
Disciplinary Policy & Procedures

The procedures apply to a student who is alleged have violated the Student Code of Conduct or committed any of the following:

- 1) Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the School, including offensive behaviour, whether on school premises or elsewhere;
- 2) Obstruction of, or improper interference with, the functions, duties or activities of any student, staff or official visitors of the school;
- 3) Behaviour which brings the School into disrepute;
- 4) Intentional or reckless damage to, or defacement of, School property or the property of members of the School community;
- 5) Misuse or unauthorised use of School premises, facilities or equipment;
- 6) Failure to comply with a previously-imposed penalty under these procedures;
- 7) Failure to attend a School disciplinary committee interview when requested to;
- 8) Failure to treat others fairly and with respect;
- 9) Anti-social behaviour including noise disturbances;
- 10) Acts of dishonesty, including theft, fraud, deceit or deception;
- 11) Action likely to cause injury, impair safety or raise false alarm on School premises;
- 12) Harassment of any student, staff or visitor to the School;
- 13) Violent, indecent, disorderly, threatening or offensive behaviour or language towards a staff, another student, visitor or a member of the public;
- 14) Conduct which constitutes a criminal offence;
- 15) Failure to maintain attendance requirements set by the School or ICA;
- 16) Obstruction of, or improper or fraudulent interference with, attendance monitoring of any student by the School;
- 17) Permitting another student to copy, verbatim or in substance, formative or summative assessed coursework;
- 18) Acts of academic dishonesty such as plagiarism, cheating during examination, etc.;
- 19) Failure to pay up the remaining programme/course fees as stipulated in the student's contract and letter of offer.
- 20) Any violation of social distancing regulations or related for anti-COVID-19; and
- 21) Any other act or behaviour which may be reasonably interpreted as misconduct notwithstanding the lack of equivalent examples above.
- 22) Students who were absent for a continuous period of 7 days without notice.

Disciplinary Procedures:

- 1) **Reporting:** Any member of the school community can report a misconduct incident to the designated authority.
 - 2) **Investigation:** The designated authority will conduct a thorough investigation, considering all available evidence and statements.
 - 3) **Disciplinary Committee:** A Disciplinary Committee will be formed to review the investigation findings and determine appropriate actions.
 - 4) **Student Notification:** The student will be promptly informed of the alleged misconduct, the evidence, and the scheduled disciplinary committee interview.
 - 5) **Disciplinary Committee Interview:** The student will attend the disciplinary committee interview, presenting their perspective on the incident.
 - 6) **Decision and Penalties:** The Disciplinary Committee will make a fair and impartial decision, imposing appropriate penalties if misconduct is substantiated.
 - 7) **Appeals Process:** A transparent appeals process is available for students who wish to challenge the disciplinary decision.
- **Penalties:** Penalties for misconduct may include verbal or written warnings, probation, suspension, expulsion, or other appropriate measures based on the severity and recurrence of the misconduct.
 - **Review and Continuous Improvement:** The disciplinary procedures will be annually reviewed to ensure effectiveness, fairness, and alignment with evolving circumstances. Feedback from the student body will be considered for continual improvement.