

Table of Offences & Course of Action

| No. | Incident | 1 st Incident | 2 nd Incident | 3 rd Incident | 4 th Incident |
|-----|--|---|---|---|--------------------------|
| 1 | Personal grooming; Improper uniform | 1 st Warning + Record in HD | 2 nd Warning + Record in HD | Detain during Recess + Final Warning | *2 weeks Suspension |
| 2 | Coming late to school | 1 st Warning + Record in HD | 2 nd Warning + Record in HD | Detain during Recess + Final Warning | *2 weeks Suspension |
| 3 | Not bringing books /Other Materials/Acknowledgement Slip | 1 st Warning + Record in HD | Detain during Recess + 2 nd Warning | Detain during Recess + Final Warning | *2 weeks Suspension |
| 4a | K1 – P4: Incomplete Assignment/s | 1 st Warning + Record in HD | 2 nd Warning + Record in HD | Detain during Recess + Final Warning | *2 weeks Suspension |
| 4b | P5 – ‘A’ Level: Incomplete Assignment/s | Detain during Recess , complete assignments, 1 st Warning + record in HD | Detain during Recess , complete assignments, 2 nd Warning + record in HD | Detain during Recess , complete assignments, Final Warning + record in HD | *2 weeks Suspension |
| 5 | Disrupting lesson verbally or physically; Missing from class | 1 st Warning + Record in HD | Detain during Recess + 2 nd Warning + Record in HD | *2 weeks Suspension | |
| 6 | Possession of mobile phone/s, MP3, PSP or any other devices | Confiscation of Item | | | |
| 7 | Possession of bats/balls/etc. in School | Confiscation of Item | | | |
| 8 | Consumption of food beyond the canteen | Detain during Recess + 1 st Warning | Detain during Recess + Final Warning | Expulsion | |
| 9 | Being rude, defiant or using foul language towards other students, UDSS/OEPS staff | *2 weeks Suspension | *2 weeks Suspension | Expulsion | |
| 10 | Stealing | *2 weeks Suspension + Report to Police | Expulsion | | |
| 11 | Cheating during Exam | Instant Failure + *2 weeks Suspension | Expulsion | | |
| 12 | Throwing furniture or other properties – No Damage | *2 weeks Suspension | Expulsion | | |
| 13 | Fighting within school premises | Instant Expulsion for All Parties | | | |
| 14 | Smoking within school premises | Instant Expulsion for All Parties | | | |
| 15 | Vandalising/ Damaging any property belonging to UDSS/OEPS premises, intentionally/accidentally | Instant Expulsion for All Parties & Payment for Destroyed/Damaged Item/s | | | |

* **Note:** 2 weeks Suspension will not be considered as present, thus affecting 75% attendance requirement.