

SANCTIONS FOR INFRACTIONS HANDBOOK

OFFENCES AND PENALTIES

OFFENCES AGAINST THE PERSON			
	Offence	Minimum Sanction	Maximum Sanction
BULLYING/INTIMIDATION			
1	Name calling	Verbal Warning	Detention
2	Name calling unto bullying	Detention	2- day Suspension
3	Issuing a (direct or veiled) threat to another student	Detention	5- day Suspension
4	Any act of intimidation or attempt to intimidate	1- day Suspension	9- day Suspension
DISRESPECTING A TEACHER			
5	Raising one's voice in aggression against a teacher or other support staff	Detention	2- day Suspension
6	Issuing a (direct or veiled) threat to another teacher or other support staff	1- day Suspension	5- day Suspension
7	Approaching a teacher or other support staff in a threatening manner	5- day Suspension	Referral to Personnel Committee
8	Disrespecting a visitor on the school compound	1-day suspension	5-day suspension
9	Invading the personal space of staff, student	2- day Suspension	9- day Suspension
USE OF FOUL LANGUAGE			
10	Use of Expletives	Detention	1- day Suspension
11	Use of bigoted, 'hate' speech	Official Warning	2- day Suspension
INJURY TO OTHER STUDENT			
12	Striking a student with limb (Punching, Kicking)	Detention	1- day Suspension
13	Striking a student with an object	Detention	3- day Suspension
14	Striking a student, causing injury	2- day Suspension	5- day Suspension
15	Causing fractured digit(s)	1- day Suspension	5- day Suspension
16	Causing fractured limb	3- day Suspension	Referral to Personnel Committee
17	Causing injury to facial area	2- day Suspension	Referral to Personnel Committee
18	Causing injury to eye(s)	3- day Suspension	Referral to Personnel Committee
19	Causing bodily scratch(es)	5- day community service	1- day Suspension
20	Causing a gash	1- day Suspension	5- day Suspension
21	Stabbing another student (with any implement)	Referral to Personnel Committee	

22	Body Slamming another student	2- day Suspension	Referral to Personnel Committee
23	Moving chair, almost causing student to fall	1- day Suspension/Dention	5-day Community service /2- day Suspension and payment of any medical fees
24	Moving chair, causing student to fall	2- day Suspension	5- day Suspension
STEALING			
25	Removal of item/book from bag	Detention	2- day Suspension
26	Removal of item from pocket	Detention	2- day Suspension
27	Removal of money from pocket	1- day Suspension	5- day Suspension
28	Removing item from student's desk, without permission	Detention	2- day Suspension
29	Grabbing of money from student's hand	Detention	3- day Suspension
30	Subduing and stealing item, money from student	3- day Suspension	Referral to Personnel Committee
31	Asking younger student(s) for money	Detention	5- day Suspension
32	Stealing student's P.E. gear	1- day Suspension	3- day Suspension
33	Stealing student's uniform	1- day Suspension	3- day Suspension
SOCIAL MEDIA USAGE & INVASION OF SPACE			
34	Posting derogatory comments or any other thing on social media that can bring the school in disrepute	3- day Suspension	Referral to Personnel Committee
35	Posting images of the students, staff on social media without permission	5- day Suspension	Referral to Personnel Committee
36	Texting inappropriate comments to students, staff	5- day Suspension	Referral to Personnel Committee
ACADEMIC OFFENCES			
	Offence	Minimum Sanction	Maximum Sanction
CLASSROOM RELATED ACTIVITIES			
		100% Marks Deducted + Offical Warning Letter	
37	Tampering with assigned grade	1- day Suspension	2- day Suspension
38	Failure to submit homework	Detention	Loss of 500 GEMS Points
39	Failure to submit homework on time	Detention	Loss of 250 GEMS Points
40	Failure to participate in group task	100% Marks Deducted	
41	Arrival at class after 10 minutes of the scheduled start time without permissi	Detention	Loss of 500 GEMS Points

42	Leaving class without permission (yard pass) of the teacher	Detention	2- day Community Service
43	Being out of class during contact time without an Official Pass	Detention	Loss of 500 GEMS Points
44	Being absent from class(es) while being present at school (truancy)	Detention	1- day Suspension
45	Being absent from Physical Education (i.e. being out of gear) while being present at school (truancy)	Detention	Loss of 500 GEMS Points
46	Absence from homeroom session	Detention	Loss of 500 GEMS Points
47	Passing off someone's work as one's own	100% Marks Deduction	
48	Failure to produce necessary textbook	Detention	Loss of 500 GEMS Points
49	No pens, pencils or other writing implement	Detention	Loss of 250 GEMS Points
50	No T-square, set squares, geometry set, graph paper etc.	Detention	Loss of 250 GEMS Points
51	Failure to present a letter stating reason for lateness or absence from exam	Zero Grade	
52	Speaking out of turn, disrupting the flow of the lesson	Detention	Loss of 1000 GEMS Points
53	Causing distraction to another student or other students	Verbal Warning	Detention
54	Using crass language during Contact Time	Verbal Warning	Detention
55	Playing in the classroom	Detention	Loss of up to 500 GEMS Points
56	Littering the classroom	Community Service	Detention
OFFENCES AGAINST PROPERTY			
	Offence	Minimum Sanction	Maximum Sanction
57	Littering the compound	Community Service	Detention
58	Urinating, Excreting around compound	Detention	1- day Suspension
59	Damage to lab equipment	1- day Suspension	3- day Suspension
60	Causing damage to e-library or lab facilities	1-day Suspension	3- day Suspension
61	Damage to furniture	1- day Suspension	2- day Suspension
62	Opening of gas line without permission	1-day Suspension	3- day Suspension
63	Damage to gas dispenser in lab	1- day Suspension	2- day Suspension
64	Damage to sink in lab	1- day Suspension	3- day Suspension & repayment of the value of the damage
65	Damage to toilet tanks and or face basin	1- day Suspension	3- day Suspension & repayment of the value of the damage
66	Tampering with a Fire Extinguisher	2- day Suspension	5- day Suspension
67	Throwing classroom furniture	1- day Suspension	2- day Suspension

68	Causing damage to furniture	1-day Suspension	3- day Suspension
69	Throwing furniture, causing damage	1- day Suspension	3- day Suspension
70	Damage to windows, doors	1- day Suspension	5- day Suspension
71	Mounting graffiti	1- day Suspension	2- day Suspension
72	Structural damage to walls, ceiling material, floors, railing	2- day Suspension	3- day Suspension
73	Damage to plants, vegetation	Detention	1- day Suspension
74	Damage to vehicle (paint, tyres,etc.)	2- day Suspension & repayment of the value of the damage	5- day Suspension & repayment of the value of the damage
75	Defacing of academic materials (test paper, worksheet, etc.)	Detention	100% Mark Deducted
76	Damage to academic tools (T- square, set square, pen, etc.)	Detention	1- day Suspension
77	Causing damage to canteen infrastructure	1- day Suspension	2- day Suspension
78	Interfering with CCTV equipment around the school	2- day Suspension	5- day Suspension
79	Causing damage to CCTV cameras or tv monitors around compound	2- day Suspension & repayment of the damage caused	9- day Suspension & repayment of the damage caused
80	Causing damage to plumbing fixtures	2-day Suspension	5-day Suspension
81	Removing items from computer, science or food lab	1- day Suspension	5- day Suspension
OFFENCES AGAINST THE COMMUNITY			
	Offence	Minimum Sanction	Maximum Sanction
82	Failure to adjust behaviour after being warned	Detention	Loss of 750 GEMS Points
83	Lightening of the skin (bleaching)	1- day Suspension	5- day Suspension/until original complexion returns
84	Being involved in a brawl on the streets	3- day Suspension	5-day Suspension & Dispute Resolution Counselling
85	Consuming food item while walking	Verbal Warning	Detention
CELLPHONE AND OTHER ELECTRONICS			
86	Being in possession of mobile phone	Confiscation + Detention/Loss of GEMS	
87	Being in possession of mobile phone accessories		
88	Being in possession of electronic device, accessories		
89	Refusal to hand over a banned electronic device (cell phone, headphones, boom boxes etc.)	1- day Suspension (student returns to school only when they have handed in the device)	
UNIFORM			

90	Using the Gaynstead crest without permission	3- day Suspension	5-day Suspension
91	Grooming violation: immodest haircut	Verbal Warning	1- day Suspension
92	Uniform violation: tight-fitting shirt, tunic, skirt, pants etc.	Verbal Warning	1- day Suspension
93	Uniform violation: athletic wear, trainers, sandals, crocs etc.	Verbal Warning	1- day Suspension
94	Wearing incorrect socks and/or shoes	Detention	5-day community service
95	Chewing gum while in uniform	Detention	5-day community service
96	Not wearing the school crest or tie	Detention	5-day community service
97	Wearing incorrect hair accessories; jewellery	Detention	5-day community service
98	Wearing false hair/hair extensions	Out of class suspension	1-day suspension or until hair is removed
99	Being in a game shop, music shop, cinema in uniform	1- day Suspension	2- day Suspension
WEAPONS VIOLATION			
100	Taking a knife to school	Referral to Personnel Committee	
101	Taking other cutting implement onto school compound, without (written) permission	Referral to Personnel Committee	
102	Being in possession of a firearm or explosives	Police Action	
VENDING			
103	Offering confectionaries in exchange for money (or other value)	1- day Suspension	3- day Suspension
104	Offering clothing in exchange for money (or other value)	1- day Suspension	3- day Suspension
105	Offering souvenirs or paraphernalia exchange for money (or other value)	1- day Suspension	3- day Suspension
106	Sale or distribution of over-the-counter, prescription or illegal drugs	5- day Suspension	Referral to Personnel Committee
107	Playing games in exchange for money (or other value) Gambling	3- day Suspension	5- day Suspension
ATTENDANCE & PUNCTUALITY			
108	Arriving at school after 7: 45 a.m.	Recorded lateness (1 Detention for every 5th recorded lateness)	
109	More than five (5) inexcusable late arrivals in 20 or fewer consecutive days	Loss of 500 GEMS Points	
110	Absence from Registration	Detention	Loss of 200 GEMS Points
OUT OF BOUNDS AREAS			
111	Entering a Staff Room (or office) without permission or supervision	Verbal Warning	5-day community service

112	Removing any item from the Staff Room (or office) without permission	Detention	3- day Suspension
113	Being in any area that is designated 'Out of Bounds'	Detention	5-day community service
	DISREGARD TO SYMBOLS & SAFETY PROCEDURES		
114	Failure to cooperate with the School Safety Personnel during an Emergency Drill	Detention	5-day community service
115	Failure to follow the instructions of a teacher during a school safety procedure	Detention	5-day community service
116	Disrespecting the school song, national anthem, national pledge	Detention	5-day community service
	FRAUD		
117	Giving false information (name, parents' name, address, etc.)		1- day Suspension
118	Making a false report that accuses another student of having committed a violation	Detention	3- day Suspension
119	Reporting that a violation has been committed when it has not been committed	Detention	3- day Suspension
120	Attempting to leave the school compound without the requisite (written) permission	Detention	1- day Suspension
121	Plagiarism		100% Marks Deducted + Official Warning Letter
122	Forging the signature of a member of staff	5- day community service	2- day Suspension
	ILLEGAL SUBSTANCE AND MATERIAL		
123	Possession of illegal drugs, cigars, cigarettes, inhalants or alcohol (or paraphernalia)	5- day Suspension	Referral to Personnel Committee
124	Use of illegal drugs, cigars, cigarettes, inhalants or alcohol on the school compound	5-day Suspension	Referral to Personnel Committee
125	Being under the influence of drugs or alcohol on school property or at a school function	3- day Suspension	9- day Suspension
126	Possession of pornography	3- day Suspension	9- day Suspension & Counselling
127	Possession of child pornography		OCR/Police Report
128	Use of the school network to access pornography	3- day Suspension	9- day Suspension
129	Accessing forbidden sites while on the school compound	2- day Suspension	9- day Suspension
	BATHROOM VIOLATION		
130	Being in the bathroom of the opposite sex	5-day community service	1-day suspension

131	Eating in the bathroom	Detention	5-day community service
132	Use of teachers' bathroom without permission	Detention	5-day community service
	THE OCCULT		
133	Simulating or invoking the occult while on the school compound	5- day Suspension	Referral to Personnel Committee
	SEXUAL MISCONDUCT		
134	Kissing or engaging in other sexual encounter on campus or in uniform	2-day suspension	5- day Suspension
135	Sitting in a student's lap of the opposite sex	Verbal Warning	Detention
136	Touching another student in a sexual manner	2- day suspension	5- day suspension
137	Toughing a teacher in a sexual manner	2- day suspension	5- day suspension
138	Making sexually- suggestive remarks to students, staff	2- day Suspension	5- day Suspension