or off site
- Possession of a prohibited weapon in school or on school-related activities, on or off site
- Outrage of modesty

The sanction that would normally be applied against this kind of behaviour:

- Immediate permanent exclusion from school

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MISBEHAVIOURS WHICH INCLUDE PHYSICAL ASSAULTS AND INFRINGEMENTS OF THE LAW

All involved in a serious physical assault that leads to bodily harm (those assaulting and those being assaulted) will normally be excluded from school for the rest of the day on which the assault takes place, and the following day for a cool-off period during which an investigation will take place.

For any student's misbehaviour which infringes on the laws of Singapore, the school may inform the relevant authorities. Where we have a legal obligation to report the infringement, the school will inform the relevant authorities.

APPEALS

A permanent exclusion order is reached by the relevant Head of School in consultation with the CEO. The Chair of the Board will be notified of any permanent exclusion order reached. A student given a permanent exclusion order, and / or his or her parents, has the right of appeal. Such an appeal will be considered by the Disciplinary Sub-Committee of the Board of Governors. Further, the Disciplinary Sub-Committee is empowered to hear the views of others in its review before making a final decision.

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