

**SHARONLEA PRIMARY SCHOOL
CODE OF CONDUCT**

LEVEL ONE OFFENCES	CONSEQUENCES	
• Littering	One demerit	Teacher
• Incorrect uniform	One demerit	Teacher
• Eating, drinking, chewing gum in class	One demerit	Teacher
• Class/homework incomplete, or no book at school	One demerit	Teacher
• Diary/homework book not at school	One demerit	Teacher
• Behaviour inside and outside the classroom (disruptive, spitting, negative attitude)	One demerit	Teacher
Comprehensive notes must be maintained on an on-going basis. Three demerits = detention. These pupils must be referred to the Detention Committee. Parents must be informed.		
LEVEL TWO OFFENCES	CONSEQUENCES	
• Use of electronic devices during contact time	Confiscate the item, locked up in the school's strong room until the end of term.	Grade Tutor
• Insubordination, disrespect, arrogance, insolence, back chatting	One offence. Incident report is opened and completed for repeated offences. Two offences = detention. Refer to Detention Committee	Grade Tutor
• Swearing, obscene gestures		Grade Tutor
• Bunking		Grade Tutor
• Cheating (forgery, plagiarism)		Grade Tutor
• Racism, racist references or remarks		Grade Tutor
Continue to keep notes. Parents must be informed.		
LEVEL THREE OFFENCES	CONSEQUENCES	
• Stealing	One offence. Meet with parents as soon as possible. Suspension for a day. Complete incident report.	Discipline Committee (Principal, Deputy, Grade Tutors)
• Vandalism (defacing/damaging school/other's property, use of offensive materials on books)		
• Drugs, alcohol/any other intoxicating substance		
• Possession of inappropriate objects at school Fire crackers, offensive material, pornographic material, weapons, including any weapon which may include any object which has the potential to inflict bodily harm		
• Sexual assault (touching intimate body parts)	Suspension Disciplinary Hearing	SGB
• Rape		
• Poisoning or attempt to poison another person		
Keep comprehensive notes. Refer to HOD Guidance. Contact relevant authorities if necessary.		
If there is a Level Three Offence on a subsequent occasion, the matter will be referred to the SGB (Chairman, Principal, Deputy for further action)		