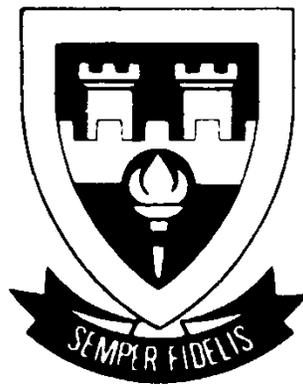


Stirling

High School



Code of Conduct for Learners

2018 UPDATE
13 June 2018

A. PREAMBLE

This Code of Conduct for Learners at Stirling High School (“the School”) is aimed at:

- Establishing a disciplined and purposeful environment at the School, dedicated to the maintenance and improvement of the quality of the learning process.
- Supporting the maintenance of the ethos of the School and protecting the School as a safe and orderly centre of teaching and learning.
- Promoting a culture of teaching and learning, mutual respect and peace.
- Reflecting the standard of ethical and moral behaviour expected of the learners at the School and preparing them to be worthy and responsible citizens in civil society.
- Giving effect to the provision of the Bill of Rights and the applicable and enforceable provisions of the statutory matrix (Appendix 1) from which is derived and by which it is governed.

Educators at the School standing legally in the place of parents/guardians of learners, are entrusted with the care and control of learners, during school hours and during any school- related activity, and are entitled to control and discipline learners according to the Code of Conduct.

This Code of Conduct is legally binding on every learner enrolled at the School.

This Code of Conduct is an instrument which belongs to the School community. The achievement of its objectives is dependent on its consistent and fair application, the support of parents and due observance by learners. It is supported by the clarification of the Rights and Duties of the Respective Stakeholders in the School Community (Appendix 2).

B. SCHOOL RULES

1. GENERAL

- 1.1. The School Rules must be adhered to, to ensure that the School’s name is not brought into disrepute or discredited.
- 1.2. Learners are expected to behave in a way which brings credit to the school at all times.
- 1.3. Learners are expected to be courteous and honest at all times.
- 1.4. When a learner has joined an extra-mural activity, he/she shall/must fulfil his/her obligations and carry out his/her responsibilities in that activity until the end of the season/activity.
- 1.5. All learners must behave in a responsible, sensible and tolerant manner.
- 1.6. Each learner must show respect to him/herself, peers, staff, visitors and the environment.
- 1.7. No form of intimidation or initiation is allowed.
- 1.8. Where learners are identifiable as students of Stirling High School, or are present

at a school activity or on the school premises, they are accountable for their actions in terms of the Code of Conduct.

2. SPECIFIC CONDUCT AND BEHAVIOUR EXPECTED

- 2.1 No littering.
- 2.2 No damaging or defacing school property or buildings.
- 2.3 No use of offensive or foul language.
- 2.4 No fighting, unruly behaviour or gang-related activities.
- 2.5 No learner may physically, verbally or psychologically harass, intimidate, bully, assail the dignity of, or assault a fellow learner or teacher.
- 2.6 No smoking.
- 2.7 No romantic display of affection, such as: kissing, embracing, necking, holding hands, etc.
- 2.8 No stealing, or interfering with, another person's personal property.
- 2.9 No use of, or possession of, any illegal drugs, narcotics or intoxicating liquor.
- 2.10 Learners may not be in possession of any dangerous object, including but not limited to: knives, weapons, fireworks and explosives.
- 2.11 No talking in the hall once the instruction to "keep quiet" has been given, and no talking during assemblies.
- 2.12 Respect for staff and prefects must be shown at all times. This includes responding when being called by somebody in authority.
- 2.13 No chewing of gum.
- 2.14 No pets or animals may be brought to school without prior permission.
- 2.15 No gambling or card games.
- 2.16 The use of, or possession of smoking paraphernalia is forbidden (including but not limited to: matches/lighters).
- 2.17 No begging at the tuckshop.
- 2.18 Learners at the tuckshop may only use the hatches allocated to their particular grade.

3. SCHOOL UNIFORM AND APPEARANCE

3.1 GENERAL

- 3.1.1 Uniform must be worn according to the dress regulations and must be clean and neat at all times. A letter from parents needs to be endorsed by a Grade Head or the Head of Discipline for any deviations from the dress regulations.
- 3.1.2 Name badges must be worn at all times and be visible.
- 3.1.3 Tracksuit pants or tops may not be worn as part of the school uniform.
No badges to be worn on the uniform other than those approved by the school.
- 3.1.5 Only the official school scarf may be worn. The scarf may only be worn from 1 May until the end of the Third Term.
- 3.1.6 No sunglasses may be worn with the school uniform or any item of school apparel.
- 3.1.7 Ink or henna tattoos may not be visible.
- 3.1.8 The use of blankets is not permitted.
- 3.1.9 Umbrellas may only be used in the rain. The official school drimac may be worn in the building when it is raining. The wearing of any other raincoat is forbidden.
- 3.1.10 The official cap/peak may be worn only at times determined by the school.
- 3.1.11 House T-Shirts may be worn only at times determined by the School. They may not be worn for sport practices, matches/games.

3.1.12 Winter uniform can be worn at any time, but must be worn from 1 May until the end of the Third Term. The tie must be worn with winter uniform.

3.2. DRESS CODE STANDARDS

BOYS

3.2.1 Hair:

Hair must be short, neat and clean at all times.

Hair must be above the collar and off the ears.

The fringe must be above the eye brows when pulled down.

Hair may not be dyed or coloured unless shades close to the pupil's natural colour are used.

Hair may be more than one length. However, it must fade in i.e. no steps or undercuts.

No form of spiking of hair.

No cut/shaved lines.

Side-burns may not extend further than mid-ear.

Face should be clean shaven at all times.

3.2.2 No jewellery, including necklaces, bracelets, earrings or rings may be worn with the exception of Medic-Alert.

3.2.3 Nails must be short and clean.

3.2.4 Shirts must be tucked in at all times.

3.2.5 No hands in pockets.

3.2.6 When a tie is worn, the top button of the shirt must be secured.

3.2.7 Only plain white T-shirts or vests may be worn under the shirt and no part of the T-shirt may be visible.

3.2.8 Shoes must be polished. Standard, "Bata style", black lace-up, round toed shoes to be worn. (No suede or pointed shoes)

3.2.9 A blazer may not be worn without a tie.

3.2.10 Only a plain black leather belt with a standard buckle may be worn.

3.2.11 No tapering of the grey school pants. No variations in colour are allowed.

3.3 GIRLS

3.3.1 Hair:

Hair to be neat and clean at all times.

If hair is on the collar it must be tied back.

Hair may not be dyed or coloured unless shades close to the learner's natural colour are used.

Only the following may be used to secure hair:

1. green, white or black tie-backs
2. green, white or black ribbon
3. plain green, white or black/brown alic bands
4. plain silver or gold clips.

3.3.2 No bracelets, necklaces or rings may be worn with the exception of Medic-Alert.

3.3.3 No make up or coloured nail polish may be worn. No permanent makeup is allowed.

- 3.3.4 Only one plain silver or gold sleeper of 1 cm in diameter or stud of 5mm may be worn in the centre of the lobe of each ear. The sleeper may not exceed 10mm diameter and the stud 5mm.
- 3.3.5. Nails must be short i.e. just visible above the finger tips. No glossy or coloured nail polish may be worn.
- 3.3.6 Shoes must be polished and neat. Standard “Bata style” black lace-up shoes to be worn.
- 3.3.7 The top button of the shirt must be fastened when winter uniform is worn.
- 3.3.8 Only green school tracksuit pants may be worn with the uniform by girls while on motorbikes to and from school.
- 3.3.9 The length of gym may not be shorter than 5cm above the knee.
- 3.3.10 Long green school socks or plain black stockings (40 or 60 decitex) must be worn with the winter uniform.

Any deviation from the above dress regulations must be with the written consent of the relevant Grade Head or the Head of Discipline.

3.4. Accommodation for the deviation from the Dress Code standards

A written request must be made to the governing body at least 2 weeks before a Governing Body Meeting. No deviation may occur until the Governing Body has responded positively to the parent in writing.

4. CLASSROOM AND CORRIDOR DISCIPLINE

4.1 CLASSROOM

- 4.1.1 Learners must stand in silence at their desk at the beginning and end of the lesson.
- 4.1.2 Learners must behave at all times in a manner that does not disrupt teaching and the learning process.
- 4.1.3 Learners may not eat or drink in class without the permission of the teacher.
- 4.1.4 The use of correction fluid or correcting markers is forbidden.
- 4.1.5 During intercom announcements learners must be seated and silent.
- 4.1.6 No learners in classrooms at break without permission.
- 4.1.7 Learners may not be out of class without a “Green Card”. The “Green Card” entitles a learner to be out of class for a valid reason.

4.2 CORRIDOR

- 4.2.1 Keep to the left at all times.
- 4.2.2 Do not obstruct movement in the corridors by stopping and talking.
- 4.2.3 Be in next class within 5 minutes of the bell ringing.
- 4.2.4 Use the “up” and “down” staircases as specified, except at break and at the beginning and the end of the day. All stairs may also be used during an emergency exit of the building.
- 4.2.5 Learners may not be in the school building during breaks except on the bottom corridor, or those attending meetings, using the cloakrooms or with the permission of a staff member or in the case of rainy weather.
- 4.2.6 Learners must sit in the corridors in such a way as not to obstruct the traffic flow.
- 4.2.7 Toilets are not to be used after the bell at the beginning of the day and at the end of break.

- 4.2.8 Give right of way to staff and adults.
- 4.2.9 Second floor cloakrooms to be used by Grade 11 and 12s.
First floor cloakrooms to be used by Grade 8, 9 and 10s.
- 4.2.10 The administration block passage may not be used as a thoroughfare. No student may walk past the principal's office or staffroom unless with a teacher.
- 4.2.11 No running in the corridors.
- 4.2.12 Noise levels to be kept to a minimum during movement between periods.
- 4.2.13 Ball play of any sort is not permitted in the school building.

5. SCHOOL GROUNDS

- 5.1 Interfering with the motorbikes or other vehicles is prohibited.
- 5.2 Entertaining of guests from outside the school without the permission of the Principal is not allowed.
- 5.3 No sitting on or beyond the boundary walls or fences of the school during school hours.
- 5.4 The following areas are out of bounds during school hours (07:30 to 14:05):
 - 1. Grade Twelve quad, except for Grade Twelves. Grade 8 quad, except for Grade Eights.
 - 2. All areas on the Primary School side of a straight line running between the netball courts and the tennis courts from the boundary at Gleneagles Road to Epsom Road, including the tennis shelter, tennis courts and squash courts. Line running from the far end of the netball courts outside the tuckshop towards Stirling Primary School is out of bounds.
 - 3. Hockey fields.
 - 4. Swimming pool and surrounding area.
 - 5. Administration block passage.
 - 6. Hostel buildings, workshop and garages.
 - 7. Motorcycle parking area.
 - 8. Staff room (at all times).
 - 9. Road from the tuckshop to Epsom Road.
 - 10. Printing room and staff media centre (at all times).
 - 11. Netball courts.
 - 12. Astro Turf
 - 13. Area beneath the overhang of the grandstand/changing rooms.
- 5.5 The Primary School fields are out of bounds at all times; before, during and after school.
- 5.6 Games may only be played on the school fields.
- 5.7 Appropriate shoes must be worn when playing on the netball, squash and tennis courts.
- 5.8 Learners may only enter the swimming pool and gym under the supervision of a teacher/coach.

6. TO AND FROM SCHOOL

6.1 Buses: Obey the bus driver at all times.

Behaviour on the bus must be impeccable at all times.

Board and leave the bus in a manner that does not endanger you or other road users.

Do not leave litter or mark or damage the bus in any way.

6.2 Learners who are allowed by their parents to drive to school or ride a motorbike may park in the car park in front of the hostel.

6.3 Learners must provide a copy of their licence to the Principal before being allowed to drive within the school's grounds.

6.4 No hitch hiking in school uniform or while identifiable as a learner of the school.

6.5 School uniform is to be worn properly at all times. (No mixing of uniform is permitted)

6.6 Learners must be in the school grounds by 07:40 and in the classroom by 07:45 in the morning.

6.7 Compliance with school rules whilst in uniform, as if at school, is required at all times.

6.8. Ball play of any sort is not permitted in the Gleneagles car park area before or after school hours and music is not permitted in this area. Pupils must sit quietly while waiting for their transport.

7. ABSENTEEISM

7.1 Learners may not leave the school grounds during school hours without the permission of the Grade Head, Head of Discipline or Principal.

7.2. If permission has been granted to leave school early, the register at the Secretaries' Office must be filled in. Parent/Guardian must fetch learners from the office foyer.

7.3. Learners may not phone their parents for permission to leave school without the Grade Head's authority.

7.4 In the case of absenteeism from school, a note signed by a parent must be handed to the class teacher on the day the learner returns to school. A medical certificate from a registered medical practitioner is required if a formal assessment is missed as a result of absenteeism.

7.5 A learner who arrives late at school must report to the Secretaries' Office before excusing himself/herself from his/her teacher.

8. SPORT

8.1 All learners will have an opportunity to register for a winter and a summer sport. Once they have indicated their choice, when registering, they are committed to that sport for the remainder of the season.

8.2 Learners must be correctly dressed for sports practices and matches.

8.3 Any transgressions (as listed below) will be referred to a special sport disciplinary committee which will convene a hearing and apply an appropriate sanction (as listed below).

- 8.4 Offences which may be referred to the Sport Disciplinary Committee may include:
- (a) Fighting, dirty play or any other unsportsmanlike conduct on the field of play
 - (b) Poor behaviour on a sport tour
 - (c) Absent without a good reason from a match or practice
 - (d) Not being courteous and obedient to referees, umpires, officials, responsible educators or team captains.
- 8.5. Initiation of any type or form is prohibited.

9. EXAMINATION OR TEST RULES

- 9.1. No learner may talk or communicate in any way with any other learner once inside the examination/ test venue.
- 9.2. No learner may eat or drink during an examination/ test.
- 9.3. No learner may have in his/her possession, or in his/her immediate vicinity, any material which could assist him/her in any way during the writing of the examination/test; for example, notes or textbooks etc.
- 9.4. No learner may have in his/her possession, or in his/her immediate vicinity a cellphone during the writing of the examination/test whether switched on or off.
- 9.5. No learner may borrow any item from another learner in an examination.
- 9.6. No learner may assist another learner, or be assisted by another learner, with information, during a formal assessment.
- 9.7. As a first offender, if a learner is found to be guilty of an irregularity in a test or an examination, the sanction is 10 hours community service and he/she will get "0" for the test or examination.

10. NOTICES OF DISCIPLINARY PROCEEDINGS

- 10.1. Failing to deliver a notice instituting disciplinary proceedings, or any notice relating to discipline, to parent(s)/guardians.
- 10.2. Failing to return any such notice to the issuing educator signed by the parent(s)/guardians by the appointed time.
- 10.3 Failing to attend punctually at disciplinary proceedings, whether as the accused learner, or as a witness, without good and persuasive reasons.

11. CELLPHONES AND ELECTRONIC DEVICES

- 11.1 Cellphones and other electronic devices belonging to learners must be switched off and not be visible during school hours; with the exception of break-time. (The use of calculators is permitted when appropriate). Cellphones and other personal electronic devices may not be switched on or visible inside the school building at any time. *The use of earphones is strictly prohibited when a learner is dressed in any school attire, whether during school time or not.*
- 11.2 Any transgression in terms of point 11.1 will result in the cellular telephone or electronic device being confiscated and handed to the Principal or Head of Discipline. Parents must make an appointment for the return of the cellphone or electronic device.
- 11.3. Learners may not charge their cellphones or any other personal electronic devices in the school building.

- 11.4. While on the school premises or identifiable as a learner of the school or participating in a school related activity, any type of music system is prohibited.
- 11.5. While on the school premises or identifiable as a learner of the school or participating in a school related activity, capturing or transmitting any photographs or video footage that may cause harm to the reputation or cause emotional distress to a person, group or the image of the school is prohibited.

SCHOOL HOSTEL

- 12.1 The serious misconduct regulations and procedures relating to serious misconduct, as set out in Section C of this Code of Conduct, applies to all learners residing in the school hostel in terms of such residency.
- 12.2 School rules, pertaining to school activities and behaviour on school premises, applies to all learners residing in the school hostel.

C FORMS OF PUNISHMENT

The following forms of punishment may be imposed at each level of the Disciplinary Structure at school. As far as possible classroom disciplinary problems should be resolved within the classroom.

1. STUDENT REPRESENTATIVES

Reprimand
Break-time detention
Referral to Grade Head or Head of Discipline

2. TEACHERS

Reprimand
Incident Report Form
Time out
Parent contact
Referral to Grade Head

3. GRADE HEADS

Daily Report
Parent Contact
Reprimand
Time-out
Demerit form
Thursday and Friday Detention
Break-time Detention
1st Written warning
Referral to Head of Discipline

4. HEAD OF DISCIPLINE

Break-time Detention
Thursday and Friday Detention
Parent Contact
Letter to Parents (Probation)
Suspension of privileges
Time-out
Community service to the School

2nd Written Warning (FINAL)
Referral to Deputy Principal's Committee

5. DISCIPLINARY COMMITTEES

Suspension of privileges
Removal from office, or positions of leadership,
responsibility and awards eg. Prefects and Captains
Parent conference
Probation
Community service
Referral to a counsellor or social worker
Advising Principal regarding referral to the Statutory
Discipline Committee of the School Governing Body

DEMERITS AND CREDITS

This system uses points (demerits and credits) and is run using a computer program that takes care of most of the administration. It is applied as one of the forms of punishment when appropriate in particular circumstances. The application and workings of this system are explained below.

(a) Demerits

Negative points awarded for infringements and misdemeanours. An accumulation of demerits leads to punishment. These are awarded according to a pre-determined scale.

(b) Credits

Upon having fulfilled their obligations with regard to punishment, learners are awarded credit points according to a pre-determined scale.

(c) Discipline System Points

Learners will be punished according to the table below.

Total Demerits	Punishment	Times
3	One Hour Detention	Thursday and Friday 14h15 – 15h15
15	Possible referral to Head of Discipline	
25	Possible referral to Deputy Principal's Committee with possible referral to the Governing Body	

Upon serving each of the above detentions, credits of the same value are accrued to the learner. A referral to one of the committees does not constitute a punishment. However the relevant committee may institute a punishment over and above the detentions mentioned above. In doing so the respective committee will also determine how many credits will be awarded for the punishment instituted.

A letter warning of possible disciplinary action is to be sent, by the Grade Head, to the parents, when the learner has accumulated *an excessive number of* demerits.

Pupils may not attend detention unnecessarily to build up credits.

(d) PROCEDURE TO BE FOLLOWED:

1. A teacher may issue an Incident Report Form to any learner. This will need to be signed by both the teacher and the learner involved.
2. If a learner refuses to sign the Incident Report Form, the Grade Head will automatically follow up on the matter. If the offence is found to be legitimate then the Grade Head will double up the Demerits originally awarded.
3. A learner may sign the form and thereafter consult the Grade Head regarding the slip. If the learner is found to be guilty, the Demerits stand as they are. In the case of both 2 & 3, if the learner is found to be innocent the Grade Head will cancel the Demerits issued.
4. Every learner has the right of appeal to their Grade Head, the Head of Discipline and, if necessary, the Principal.
5. The Incident Report Forms will be placed in a file according the learner's grade. These will then be removed by the Grade Head on a weekly basis and forwarded to the administrator for entering on the computer. Monday 10h00 will be the weekly cut-off time for entering Incident Report Forms.
6. The administrator will produce a list of all those who qualify for detention by Wednesday 08h30. In addition to this list, each learner on detention will have a Conduct Report printed to send to the parents. The class teachers will issue these to the individual learners.
7. The learner's have to return this Conduct Report, signed by their parents, to their Grade Head, or person nominated by the Grade Head, on Thursday morning by break-time. (Forms not returned signed will attract more Demerits).
8. At detention the learners are handed a Punishment Report Form to complete (only one form is given to each pupil) detailing their attendance at detention. The learners are subject to the normal punishment system rules in the detention session. If a pupil disrupts the detention session, he/she will be sent home and no credits will be awarded. Any demerits awarded during the detention will however be carried forward in such a case.
9. The Punishment Report Form will be processed by the administrator on a Monday morning, thus reducing the demerit total by the number of credits earned.

(e) TABLE OF DEMERITS AND CREDITS**DEMERITS**

3

CREDITS

One Hour detention

DEMERIT TABLE**CATEGORY 1 OFFENCES**

No	Offence	Demerits
1001	Boys' or Girls' hair in contravention to the hair rules set out earlier in this document.	1
1002	Wearing of jewellery (which will be confiscated) – including wearing of earrings (boys), incorrect earrings (girls), tongue rings, nose rings and any other body piercing related jewellery. A medic alert bracelet may be worn.	1
1003	Wearing a non-uniform item with uniform	1
1004	Wearing a visible T-shirt under school shirt	1
1005	Incorrect socks	1
1006	Inappropriate / untidy sportswear at practices	1
1007	Untidy uniform on grounds – torn, no buttons, unbuttoned blazers (boys), hands in pockets, shirt not tucked in, top button undone with tie. Untidiness applies to all forms of school uniform.	1
1008	Dirty or incorrect shoes	1
1009	Wearing of make-up or coloured nail polish	1
1010	Gym too short	1
1011	Wearing tracksuit with uniform (except girls to/from school on a motorbike)	1
1012	Boys who are unshaven	1
1013	Wearing non-school uniform items without a note from parents	1
1014	Wearing coloured clothing with a school tracksuit	1
1015	Books / equipment / PT clothes left at home	1
1016	Homework inadequate / incomplete	1
1017	Homework not done at all	2
1018	Copying or sharing of homework (both offenders)	2
1019	Littering	1
1020	CASS overdue	2
1021	Insolence, rudeness and insubordination to prefects	2
1022	Chewing gum	1
1023	Cellphone used during school hours (excl break) or in building	2
1024	Not returning appropriate reply slips from parents	1
1025	Not handing an absentee note to class teacher	1
1026	Noise in class	1
1027	Continuous disruption of class	2
1028	Eating or drinking in class	1
1029	Noise during intercom announcements	1
1030	Out of class without "Green Card"	1
1031	No name badge	2
1032	Discourteous behaviour e.g poor manners (see 2005 for Insolence	2

	and rude behaviour)	
1033	Obstructing movement in corridors	1
1034	Incorrect use of "Up" and "Down" stairs	1
1035	Using toilets after 1 st bell after break and the start of the day	1
1036	Using staff room corridor (per incident)	1
1037	Running in corridors (per incident)	1
1038	Excessive noise in corridors (per incident)	1
1039	Doing work of another subject while in class	1
1040	Poor manners at the tuckshop	2
1041	Pushing into the queues at the tuckshop	1
1042	Incorrect shoes worn for games on the Tennis / Netball courts	1
1043	Misbehaviour on a bus – school and public	2
1044	Hitch-hiking in school uniform	2
1045	Sitting in or using cars during the school day – including at break	2
1046	Leaving school with permission but without signing out	1
1047	Punctuality: up to 5 minutes late	1
1048	Punctuality: more than 5 and less than 10 minutes late	2
1049	Not listening to instruction to stay logged off until instructed to log on	1
1050	Logged on at Internet without permission during class	2
1051	Forgetting passwords and usernames	1
1052	Finger nails too long	1
1053	Visible ink or henna Tattoos	2
1054	Boys wearing a blazer without a tie	1

CATEGORY 2 OFFENCES

No	Offence	Demerits
2001	Gross abuse of dress code / hairstyle regulations	3
2002	Untidy uniform in public – as above	3
2003	Unexcused absence from extra-mural practice	3
2004	Incorrect dress at sport matches	3
2005	Insolence, rudeness or insubordination to member of staff this may also be referred to the Disciplinary Committee	3
2006	Interference with property of others	3
2007	Entertaining guests from outside of Stirling without permission	3
2008	Begging at the tuckshop	3
2009	Missing detention without PRIOR written excuse	3
2010	Arguing with a referee or umpire during a match	3
2011	Unsportsmanlike behaviour on the field during a match	3
2012	Swearing on the field during a match	3
2013	Talking / disrupting assembly in any way	3
2014	Inappropriate behaviour – whistling, jeering, humming etc	3
2015	Late for sport matches	3
2016	Punctuality: more than 10 minutes late	3
2017	Disrespecting any computer property in lab	3
2018	Playing of music system e.g. boombox on school property	3

CATEGORY 3 OFFENCES

No	Offence	Demerits
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3001	Absent from class without acceptable reason	6
3002	Walking out of a class without permission	6
3003	Out of bounds	6
3004	Leaving school grounds without Grade Head's permission	6
3005	Playing ball games in the Gleneagles car park	6
3006	In company of smokers	6
3007	Possession of cigarettes	6
3008	Smoking on school premises	9
3009	Smoking in any school uniform or school attire	9
3010	Fighting	9
3011	Damaging school property	9
3012	Unexcused absence from match / performance	9
3013	Inappropriate intimate public displays of affection on or off school property while identifiable as a learner of the school.	9
3014	Logged on at a computer not using own username and password	9
3015	Surfing the internet and searching illicit (porn) sites	9
3016	Dishonesty in a written statement	9
3017	Dishonesty in a verbal statement	9
3018	Wearing another learners name badge	9

CATEGORY 4 (Record of Community Service)

4001	Community Service – 5 hours
4002	Community Service – 10 hours
4003	Community Service – 15 hours
4004	Community Service – 20 hours
4005	Community Service – 25 hours