

	Level 1 Offense	First Sanction	Second Sanction	Third Sanction	Fourth Sanction	Fifth Sanction
1.1	Disruptive behavior in class	Verbal Reprimand	Verbal Warning	Break detention Note sent to parents	Double break detention Reported on SMS Email sent to parents	Elevate to Level 2 Offenses
1.2	Littering	Verbal Reprimand	Verbal Reprimand	Break detention Note sent to parents	Double break detention Email sent to parents	Reported on SMS Elevate to Level 2 Offenses
1.3	Unauthorized Eating, drinking, or chewing gum in class	Verbal Reprimand	Verbal Warning	Break detention Note sent to parents	Double break detention Email sent to parents	Reported on SMS Elevate to Level 2 Offenses
1.4	Non- compliance with learning guide/staff instruction	Verbal Reprimand	Verbal Warning	Break detention Note sent to parents	Double break detention Email sent to parents	Reported on SMS Elevate to Level 2 Offenses
1.5	Failure to do classwork and/or submit homework	Verbal Reprimand	Verbal Warning	Break detention Note sent to parents	Double break detention Email sent to parents	Reported on SMS Elevate to Level 2 Offenses
1.6	Failure to bring the required charged iPads, stationary, or equipment to class	Verbal Reprimand	Verbal Warning	Break detention Note sent to parents	Double break detention Email sent to parents	Reported on SMS Elevate to Level 2 Offenses
1.7	Failure to comply with school uniform regulations	Verbal Reprimand	Verbal Warning	Break detention Note sent to parents	Double break detention Email sent to parents	Reported on SMS Elevate to Level 2 Offenses

1.8	Causing minor physical or mental discomfort for another student	Verbal Reprimand	Verbal Warning	Break detention Note sent to parents	Double break detention Email sent to parents	Reported on SMS Elevate to Level 2 Offenses
1.9	Reporting late to class	Verbal Reprimand	Verbal Warning	Break detention Note sent to parents	Double break detention Email sent to parents	Reported on SMS Elevate to Level 2 Offenses
1.10	Copying another student's work	Redo the work	Break detention Note sent to parents	Double break detention Email sent to parents	Reported on SMS Zero grade Email sent to parents	Elevate to Level 2 Offenses
1.11	Possession and/or unauthorized use of a cellphone or an electronic device	Confiscation until end of day	Email sent to parents Reported on SMS Confiscation for one week	Email sent to parents Reported on SMS Confiscation until end of semester	Elevate to Level 2 Offenses	

	Level 2 Offense	First Sanction	Second Sanction	Third Sanction	Fourth Sanction	Fifth Sanction
2.1	Elevated from Level 1 offense	Interview with student welfare deputy principal	Email note to parents	Written Warning Email note to parents	An hour after school detention Email note to parents	Elevate to Level 3 Offenses
2.2	Forgery	Interview with student welfare deputy principal	Email note to parents	Written Warning Email note to parents	An hour after school detention Email note to parents	Elevate to Level 3 Offenses
2.3	Vandalism	Interview with student welfare deputy principal	Email note to parents	Written Warning Email note to parents	An hour after school detention Email note to parents	Elevate to Level 3 Offenses
2.4	Swearing, lying or using obscene gestures	Interview with student welfare deputy principal	Email note to parents	Written Warning Email note to parents	An hour after school detention Email note to parents	Elevate to Level 3 Offenses
2.5	Bullying	Interview with student welfare deputy principal	Email note to parents	Written Warning Email note to parents	An hour after school detention Email note to parents	Elevate to Level 3 Offenses
2.6	Disrespecting a staff member	Interview with student welfare deputy principal	Email note to parents	Written Warning Email note to parents	An hour after school detention Email note to parents	Elevate to Level 3 Offenses
2.7	Insubordination	Interview with student welfare deputy principal	Email note to parents	Written Warning Email note to parents	An hour after school detention Email note to parents	Elevate to Level 3 Offenses
2.8	Possession or using of pranks to disrupt the teaching and learning	Interview with student welfare deputy principal	Written Warning Email note to parents	An hour after school detention Email note to parents	Elevate to Level 3 Offenses	

2.9	Tampering with safety and other equipment on school premise	Interview with student welfare deputy principal	Out of school suspension (3 days) Email note to parents	Elevate to Level 3 Offenses		
2.10	Cheating, attempting to cheat, or having study material in a test venue	Interview with student welfare deputy principal	Zero grade Email note to parents Counseling	Zero grade Email note to parents Parent meeting	Elevate to Level 3 Offenses	
2.11	Fighting or attempted assault	Interview with student welfare deputy principal	Written Warning Email note to parents	An hour after school detention Email note to parents	Elevate to Level 3 Offenses	
2.12	Failure to attend detention with no excuse	Interview with student welfare deputy principal	Reschedule detention Email note to parents	Double break detention Email note to parents	Elevate to Level 3 Offenses	
2.13	Racism	Interview with student welfare deputy principal	Email note to parents	Written Warning Email note to parents	An hour after school detention Email note to parents	Elevate to Level 3 Offenses

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	Level 3 Offense	First Sanction	Second Sanction	Third Sanction	Fourth Sanction	Fifth Sanction
3.1	Elevated from Level 2 offense	Disciplinary hearing	Out of school suspension Email note to parents Parents meeting and signing of consent	Elevate to Level 4 Offenses		
3.2	Smoking	Interview with student welfare deputy principal Email note to parents Counseling	Disciplinary hearing Out of school suspension (2 days)	Out of school suspension (3 days) Email note to parents Parents meeting and signing of consent	Elevate to Level 4 Offenses	
3.3	Possession, copying, distribution, use or displaying of pornographic material	Disciplinary hearing	Out of school suspension (5 days) Email note to parents Parents meeting and signing of consent	Elevate to Level 4 Offenses		
3.4	Possession of weapons	Disciplinary hearing Parents meeting and signing of consent	Out of school suspension (5 days) Email note to parents	Elevate to Level 4 Offenses		
3.5	Activating a false alarm	Disciplinary hearing	Elevate to Level 4 Offenses			
3.6	Skiping school	Disciplinary hearing Parents meeting and signing of consent	Out of school suspension (2 days) Email note to parents	Elevate to Level 4 Offenses		
3.7	Assault with intent to cause marked bodily harm	Disciplinary hearing Parents meeting and signing of consent	Out of school suspension (3 days) Email note to parents	Elevate to Level 4 Offenses		

	Level 4 Offense	First Sanction	Second Sanction
4.1	Elevated from Level 3 offense	Disciplinary hearing Immediate suspension from school pending	Expulsion with immediate effect Informing parents
4.2	Use of weapons that cause physical injury	Disciplinary hearing Immediate suspension from school pending	Expulsion with immediate effect Informing parents
4.3	Physical assault that results in bodily harm	Disciplinary hearing Immediate suspension from school pending	Expulsion with immediate effect Informing parents
4.4	Theft, robbery, and stealing exams	Disciplinary hearing Immediate suspension from school pending	Expulsion with immediate effect Informing parents



✓ Note :

School admins have the right to override and adjust the policy based on the seriousness and reoccurrence of incidents

