

Incident	Intervention	Process	Staff involved	Possible Sanctions
Level 1				
Mostly minor classroom-related incidents which can be immediately managed by the subject teacher and which do not warrant an Adam entry. Examples could be talking out of turn, not having a book, etc.	The subject teacher intervenes in an appropriate manner.	There is no formal process in this particular scenario, but emphasis is placed on an appropriate and respectful response to the incident.	The subject teacher. He/She may want to bring the incident to the attention of the Grade Mentor or Mentor of the student(s) in question.	An intervention if needed proportionate to the incident.
Level 2				
Incidents that warrant an Adam entry. These included: deadlines missed, homework incomplete or not done at all, disruptive behaviour, disrespect, punctuality (late arrival in class and at school), missing sports practice/any other extra-mural commitment without an excuse, incorrect uniform. Repetitive issues from Level 1.	The staff member involved makes an Adam entry . The intervention can escalate to a conversation with the student (Grade Mentor) and an afternoon detention (Grade Mentor). Continuous late arrival - a note is sent home. Friday catch-up session trumps sports.	Once the entry is made on Adam, the relevant Grade Mentor receives a notification of the entry and can decide on appropriate action. A conversation with the student in question might suffice. In the case of detention, the Grade Mentor will email parent(s)/guardian(s), notifying them of this sanction.	Staff member involved as well as the Grade Mentor and Mentor.	On a second Level 2 offence during a single academic term, the Grade Mentor will intervene by having a conversation with the student in question. On a third Level 2 offence during a single academic term, the Grade Mentor can intervene with an afternoon detention.
Level 3				
Three detentions in a single academic term; bullying of any form (physical, emotional, cyber, etc.); serious inappropriate behaviour; serious academic offenses such as dishonesty in a test or exam; the possession and/or use of vaping and smoking on the Oakhill school campus or at/during an Oakhill event/tour/outing; poor discipline during a sports match; any action which brings the school's name into disrepute. Missing a Friday catch-up session.	Disciplinary Meeting	The student's Grade Mentor is alerted and begins the process, while also alerting the Head of College and the Phase Head to the impending investigation. One of the other Grade Mentors launches an investigation by obtaining written statements and/or any physical evidence from all parties involved in the incident. The evidence is presented to the Grade Mentor who will chair the meeting. That Grade Mentor communicates written notice of the meeting to the student and his/her parent(s)/guardian(s), as well as to any other parties called into the meeting.	One of the Grade Mentors will investigate the incident. The Grade Mentor of the student in question will chair the disciplinary meeting, while the student's mentor will attend in support of the student. The chair of the meeting may also wish to involve any staff member(s) involved in the incident, with the exception of the investigator. An SRC representative must be included.	The emphasis is on a remedial process and sanctions. The sanctions need to be appropriate to the incident in question. Sanctions are decided on by the meeting committee and is communicated to the student and his/her parent(s)/guardian(s) within 24 hours. Suggestions for Peer remediation and the input of the School Councillor.
Level 4				
A third Level 3 offence at any stage in a student's College career. Any offence deemed serious enough to warrant possible expulsion. The possession and/or use and/or distribution of banned substances (drugs, alcohol, any other illegal substances) on the Oakhill school campus or at/during an Oakhill event/tour/outing and at sports matches etc.	Disciplinary Hearing	The Head of College and Relevant Phase Head is notified of the incident and due process. One or more of the Grade Mentors launches an investigation into the incident in question by obtaining any physical evidence as well as written statements by all parties involved (the Grade Mentor of the student in question should not be part of the investigation, as he/she will act in support of the student in the disciplinary hearing). All evidence is presented to the Head of College, who will chair the disciplinary hearing and who will also communicate details of the hearing to the student in question, as well as his/her parent(s)/guardian(s).	Head of College (hearing chair); one or more Grade Mentors to investigate the incident; the student's Grade Mentor and Mentor (to offer support at the hearing); any other staff members the chair of the meeting wishes to involve. An SRC representative must be included.	Expulsion is a very real possibility, while alternative sanctions can also be imposed. Sanctions are decided on by the meeting committee and is communicated to the student and his/her parent(s)/guardian(s) within 24 hours. All sanctions can be appealed within 48 hours of receipt, and is made to the Chairperson of the Oakhill Board of Governors.