

HARTLEY ROAD PRIMARY SCHOOL

CODE OF CONDUCT

2026

CODE OF CONDUCT

LEVEL ONE OFFENCES

RESPONSIBILITY: EDUCATORS

<u>LEVEL ONE OFFENCES</u>	FIRST OFFENCE	SECOND OFFENCE	THIRD OFFENCE
LATE ARRIVAL FOR CLASS	Counsel & verbal apology by learner	Counsel & written apology by learner	Written apology by learner and counselling by Teacher
COPYING OF WORK/ ASSESSMENTS	Counsel & verbal apology by learner	Counsel & written apology by learner	Written apology by learner and counselling by Teacher
RUNNING & SHOUTING IN CLASS / CORRIDORS	Counsel & verbal apology by learner	Counsel & written apology by learner	Written apology by learner and counselling by Teacher
DISOBEYING PREFECTS/ STUDENT LEADERS	Counsel & verbal apology by learner	Counsel & written apology by learner	Written apology by learner and counselling by Teacher
BREAKING OF AGREED CLASS RULES	Counsel & verbal apology by learner	Counsel & written apology by learner	Written apology by learner and counselling by Teacher
LITTERING OF CLASSROOM	Counsel & verbal apology by learner	Counsel & written apology by learner	Written apology by learner and counselling by Teacher
NOT FOLLOWING REASONABLE INSTRUCTIONS	Counsel & verbal apology by learner	Counsel & written apology by learner	Written apology by learner and counselling by Teacher
NOT HANDING IN WORK ON TIME	Counsel & verbal apology by learner	Counsel & written apology by learner	Written apology by learner and counselling by Teacher
NEGLECT OF SCHOOL BOOKS	Counsel & verbal apology by learner	Counsel & written apology by learner	Written apology by learner and counselling by Teacher
LEAVING CLASSROOM WITHOUT PERMISSION	Counsel & verbal apology by learner	Counsel & written apology by learner	Written apology by learner and counselling by Teacher
LATE-COMING	Teacher Assistants to record and issue late coming slip	Teacher Assistants to record and issue late coming slip	Teacher Assistants to record and issue late coming slip
POOR ATTENDANCE	If learner absent for 3 days consecutively, form teacher phone parent to enquire.	If absenteeism persists, form teacher to contact the Dept. Head	DH to escalate the matter to the Deputy Principal
MISBEHAVIOUR DURING SALAAH	-----	-----	Written apology by learner and counselling by Teacher

LEVEL TWO OFFENCES**RESPONSIBILITY: HEADS OF DEPARTMENT**

LEVEL TWO OFFENCES	CORRECTIVE ACTION
REPETITION OF MINOR OFFENCES	DH will issue a green letter with sanctions.
RUDENESS / VERBAL & PHYSICAL ABUSE SWEARING / FIGHTING	DH will issue a green letter with sanctions.
DAMAGE TO ANOTHER LEARNERS PROPERTY	DH will issue a green letter with sanctions.
DISRUPTIVE BEHAVIOUR FRUSTRATING TEACHING AND LEARNING IN THE CLASSROOM	DH will issue a green letter with sanctions.
DISRESPECT FOR TEACHER & SUPPORT STAFF	DH will issue a green letter with sanctions.
GRAFFITI	DH will issue a green letter with sanctions.
DISOBEYING SPORTS RULES & POOR SPORTSMANSHIP	DH will issue a green letter with sanctions.
DISHONESTY, DECEITFULNESS INDECENT BEHAVIOUR	DH will issue a green letter with sanctions.
REGULARLY NOT DOING WORK SET BY TEACHERS	DH will issue a green letter with sanctions.
MEETING WITH UNAUTHORISED VISITORS	DH will issue a green letter with sanctions.
AVOIDING CLASSES, BUNKING LESSONS/ DETENTION	DH will issue a green letter with sanctions.
BRINGING POTENTIALLY HARMFUL TOYS/ OBJECTS TO SCHOOL	DH will issue a green letter with sanctions.
PLAGIARISM OF ASSIGNMENTS; PROJECTS & OTHER WORK	DH will issue a green letter with sanctions.
UNAUTHORIZED TRADING ON SCHOOL PREMISES	DH will issue a green letter with sanctions.
DRESS CODE INFRINGEMENTS	DH will issue a green letter with sanctions.
FORGERY OF PARENTS / GUARDIANS SIGNATURE	DH will issue a green letter with sanctions.
DISREGARDING TEST/EXAMINATION PROCEDURES	DH will issue a green letter with sanctions.

LATE FOR SCHOOL FOR MORE THAN THREE DAYS	DH will issue a green letter with sanctions.
INTERFERING WITH POSSESSIONS (BAGS, CASES ETC) OF OTHERS	DH will issue a green letter with sanctions.
BULLYING, TEASING, MOCKING, INSULTING	DH will issue a green letter with sanctions.
ABSENT ON A FRIDAY FOR MORE THAN 2 OCCASIONS WITHOUT A VALID REASON	DH will issue a green letter with sanctions.

<u>LEVEL THREE OFFENCES</u>	
	RESPONSIBILITY: DEPUTY PRINCIPAL
LEVEL THREE OFFENCES	CORRECTIVE ACTION
REPETITION OF LEVEL TWO OFFENCES	Deputy Principal to issue Blue letter with sanctions.
BRAWLING, ASSAULT, VICTIMISATION, STALKING	Deputy Principal to issue Blue letter with sanctions.
PORNOGRAPHY – DISTRIBUTION AT SCHOOL	Deputy Principal to issue Blue letter with sanctions.
PUBLIC INDECENCY AND BRINGING THE SCHOOL INTO DISREPUTE	Deputy Principal to issue Blue letter with sanctions.
IMPROPER SUGGESTIONS OF A SEXUAL NATURE	Deputy Principal to issue Blue letter with sanctions.
THEFT, DEALING IN STOLEN GOODS & POSSESSION	Deputy Principal to issue Blue letter with sanctions.
BREAKING AND ENTERING	Deputy Principal to issue Blue letter with sanctions.
INTIMIDATION OR THREAT TO AN EDUCATOR / SUPPORT STAFF OR LEARNER	Deputy Principal to issue Blue letter with sanctions.
ONGOING BULLYING IN SPITE OF WARNING	Deputy Principal to issue Blue letter with sanctions.
BRIBERY	Deputy Principal to issue Blue letter with sanctions.
CARRYING OF CELL PHONES/CAMERAS/SMARTWATCHES	Deputy Principal to issue Blue letter with sanctions.
VANDALISM – DEFACING/DAMAGING / BREAKING SCHOOL PROPERTY	Deputy Principal to issue Blue letter with sanctions.
BOMB THREATS / HOAX TELEPHONE CALLS	Deputy Principal to issue Blue letter with sanctions.
COPYING/CHEATING /ATTEMPTED CHEATING OR COPYING IN TESTS/EXAMINATIONS	Deputy Principal to issue Blue letter with sanctions.
POSSESSION/DISTRIBUTION OF TEST OR EXAMINATION MATERIAL PRIOR TO TEST OR EXAMINATION BEING WRITTEN	Deputy Principal to issue Blue letter with sanctions.
ONGOING DISRUPTIVE BEHAVIOUR IN CLASSROOM	Deputy Principal to issue Blue letter with sanctions.

GAMBLING ON OR OFF SCHOOL PROPERTY	Deputy Principal to issue Blue letter with sanctions.
DISRUPTIVE BEHAVIOUR ON SCHOOL PROPERTY OR ON SCHOOL OUTING/TRIP/EXCURSION	Deputy Principal to issue Blue letter with sanctions.
PROMOTING GANG FORMATION AND INVOLVEMENT IN GANG RELATED ACTIVITIES	Deputy Principal to issue Blue letter with sanctions.
INVOLVING/ ATTEMPTING TO INVOLVE OUTSIDERS IN DISPUTES BETWEEN LEARNERS	Deputy Principal to issue Blue letter with sanctions.
INVOLVING OR ATTEMPTING TO INVOLVE SIBLINGS/FRIENDS OUTSIDE SCHOOL IN DISPUTES BETWEEN LEARNERS	Deputy Principal to issue Blue letter with sanctions.
DISRUPTION OF THE SCHOOL PROGRAMME THROUGH REBELLION AND DEMONSTRATING WITHOUT PERMISSION	Deputy Principal to issue Blue letter with sanctions.
POSSESSION OF LIGHTERS/ MATCHES; FIRECRACKERS & CAUSING A FIRE OR DISCHARGING OF FIRECRACKERS/MATCHES	Deputy Principal to issue blue letter with sanctions.
CARRYING OF CIGARETTES /VAPES OR SMOKING/VAPING	Deputy Principal to issue blue letter with sanctions.
SOCIAL NETWORK SITES: DEROGATORY COMMENTS/ IMAGES AND RELATED INSERTS POSTED ON SOCIAL NETWORK SITES SUCH AS FACEBOOK, TIKTOK, X, INSTAGRAM, SNAPCHAT, WHATSAPP, ETC. ON LEARNERS/EDUCATORS/PARENTS AND OTHER PERSONALITIES	Deputy Principal to issue Blue letter with sanctions.
CLOSE RELATIONSHIP WITH THE OPPOSITE GENDER/DATING, EXCHANGING GIFTS/LETTERS OR CHATTING ON ANY SOCIAL MEDIA SITES, MEETING IN OR OUT OF SCHOOL	Deputy Principal to issue Blue letter with sanctions.

LEVEL FOUR OFFENCES**RESPONSIBILITY: PRINCIPAL / GOVERNING BODY**

LEVEL FOUR OFFENCES	CORRECTIVE ACTION
REPEATED LEVEL 3 INFRINGEMENTS	Yellow Letter. Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
IN POSSESSION OF ALCOHOL / DRUGS	Yellow Letter. Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
IN POSSESSION OF DANGEROUS WEAPONS OR OBJECTS	Yellow Letter. Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
ASSAULT ON A LEARNER CAUSING SERIOUS BODILY HARM	Yellow Letter. Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
ASSAULT ON A TEACHER OR A MEMBER OF STAFF	Yellow Letter. Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
SEXUAL ASSAULT (RAPE)	Yellow Letter. Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
SEXUAL HARASSMENT OF A TEACHER/ LEARNER	Yellow Letter. Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
VERBAL ABUSE OF A TEACHER	Yellow Letter. Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
FRAUD (FINANCIAL)	Yellow Letter. Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
SERIOUS DAMAGE TO SCHOOL / EDUCATOR PROPERTY & EQUIPMENT	Yellow Letter. Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
RACIST /CONDUCT THAT DEFAMES A LEARNER/ TEACHER	Yellow Letter. Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
HOSTAGE TAKING	Yellow Letter. Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
SATANIC PRACTICES THAT DAMAGE PROPERTY OR CAUSE HARM TO PEOPLE OR ANY OTHER LIVING CREATURES	Yellow Letter. Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support
LEARNER IS FOUND GUILTY IN A CRIME COURT	Yellow Letter. Disciplinary hearing. Suspension/ Expulsion from School. Outside Professional Help & Support

FLOW DIAGRAM OF PROCEDURES

