



The  
Grammar  
School  
Nicosia



1963

# DISCIPLINE POLICY

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**Person in Charge:** Mr Harry Christofi (*Headmaster Office*)

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The Grammar School, Nicosia

## Discipline Policy

Discipline is the responsibility of all teachers and students, whether in the classroom or generally around the school. Incidents of misbehaviour, including absences and lateness, must never be ignored and should be dealt with immediately, where possible.

1<sup>st</sup> time offence: warning, verbal.

2<sup>nd</sup> time offence: the offence is recorded on the **discipline referral form** and the student is asked to see the Head of Year the following break.

### 1.1 Uniform Disciplinary Actions

If a student is not in proper uniform, or his/her appearance is judged to be unacceptable:

- The teacher will send the student to any of the Heads of Department available.
- Upon a first offence, students will be dismissed for the remainder of the school day and sent home.
- If the student does not report to any of the Heads of Department, as instructed, this will be considered a serious offence of insubordination, and the matter is directly referred to the Discipline Committee which will act according to the [Discipline Categories](#).

### 1.2 Serious Offences Disciplinary Actions

Serious or repeated offences will be referred directly to the Deputy Headmaster in charge of discipline and/or the Discipline Committee and appropriate sanctions will be imposed according to the [Discipline Categories](#).

The offence is also recorded on the **discipline referral form** by the teacher.

It should be noted that repeated offenders may not be allowed to participate in school trips abroad and/or other school activities during the current or the following academic year.

Students with serious and repeated discipline offences in their records may not be accepted for registration the following academic year. At the end of each academic year, the Deputy Headmaster in charge of discipline will bring such cases to the Discipline Committee and with the Director General's approval, call the Teachers' Council to decide accordingly. The same procedure will be followed for students with a significant number of unexcused absences.

### 1.3 Communication with Parents/Guardians

Parents/guardians will be informed in writing and by phone immediately about both the incident, and any penalty imposed by the Deputy Headmaster. The Grammar School ethos emphasizes that students who misbehave are offered guidance and counselling measures to help them improve their behaviour.

## 1.4 Discipline Categories

The table below outlines the different types of offences and the corresponding actions to be taken. Offences are categorized into three levels, with each category having specific restorative actions detailed according to the type of offence.

OFFENCES		
Category 1	Category 2	Category 3
Being talkative/noisy in class	Cheating during a test	Involvement in fighting (physical)
Late entry	Disrupting lessons	Verbal abuse of a teacher
Absences	Leaving school premises without permission	Bullying (of any kind)
	Involvement in fighting (verbal)	Stealing (any value)
	Insubordination	Recording video and taking photos of other persons without their permission.
	Disrespect towards teacher	Aggressive behaviour.
	Smoking	Intentional damage to property
	Possession of vaping equipment	
	Plagiarism.	
	Not reporting to the Headmasters/Heads when instructed to do so.	
Restorative Actions		
<ul style="list-style-type: none"> <li>• In school suspension</li> <li>• Up-to one day out of school suspension</li> <li>• School Social Service</li> </ul>	<ul style="list-style-type: none"> <li>• 1 to 3 days out of school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• 3 to 8 days out of school suspension</li> </ul>
<b>The above list is not exhaustive</b>		