



Trident College CODE OF CONDUCT

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1.0 PREAMBLE

Good discipline is an essential ingredient of any school and reflects the values upon which the school is built. Discipline is a prerequisite to an holistic approach to teaching and learning. Exercising our values in the form of a disciplined approach to our life at Trident demonstrates courtesy and respect among all students and staff. It is, therefore, important that the School, through the staff, students, prefects, and peers always work to uphold this discipline. This includes those periods when pupils are in the care of their parents and boarding staff.

Low level sanctions may accumulate thereby resulting in a higher-level sanction being imposed. All offences, especially those involving alcohol, tobacco, drugs and bullying, will result in sanctions being imposed in accordance with the Schools' policies. The context in which the offences have been committed will also be considered. In addition, pupils must bear in mind that transgressions occurring off campus may result in disciplinary sanctions, if it is considered that they have brought, or may bring, the School's name into disrepute.

The underlying expectation of pupils at Trident are that they should:

- Comply with fair instructions and general rules
- Behave responsibly so as not to endanger the safety and welfare of others
- Respect and care for the property of self, others and school
- Seek, build and maintain sound relationships
- Be punctual, courteous and respectful
- Have a positive attitude towards learning and be diligent in carrying out tasks
- Be honest and conduct themselves with integrity
- Take pride in their performance and that of their peers and school

Disciplinary action taken by the School seeks to:

- Create a consistent procedure that fairly marries sanction to the offence.
- Guide students towards self-discipline and responsible behaviour that reflects the values and vision of Trident.

2.0 RULES OF CONDUCT

It is impossible for this procedure to list every possible rule infringement by students. Accordingly, this guideline only sets out the broader categories of infringement, indicates the typical disciplinary action considered for these various types of infringement and outlines the norms for applying fair discipline at Trident.

Mitigating circumstances of a particular case under consideration may justify less severe action than indicated in the Code, while aggravating circumstances may cause more severe penalties to be imposed.

3.0 DISCIPLINARY MEASURES

The teacher and / or the School may initiate various forms of informal and formal disciplinary measures. The School Board, Trident' management and teachers are entitled to apply disciplinary action that they believe is appropriate in circumstances, within the guidelines provided in this procedure.

The severity of action taken by the School or Trident' staff member will depend on the circumstances, the seriousness of an infringement and any mitigating or aggravating

factors being of relevance. For this reason, the guidelines enclosed seek to promote and assure consistency, but not to remove the necessary discretion of the teacher or the School to apply a different penalty, should circumstances so dictate.

Discipline must, wherever feasible and effective, be applied progressively. Primary action for minor transgressions is generally applied at teacher level, without a formal investigation being necessary. Repeated committing of a minor, similar or related offence will, however, result in progressively more severe and formal action being taken.

Notwithstanding the principles of progressive discipline, a very serious or serious first offence may justify a formal and severe penalty and mitigate against the imposition of a lesser form of action (please see the code attached for guidelines on penalties). Warnings issued by the School will likely be noted on the student's record.

4.0 DISCIPLINARY PROCESS

This procedure summarises the disciplinary process that will be followed by the School when disciplinary action is considered appropriate.

4.1 Primary Action

Infringements that are not considered serious, or do not require formal disciplinary action in the opinion of the student's responsible teacher, can be dealt with directly by the teacher. The teacher may adopt to use a 'strike strategy' whereby the student does not receive any punishment until they have broken that rule, for example, three times.

This could include being late for class, not having the correct equipment for class, minor offences of the uniform rules.

4.2 Secondary Action

When an infringement occurs that appears to require formal disciplinary action, the teacher concerned (or another complainant) will initiate the disciplinary process by placing the students on Detention. This is recorded on the school management system (ISAMS) thereby parents will receive an email and the detention details can be viewed on the Parents Portal.

Should a student feel that they have been detained unfairly, they may raise this with the member of School management running the detention who will then investigate further.

4.3 Definitive Action

When a serious alleged infringement occurs, a Disciplinary Enquiry may be called. The School notifies the parent(s) / guardian(s) that an incident has occurred and that investigations are commencing. At this juncture, and as determined by incident, Trident may:

- Undertake an informal meeting with the parents, where the alleged facts are discussed openly, in an attempt to resolve the matter. The School may propose and discuss a sanction at this stage. Should no resolution be achieved at this stage, the matter proceeds to a formal enquiry, or;
- Choose to move straight to a formal enquiry. Notification of this is given to the parents / guardians of the student concerned. This notification must provide sufficient information to ensure the student / parents are properly informed of the alleged complaint, the

seriousness of the allegations, and the School's intention to convene a formal enquiry to investigate the infringement.

4.4 Disciplinary Enquiry

When convening a disciplinary enquiry, the following points must be noted:

- The student's parents should, wherever possible, be notified of the hearing at least seventy-two (72) hours (three working days) before the scheduled enquiry.
- The student may be suspended pending the enquiry, only if this is considered appropriate bearing the alleged misconduct in mind, the safety of the alleged victim(s) and or alleged transgressor, and the preservation of a school wide learning environment.
- The student and parent(s) / guardian(s) must be advised that they are expected to attend the enquiry and that their non-attendance may prejudice their case and result in the enquiry being held in their absence.
- The student and parent(s) / guardian(s) must be advised of the serious nature of the allegations, and the possibility of severe disciplinary action being taken should the student be found guilty of the allegations made against him / her.
- Legal representation at disciplinary enquiries, that are internal, educational school procedures, is not permitted, unless both the School and the parents agree that it is appropriate for both parties to be legally represented.
- Parents, the alleged transgressor and or associates of, may not question Trident students prior to the start of the enquiry without permission from the school.

The conducting of the formal disciplinary enquiry is of great importance and must be chaired by an objective official or governor and two (2) assessors. Generally, the three (3) people involved will be the Headmaster, the Deputy Head of Pastoral Care and Discipline, and the Housemaster. The chairperson will be responsible for leading and managing the enquiry process. The chair will make critical decisions as to:

- The verdict (i.e. the guilt or innocence of the student relative to the allegations made);
- The sanction (i.e. the appropriate penalty / action to be taken, after the consideration of mitigating and aggravating factors).

To ensure that this crucial procedure is properly and fairly conducted, all disciplinary enquiries should be conducted in such a way as to ensure that the rules of natural justice are complied with. The student and parent / guardian, therefore:

- Should be given adequate notice of and understand the allegations.
- Should be presented with all facts and information relating to the allegations.
- Must be given the opportunity to question evidence presented.
- Are entitled to present their own perspective and explain / defend their actions and be heard by an impartial chairperson.
- Must be treated with dignity and respect throughout the enquiry.
- Are to be assured of the greatest confidentiality possible.
- Must be advised of the outcome of the enquiry (i.e. the verdict), the decision made regarding penalties, and the reasons for such decisions.
- Have the right to appeal against any decision made by the chairperson.

After the completion of the enquiry, any decision made (regarding the guilt or innocence and whether to impose disciplinary action or not) should be formally communicated in writing, and supported, by the chairperson. This notification of outcome should be communicated within five (5) days of the enquiry being completed.

4.5 Appeal Process

The student / parents have the right to appeal against any formal disciplinary action imposed by Trident. The student / parents wishing to appeal must fully motivate their appeal in writing, to the Chair of the enquiry, detailing their grounds for appeal. The request for appeal must be submitted to the School within five (5) days of the chairperson's original decision having been communicated to the student / parents.

The student's basic right to an appeal against disciplinary action does not ordinarily mean that all the matters raised at the disciplinary hearing will be re-heard. The appeal procedure is limited to an objective reviewing of the decision made, based on the grounds and motivation for the appeal being lodged.

A full appeal re-hearing is only applicable when the disciplinary enquiry process appears to have been materially defective and / or the decisions reached at the enquiry are highly irregular by the School.

Should it become obvious that a full re-hearing is required for a fair appeal process, a full appeal (re)hearing should be conducted in accordance with the principles highlighted in Section 4 (Disciplinary Process) above, chaired by a new and impartial chairperson.

The Chairperson of the Board will be responsible for appointing an appropriate person, or review panel, to conduct the appeal review – or a re-hearing if this is considered necessary. After reviewing the appeal motivation submitted and investigating any aspects of the disciplinary process considered necessary, the reviewer must take a decision based on his / her findings, relative to the grounds for appeal submitted.

When a decision has been made by the reviewer (or re-hearing chairperson / panel), a written finding must be provided to the student / parents within a further five (5) days, and a copy of the finding placed on the student's file for safekeeping.

The School's appeal process is the final procedure in the disciplinary process and marks the exhaustion of internal College disciplinary measures.

4.6 Collective Disciplinary Action

Alleged misconduct by a group of students, where the infringement(s) are of a similar nature or with related intent, is considered as being 'collective misconduct' and, generally, is more effectively dealt with on a collective basis. An (informal) investigation into the alleged misconduct is conducted initially by the teacher, Housemaster or Head of Discipline with all the students concerned. Dependent on the outcome of this investigation, informal or formal disciplinary action may be considered appropriate by the responsible School official.

Should the infringement be serious, a single disciplinary enquiry procedure may be conducted with the students concerned, with their parents present. The same procedures as provided in the section 'Disciplinary Process' are generally also followed in a collective hearing.

Despite the use of collective procedures, individual students must still be provided with the opportunity of demonstrating that their own circumstances may be different from that of the group and showing why they should be treated differently.

In certain cases, however, it might be considered appropriate by the School to conduct separate investigations or hearings with individual students. Trident reserves its right to exercise its option to conduct individual or collective hearing procedures.

The same provisions set out in the section above regarding appeal procedures apply in the case of collective disciplinary action. The School reserves its right to initiate a separate or collective / group review process, to deal with any appeals received.

5.0 GENERAL CONSIDERATIONS

5.1 Penalty and Consistency

The penalties set out in the disciplinary code indicate the recommended, but not exhaustive and sole penalty that can be imposed.

5.2 Cumulative Action

Cumulative action for a repeated offence (i.e. imposing a more serious penalty for misconduct than that imposed previously for misconduct) is only appropriate if the second misconduct is of a similar or more severe nature to the previous misconduct. Any warnings issued previously must not have expired (i.e. are in excess of one (1) year old) for cumulative action to take affect.

5.3 Expulsion

Expulsion from school should generally only occur after conducting a formal enquiry. The penalty of expulsion from school is a last resort.

Exclusion from boarding may either be final or a temporary period of suspension; in the case of a suspension, specific and agreed parameters outlining the student's re-admission to boarding will take effect and will vary according to the circumstances.

An exclusion from boarding will not infer, on the part of the school, an exclusion from Trident; the student would still be able to attend all academic requirements as a day scholar.

5.4 Misconduct off the School Premises

Imposing disciplinary action for misconduct that took place off-site (for example, after hours and / or off the School campus) requires that the School must clearly demonstrate the negative impact of off-site misconduct on the Trident - student relationship (i.e. a loss of trust or the latter having brought the School's name into disrepute).

Proven criminal misconduct by a Trident student whilst off-campus may be considered sufficiently serious and relevant to suspend a child or remove their privileges and or motivate sterner sanction as is appropriate to the school Code of Conduct (i.e. as if the incident had taken place on campus).

Committing an offence off-campus, while under the jurisdiction of a staff member, while in school clothing of any sort, whilst of known association to the school, or of a criminal / illegal nature will generally satisfy the requirement that the conduct could have a negative impact on the School.

5.5 Search and Seizure

Any Trident official or member of the permanent teaching staff, upon reasonable suspicion, has the legal authority to conduct a search of any student or property in possession of the student (including but not limited to their cell phone, laptop, tablet or other electronic device) for a dangerous weapon, firearm, drugs or harmful dangerous substance, stolen property, or pornographic, offensive or bullying material brought onto and or distributed on the School property. In such instances:

- There must be enough reliable information to justify a search and it must be deemed necessary for maintaining discipline.
- It is important to consider the place being searched. Care must be taken not to infringe a person's right to privacy and dignity.
- The person doing the search must have the authority (appointed by the Headmaster and or Deputy Head) to do so.
- Boys and girls should be separated and searched by a person of the same gender.
- Trident' officials or members of the permanent teaching staff can be held liable if a student can show that the person conducting the search acted with malice and was unfair.
- If a student refuses to be searched, and it is not a matter of urgency, the School is to call the parents or guardian. If the parent refuses, the case may be handed over to the police.
- Strip-searches are generally not permitted and must be avoided. Because of the intrusive nature, school officials should have probable cause (i.e. high level of justification) that the student is in possession of illegal substances or a weapon that may threaten the safety of other students. A body cavity search is the most serious and intrusive and should never be conducted by Trident' employees.
- If the police are conducting the search, Trident should ensure that a proper search warrant is obtained and that a Trident' official or member of the permanent teaching staff is present with the child at all times.

6.0 THEFT

- An event of theft has occurred when something has been taken consciously / intentionally by someone for any period of time without the specific permission of the owner.
- Because it damages the assumption of trust within the school community, the school encourages the personal protection of property and takes strong action against thieves.
- Personal property is brought into the school entirely at the owner's risk and should be insured under their own home content's insurance. The school will not make a claim on its insurance for pupil's personal property.
- The school may use detection devices to catch thieves and may also call in the police to assist with detection. Any pupil found stealing may be asked to leave the school.

7.0 BUNKING

- Bunking off-campus by boarders (having not followed the correct sign-out procedure) is taken very seriously.
- Any boarder who is found to have bunked off-campus will have as their minimum sanction, an on-campus suspension ('gating'). Further sanctions may be applied as the severity of the situation determines.

8.0 SUBSTANCE ABUSE POLICY

8.1 Definition of Drugs

- Any illegal, controlled or banned substance or dangerous drug as defined by Zambian law, including, but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, steroid, amphetamine and barbiturate;
- Tobacco, nicotine, alcohol or any alcoholic beverage or;
- Any other intoxicant, mood-changing, mind-altering, or behaviour-altering drugs or substance (for example, Concerta or Ritalin), unless prescribed by a medical practitioner and used in accordance with the prescription only by the intended patient.

All information relating to drug use or dependency by a student should be treated as confidential. In the case of a student being involved with illegal substances, the parent(s) / guardian(s) should be informed and involved at the earliest possible opportunity to assist the student. All student's are expected to fully cooperate with the School. Where the student refuses to cooperate, School disciplinary procedures may be invoked.

The need for confidentiality cannot and should not prevent identification and prosecution of drug dealers and pushers.

8.2 Drug Screening / Testing

Random drug testing will be advised, where there is reasonable suspicion that a child or group of children are using drugs. Generally the parents will be asked to organise a drug test and share the results of the testing with the school. However the school may initiate the drug testing without the parents permission, but the results must be shared with the parents.

8.3 Policy Regarding the Inappropriate Use of Drugs

It shall be considered a violation of the Trident' Code of Conduct for any Trident pupil to possess, ingest, distribute, or be under the influence of any substance on the list of banned substances as per the Trident' definition of drugs as per Section 8 on the School premises, in Trident uniform, during extra-curricular activities and or school functions, unless the substance has been sanctioned by a fully-licensed physician and is being used by the patient in accordance with the prescription.

Should a student be found in possession of / or under the influence of any drug or suspected of either of the above, without due reason, the School reserves the right to take action according to the Trident Code of Conduct.

Dealing in drugs is a criminal offence. Should a student be suspected of, or be caught dealing or distributing drugs, Trident reserves the right to involve police action.

8.4 Disclosure

Should a student self-disclose their drug use prior to a school investigation, the school will consider acting in a non-disciplinary way and, in the event of non-disciplinary action being warranted, establish a rehabilitative process. Once an interview and disciplinary process has begun disclosure can no longer provide immunity from sanction.

9.0 PLAGIARISM AND CHEATING POLICY

9.1 Definition of Plagiarism

Plagiarism is the intentional usage of another's ideas, words or work portrayed as one's own. Such work can be presented in written, electronic or oral form and it includes copying or pasting from internet sources without acknowledging or crediting the source of the information.

9.2 Definition of Cheating

A pupil can be considered cheating when he or she:

- Copies, faxes, emails or duplicates parts of another's document.
- Uses translated work as original.
- Provides or receives answers to or from another during or relating to a test or examination. The onus is on the pupil to secure the integrity of his or her paper.
- Attempts to access a test paper or an examination with the intention to gain unfair advantage.

10.0 CONFISCATION

In accordance with Section 15 and 28 of the Annexure, student devices may be confiscated. In instances of confiscation the following process is to be adhered to:

- Staff or Mentors confiscate the device. A clear reason for confiscation is to have been given to the student who owns the device.
- Staff place the device in the school safe and notify the Deputy Head of their action. The school is not liable for damage to or loss of said device, unless negligence on the part of the school is proven.
- In the instance of a contested confiscation. The owner of the device may lodge an appeal with their Tutor or Housemaster who will weigh up the evidence and accounts of both owner and confiscator and choose to either ratify or overrule the decision to confiscate. The decision of the Deputy Head or Headmaster is final.

First Offence – Confiscation

The pupil will receive a verbal warning by the confiscator (teacher). The device shall be confiscated for one (1) full academic day. The confiscator is to record the incident on iSams. Devices may not be held over the weekend (i.e. they are to be returned by the close of any Friday (and, if required, handed back in on Monday and re-held until such time that the period of confiscation has been met) and, where requested, sim cards are to be returned at the point that the device is confiscated (unless it is believed that such action would compromise the disciplinary process).

Second Offence – Confiscation and Warning

First offence conditions are followed, and parents are notified (by email or telephone call) of the incident and the device is confiscated for three (3) full academic days.

Further Offences

The student shall be referred to the Deputy Head in charge of Pastoral Care.

11.0 FRATERNISATION (Public Displays of Affection)

An important aspect of co-educational education is for boys and girls to learn to live and work together in a natural and respectful manner. Any form of sexism is not allowed, as are excessive / inappropriate displays of affection. Sexual relationships between pupils are forbidden. Those who overstep the boundaries can expect sanctions to be applied.

11.1 Definition

Whilst under the care of Trident or whilst identifiable as of 'Trident,' fraternisation is an act of impropriety and or an excessive / inappropriate show of affection / romantic relationship.

11.2 Exclusive Relationships

Exclusive relationships (i.e. Boyfriend/Girlfriend) are discouraged and students must remain integrated with their peers. If the school feel that their relationship is detrimental to either their academic performance and/or social integration with others, there will be interventions that involve counselling and communication with parents as to the negative effect of the relationship.

11.3 Acceptable Behaviour

Non-intimate displays of affection, such as brief hugs (as one would hug a friend) and conversations that do not compromise their own, another's or the school's values and integrity.

11.4 Unacceptable Behaviour

Students may not hold hands, kiss, cuddle, lie on the couches together, or sit on another's lap or lay / sit in tandem beneath a blanket / rug, or engage in any behaviour of a sexually explicit nature. Students should not be closer than 30 cm to one another, should always remain in full public view.

12.0 BULLYING POLICY

Bullying is repeatedly and deliberately causing a vulnerable person pain or hurt. It may be felt physically or emotionally, undertaken in person or via social media, and found amongst individuals or between groups in either public or private settings. In essence the root of bullying lies in a power relationship when a more powerful person or group sets out to embarrass, take advantage of, hurt, shame or harm another person.

Trident' believes that bullying can affect the whole community, not just the bullies and victims, but equally those bystanders who observe and are, therefore, complicit, and or those who are drawn in by peer pressure. We do not accept that bullying is an inevitable part of school life or something that naturally sorts itself out over time. We therefore consider bullying a serious infringement of the Code of Conduct.

12.1 Cyber Bullying Policy

Cyber bullying, in any of its forms, is not tolerated at Trident. Cyberbullying includes, but is not limited to, using social media to spread messages about another person that are unkind or defamatory, and or posting photographs or other information about or that

include a fellow student without their consent. Electronic devices are to be used to communicate and receive information that aligns to the Trident values.

Electronic devices are permitted on campus with the understanding that, in the case of reasonable suspicion of inappropriate content or use, that they may be checked in the presence of the owner and that, should inappropriate use or offensive content be found, the evidence may be used in subsequent hearings.

12.2 Management of Bullying Incidents

There are three steps to be followed when a case of bullying is reported.

Step 1: Both parties - alleged bully / bullies and victim - meet with a staff member to discuss the situation, state opinion and try and work out a mutually agreeable resolution. A record of the discussion is kept, and parents of both parties are informed of the meeting.

Step 2: If the bullying continues, it will be assumed that it is a deliberate attack and a more severe process of sanction will be applied. The actual sanction will depend on the severity of the bullying but may include expulsion.

Step 3: If the bullying continues the most severe sanction – expulsion – will likely be applied.

13.0 SOCIAL MEDIA POLICY

Any conflict that is caused between students, or between families due to the use of social media outside of the school environment, and where the name of Trident is not brought into disrepute, will not be deemed the responsibility of the school (i.e. Trident will not become the mediator in talks or try to resolve the issues between families).

Conflict, however, that happens at school as a result of the spill over of social media use will be dealt according to the School's Code of Conduct. The posting of any comments about Trident' staff or students, on any form of media or device, which brings the school into disrepute, is considered a serious offence. As such, and in line with policy, a pupil may be subject to a formal disciplinary enquiry and or suspension from school. In serious or repeat occurrences, expulsion may be considered. Depending on the severity of the offense, the school may consider legal action.

The sometimes premature and often unsupervised use of social platforms by minors is the prerogative of the parents. Accordingly, if students have access to and are using these platforms, the onus of responsibility lies with the parents. Trident' encourages all parents to be pro-active in mitigating future incident. In this, we advise parents to investigate and apply some of the many 'parent control' apps available for cell and tablets on Apple and Android.

14.0 PUPIL'S DRIVING THEMSELVES ONTO CAMPUS

A pupil may not drive (being the driver of a car, motorcycle or golf cart, for example) to school until:

- Their parent(s) have written a letter to the Deputy Head Pastoral Care, noting their willingness for their son / daughter to drive onto campus.
- A copy of their valid driver's licence (students and full) has been given to the Deputy Head Pastoral Care.

Boarders are to hand in their keys on arrival, and all subsequent arrivals, to their Head of Boarding, and may only receive them back when permission to leave campus has been sent by their parent(s).

Unless agreed to by a member of staff, as follows a permission request by their parent(s), students may not leave the campus during the normal school day.

All travel to and from school matches and other school events must be by official school transport unless by prior arrangement with their Head of Department or Master-in-Charge of Sport. Should a student wish to travel to an event in their own vehicle, parent permission needs to be sent once that of their HOD or MIC has been granted.

Students driving themselves may only drive other students' once permission to do so from both sets of parents (of the driver *and* passenger(s)), and the school (HOD or MIC) has been received.

Pupils are to park their cars in the designated parking areas.

Failure to follow these regulations, the on-campus speed limit and or national driving / road regulations will result in an immediate suspension or exclusion of the right to drive onto campus.

Pupil's driving on a student's licence may only do so when accompanied by a fully licensed adult. Please note that students with a full licence do not constitute as adult supervisors of the student driver.

15.0 GATING

Gating is a punishment of fixed duration for boarders breaking significant school rules or for persistent poor behaviour. This sanction is the sole prerogative of the Housemaster and or Deputy Head Pastoral Care. Gating can be for a Friday or for a whole weekend (from Friday 13.20 to Monday 07.00) as informed by the seriousness of incident. During periods of gating, the student may not leave the campus and may have their free time managed by the Head of Boarding and or Duty Staff.

16.0 MOBILE PHONE POLICY

Pupils may bring phones and other mobile devices onto campus, but there are restrictions on when, where and how they can be used:

- Cell phones may not be used as a substitute for a BYOD (see separate BYOD policy).
- Cell phones may not be used or seen in class unless authorised by a teacher.
- Cell phones, tablets and laptops may not be seen or used within the dining hall during designated mealtimes.
- Cell phones may be used during break times.
- Sending or recording obscene or threatening messages via digital devices is illegal. Such messaging will be regarded as bullying and dealt with accordingly (see Section 12.0).
- Inappropriate use is likely to lead to confiscation and or a search of the device (see Sections 5.5 and 10.0).
- All electronic devices are considered the personal property of the owner and are not covered by the school's insurance policy.
- No ear / headphones are permitted to be used between 07h30 and 16.20 each day (unless given permission to do so by a teacher or in the case of Sixth Form students studying in the Sixth form area).

ANNEXURE – DISCIPLINARY INFRINGEMENTS AND CONSEQUENCES

The recommended penalty offers a guide to all stakeholders. A Disciplinary Enquiry may impose a more or less severe penalty depending on aggravating or mitigating circumstances.

Disciplinary Code: Students		
Type or nature of infringement or student misconduct	Guideline: Recommended Penalty	
	First Offence	Repeated Offence
VERY SERIOUS MISCONDUCT (Major Offences)	Formal enquiries are called in the Instance of contested facts and or expulsion and may negate the need for an informal discussion.	
1a) Transferring, using or being in possession of a dangerous weapon, explosives or any object that may be considered as being potentially dangerous (at School or at School events) 1b) Any gang related activity that may threaten the safety or welfare of others (at School or at School events, or in relation to School) 1c) Issuing a bomb threat or arson (attempted or actual)	Suspension / Expulsion	Expulsion
2a) Being under the influence of, or in possession of intoxicant, hallucinogenic, alcoholic, behaviour altering or dangerous / controlled / prohibited / illegal substances, or distributing, storing or consuming any of these substances at Trident or during Trident events or trips or in school uniform in public 2b) Experimental, occasional or habitual use or abuse, possession or distribution of medication, steroids, sports enhancing drugs, alcohol or (e-)cigarettes / tobacco at Trident or during school events or trips or in school uniform in public 2c) Failure to attend a designated rehabilitation programme and or in the event of a further positive test for drug use 2d) Being in possession of, or bringing onto campus, equipment designed or modified to use, burn, vaporise, inhale, inject or consume medication (unless in the prescribed fashion by the designated patient), steroids, sports enhancing or prohibited / illegal drugs, alcohol or tobacco. This rule includes but is not limited to electronic cigarettes, vaporisers, pipes and hubbly-bubbly.	Suspension and Final Warning / Expulsion	Expulsion
3a) Being in possession of, or attempting to remove another's property without their knowledge or consent 3b) Theft or attempted theft 3c) Sale of another's / stolen property	Suspension and Final Warning / Expulsion	Expulsion
4a) Obscene, indecent or sexually explicit behaviour, comments, innuendos or gestures, or attempts to make unwanted physical contact 4b) Storage, creation, sale or distribution of pornographic, obscene or offensive material, publications, symbols, email, text / SMS / MMS, cartoons or objects 4c) Engaging in sexual relations on campus or on a school excursion	Suspension and Final Warning / Expulsion	Expulsion
5a) Vandalising property / wilful damage to equipment (School or others), improper use or not taking due care of property or equipment 5b) Unauthorised occupation of any School property or facility, or having the effect of depriving others from using this property or facility. Preventing or seeking to prevent free assembly by others on the School's property,	Suspension and Final Warning / Expulsion	Expulsion

without School permission 5c) Blocking off any entrances or exits to or from the School premises, with the intention or effect of interfering with free access / egress by others 5d) Participating in or supporting industrial or protest action, preventing students from attending School activities		
6a) Actions that expose others to serious danger or injury, or expose the School to potential accidental loss or damages - whether due to wilful, grossly negligent or unintended acts 6b) Driving any motorised vehicle on campus without a valid driver's licence. A valid student's licence is not acceptable on campus unless accompanied by an adult with a valid driver's licence	Suspension and Final Warning / Expulsion	Expulsion
7a) Forgery or falsification of School documents and or reports 7b) Extortion, bribery, corruption or fraud (attempted or actual)	Suspension and Final Warning / Expulsion	Expulsion
8a) Fighting, hitting, assault, violent, and / or abusive behaviour (threatened or actual) 8b) Victimisation, bullying (cyber, verbal or physical) or initiation of any sort that runs counter to our School values 8c) Intimidation or wilfully interfering with others (attempted or actual) 8d) Inciting, advising or rewarding others to perform violent, offensive or threatening acts 8e) Offensive, insulting, abusive, racist or religious harassment or public comment, lewd behaviour or hate speech 8f) Playing of obscene, insulting or demeaning games	Meeting / Suspension and Final Warning / Expulsion	Expulsion
9a) Serious misconduct or actions that may bring the reputation of the School, students or other stakeholders into disrepute	Suspension and Final Warning / Expulsion	Expulsion
10a) Any other misconduct considered to be very serious and possibly justifying expulsion as a first offence	Suspension and Final Warning / Expulsion	Expulsion
SIGNIFICANT INFRINGEMENTS		
11a) Contravention of a working relationship within a boarding context due to a serious breach in trust between a student and House body	Gating / Final Warning / Exclusion from Boarding	Exclusion from Boarding
12a) Dangerous horseplay 12b) Malicious teasing and verbal abuse of others	Gating / Suspension / Final Warning	Suspension / Final Warning / Expulsion
13a) Abuse of School privileges or seniority / status, abuse of position of authority	Gating / Suspension / Final Warning	Suspension / Final Warning / Expulsion
14a) Wilful disruption of School activities, interference with School authorities 14b) Conduct designed to be prejudicial to good order or discipline at the School	Gating / Suspension / Warning	Final Warning / Expulsion
15a) Illegal downloading, storage, sharing, display or use of pirated or illegally copied digital material of a non-pornographic, obscene or offensive nature 15b) Use of proxy sites / software to circumvent limiting measures put in place by the College	Gating / Suspension / Warning / Monetary fine (for use of data) / Confiscation	Confiscation of device / Suspension / Monetary fine / Final Warning / Expulsion

<p>16a) Serious dishonesty (actual or intended)</p> <p>16b) Cheating, plagiarising, copying or tampering with test or exam results, reports or assignments</p> <p>16c) Being in possession of or distributing material or information that may give an advantage in a test or an exam</p> <p>16d) Being an accomplice to, colluding, conspiring, assisting / abetting or instigating dishonesty, fraud, or theft</p> <p>16e) Inciting, advising or rewarding others to be dishonest or to cheat</p> <p>16f) Serious breach of School security procedures, unreasonably refusing to submit to a search</p> <p>16g) Off-site criminal misconduct that disrupts or substantially damages the school / student relationship and the educational process</p>	<p>Gating / Suspension / (Final) Warning</p>	<p>Suspension / Expulsion</p>
<p>17a) Students leaving the premises without permission or boarders leaving campus without parental consent or not following correct protocol</p>	<p>Gating / Suspension / Warning / Final Warning</p>	<p>Suspension / Final Warning / Expulsion</p>
<p>18a) Any misconduct by the student that is considered by School authorities to warrant more than counselling, verbal reprimand or an ordinary warning</p>	<p>Gating / Suspension / Warning</p>	<p>Suspension / Final Warning / Expulsion</p>
<p>19a) Attempted or actual break-in to school property or entry to unauthorised school areas</p>	<p>Gating/ Suspension / Final Warning.</p>	<p>Expulsion</p>
<p>20a) Unexplained absences from classes or from compulsory events</p> <p>20b) Leaving class without permission</p> <p>20c) Persistent late coming to class / School</p>	<p>Gating / Counselling / Reprimand / Parental Contact</p>	<p>(Final) Warning / Detention / Suspension / Expulsion</p>
LESS SERIOUS / MINOR INFRINGEMENTS		
<p>21a) Disregard for rules, directions, instructions or for any persons in authority</p> <p>21b) Defiance or disrespect towards others</p> <p>21c) Being discourteous towards School authorities, adults or peers, or displays of insolence</p> <p>21d) Inappropriate fraternisation on campus and at school events</p> <p>21e) Being unreasonably intolerant of others, and their personal beliefs, traditions, appearance or of diversity</p> <p>21f) Persistent violation of School rules (with less serious initial consequences)</p>	<p>Gating / Counselling / Reprimand / Parental Contact</p>	<p>Gating / (Final) Warning / Detention / Suspension / Expulsion</p>
<p>22a) Use of excessive force when playing games or during sporting events</p> <p>22b) Playing games in an area where others may be injured or where property may be damaged</p> <p>22c) Riding skateboards, wheelies, bicycles or motorbikes in areas where such activities are prohibited, or in such a manner as may cause injury to others or damage to property</p>	<p>Gating / Counselling / Reprimand / Parental Contact</p>	<p>Gating / (Final) Warning / Detention / Suspension / Expulsion</p>
<p>23a) Noisy or disruptive behaviour, disturbing the activities of others</p> <p>23b) Highly disruptive or unruly classroom behaviour</p> <p>23c) Trespassing or entering School premises without permission or without supervision, and / or after school hours</p>	<p>Gating / Counselling / Reprimand / Parental Contact</p>	<p>Gating / (Final) Warning / Detention / Suspension / Expulsion</p>
<p>24a) Swearing and use of vulgar, profane (foul) language</p> <p>24b) Inappropriate behaviour or comments in public or at School events that brings the School into disrepute</p>	<p>Gating / Counselling / Reprimand / Parental Contact</p>	<p>Gating / (Final) Warning / Detention / Suspension / Expulsion</p>

<p>25a) Tardiness, littering and poor housekeeping</p> <p>25b) Poor grooming, unhygienic personal habits, improper use of school facilities or ablutions</p> <p>25c) Eating or drinking during class or School events / activities when consumption is not permitted</p>	<p>Gating / Counselling / Reprimand / Parental Contact</p>	<p>Gating / (Final) Warning / Detention / Suspension / Expulsion</p>
<p>26a) Tampering with the possessions or equipment of others</p> <p>26b) Use of School equipment without permission (with no serious consequences)</p>	<p>Gating / Counselling / Reprimand / Parental Contact</p>	<p>Gating / (Final) Warning / Detention / Suspension / Expulsion</p>
<p>27a) Refusal or failure to complete homework or assignments</p> <p>27b) Refusal to deliver or return reports, reply slips or letters to parents or to the School</p> <p>27c) Unreasonable and unexplained refusal to attend or participate in School activities or compulsory events</p> <p>27d) General uncooperativeness and / or being wilfully obstructive</p> <p>27e) Poor application to studies, schoolwork</p>	<p>Gating / Counselling / Reprimand / Parental Contact</p>	<p>Gating / (Final) Warning / Detention / Suspension / Expulsion</p>
<p>28a) Persistent misuse of personal communication devices during School activities</p> <p>28b) The use of cell phones, iPods and or other devices at a prohibited time and or in a prohibited area</p>	<p>Gating / Confiscation / Counselling / Reprimand / Parental Contact</p>	<p>Gating / Confiscation / (Final) Warning / Detention / Suspension / Expulsion</p>
<p>29a) Lying and unfair behaviour (with less serious initial consequences)</p>	<p>Gating / Counselling / Reprimand / Parental Contact</p>	<p>Gating / (Final) Warning / Detention / Suspension / Expulsion</p>
<p>30a) Any other infringements that may be considered serious enough to warrant the implementation of corrective action and taking of disciplinary measures</p>	<p>Gating / Counselling / Reprimand / Parental Contact</p>	<p>Gating / (Final) Warning / Detention / Suspension / Expulsion</p>