



The  
Grammar  
School  
Nicosia



1963

# DISCIPLINE POLICY

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**PERSON RESPONSIBLE:** Mr Harry Christofi (Headmasters Office)

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The Grammar School, Nicosia

# 1 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.

## 1.1 STUDENT EXPECTATIONS AND CODE OF CONDUCT

Students at the School are expected to uphold the values, standards, and reputation of the School at all times. The School aims to maintain a safe, respectful, inclusive, and academically focused environment in which all members of the community can learn and thrive.

Students are expected to:

- Treat all members of the School community with respect, courtesy, honesty, and consideration at all times.
- Contribute positively to the School environment and behave in a manner that reflects the values and ethos of the School.
- Attend school and all lessons regularly, punctually, and prepared for learning.
- Follow all instructions and directions given by members of staff promptly and respectfully.
- Participate positively in lessons and avoid behaviour that disrupts teaching, learning, or the educational progress of others.
- Demonstrate honesty, integrity, and academic responsibility in all classwork, coursework, examinations, and assessments.
- Respect the rights, dignity, wellbeing, and property of others at all times.
- Behave responsibly both on and off School premises, including during School trips, activities, and events.
- Refrain from bullying, harassment, intimidation, discrimination, racism, or any behaviour that causes physical or emotional harm to others.
- Respect and value diversity within the School community and contribute to an inclusive environment free from discrimination and intolerance.
- Refrain from violence, vandalism, theft, dangerous behaviour, or any conduct that may place themselves or others at risk.
- Use technology, mobile devices, artificial intelligence tools, online platforms, and School systems responsibly, safely, and respectfully in accordance with School policies.
- Refrain from posting, sharing, or distributing abusive, defamatory, inappropriate, or harmful content online, including content that may negatively affect members of the School community or bring the School into disrepute.

- Respect School property, facilities, and the belongings of others, and help maintain a clean, safe, and orderly environment.
- Wear the correct School uniform and maintain standards of appearance in accordance with School expectations.
- Refrain from possessing, using, distributing, or being under the influence of prohibited substances, alcohol, cigarettes, vaping products, dangerous items, or any unauthorised materials on School premises or during School activities.
- Follow all health, safety, safeguarding, and security procedures established by the School.
- Report concerns relating to bullying, safety, wellbeing, safeguarding, or inappropriate behaviour to a member of staff.
- Represent the School positively at all times and avoid conduct that may damage the reputation of the School or its community.

Failure to comply with the Student Code of Conduct may result in disciplinary action in accordance with the School Discipline Policy.

## 1.2 DISCIPLINARY ACTIONS

**First offence:** verbal warning.

**Second offence:** The incident is recorded on a Discipline Referral Form by the teacher, and the student is required to meet with the Head of Year during the next break period.

## 1.3 UNIFORM DISCIPLINARY ACTIONS

If a student is not in proper uniform or their 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 may be required to return home to correct the uniform issue before being permitted to resume classes.

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 will be referred directly to the Discipline Committee, which will act according to the Discipline Categories.

## 1.4 SERIOUS OFFENCES DISCIPLINARY ACTIONS

The School recognises the importance of fairness and due process in all disciplinary matters. Students will be given the opportunity to explain their actions and circumstances before disciplinary decisions.

Serious or repeated offences will be managed by the Deputy Headmaster in charge of discipline, who may apply the appropriate disciplinary measures and, where necessary, refer cases to the Discipline Committee. The School reserves the right to escalate any disciplinary matter where it considers such action appropriate.

Serious or repeated offences may also result in recommendations for restrictions from participation in School activities, including school trips, sports activities, and other School programmes during the current or following academic year.

Students with serious or repeated disciplinary offences on their record may be refused re-registration for the following academic year. At the end of each academic year, the Deputy Headmaster in charge of discipline will be responsible for coordinating referral of such cases to the Discipline Committee and, with the Director General's approval, the Teachers' Council will decide accordingly. The same procedure will be followed for students with a significant number of unexcused absences. In certain circumstances, a student may be temporarily withdrawn from school pending an investigation where such action is considered necessary in the interests of the student, other members of the School community, or the School itself.

## 1.5 COMMUNICATION WITH PARENTS/GUARDIANS

Parents/Guardians will be contacted where appropriate, recognising that an investigation may still be ongoing.

Parents/Guardians will be informed in writing and by telephone of the incident and any disciplinary action imposed by the Deputy Headmaster in charge of discipline or the Discipline Committee.

The School ethos emphasises that students who misbehave will be offered appropriate guidance and counselling measures to support positive behavioural improvement.

## 1.6 DISCIPLINE COMMITTEE PROCEDURES

The Discipline Committee is composed of the Senior Headmaster (or, in his absence, the Second Headmaster) as Chairperson, or the Deputy Headmaster in charge of Discipline acting as Chairperson, together with at least three members of senior teaching staff. The Director General may attend as an observer.

The Discipline Committee may impose disciplinary actions ranging from guidance to suspension at home (up to eight days), depending on the severity and frequency of offences.

The Committee's decisions on suspension or other penalties are final unless referred to the Teachers' Council for expulsion consideration.

## 1.7 DISCIPLINE CATEGORIES

The table below includes a variety 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. The list is not exhaustive.

OFFENCES		
Category 1	Category 2	Category 3
Being talkative/noisy in class despite warnings by the teacher	Cheating during a test	Involvement in fighting (physical)
Late entry <sup>1</sup>	Disrupting lessons	Verbal abuse of a teacher
Absences <sup>1</sup>	Leaving school premises without permission	Bullying (of any kind) <sup>2</sup>
	Involvement in fighting (verbal)	Stealing (any value)
	Insubordination	Recording video and taking photos of other persons without their permission.
	Disrespect towards teacher or member of staff	Aggressive behaviour.
	Smoking	Intentional damage to property
	Possession of vaping equipment	Inappropriate use of school email accounts, including accessing, using, or attempting to use another person's email account without permission.
	Plagiarism.	Misuse of AI tools, including cheating, plagiarism, impersonation, harmful content or privacy breaches. <sup>3</sup>
	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>

<sup>1</sup> Repeated lateness and attendance concerns are handled in accordance with the Absences, Lateness and Early Dismissal Policy

<sup>2</sup> Bullying cases are handled in accordance with the Anti-Bullying Policy. Serious, repeated or severe bullying may also be escalated under Category 3.

<sup>3</sup> This may be Category 2 or 3 depending on the severity of the case.