

## Form One Online Disciplinary Matrix

| INFRINGEMENT  | 1st OFFENCE   | 2nd OFFENCE   | 3rd OFFENCE  |
|---|---|---|--|
| 1.Unpunctuality<br>(10-20 mins late)  | Teacher cautions Student.   | Form Teacher cautions Student and sends email to parent   | Dean calls parents. Exercise given by dean to curb behaviour.(oral presentation)                                   |
| 2. Irregular Online Attendance  | Teacher cautions Student.   | The Form Teacher calls the parents to alert them to Dean's counselling.                                 | Principal calls parent and Guidance Counsellor for intervention.   |
| 3. No Assignments done/ done properly   | Teacher warns student.  | Form Teacher cautions student.<br>Teacher puts student out of synchronous session to finish assignment. | Dean gives an exercise to assist in change of behaviour. (Lines)   |
| 4.Cyberbullying   | Form teacher warns students that the parents of the victim can take legal action. Dean calls parents. | Dean cautions students that the parents of the victim can take legal action. Dean calls parents         | Principal calls the parents. Students are not allowed entry/participation in synchronous sessions for 1 week.      |
| 5. Disruptive behaviour – talking, making noises, misuse of chat-box, leaving camera and audio off. | Teacher cautions students.  | Form teacher cautions students. Dean calls parents Student put out of synchronous session.              | Not allowed to 2 synchronous sessions along with an exercise given from Dean to curb behaviour.(online discussion) |
| 6. Failure to sign it with the school's email address.  | Teacher refuses entry into the class.   | Dean calls the parent or sends an email to the parent.  | Principal calls the parent and the student is not allowed entry to class for 2 days.                               |