B: ACADEMICS				
		1st time	2nd time	3rd time
- 20 points	Cheating, passing documents to others or any form of malpractice during examinations	Disqualified from the respective exam.	Disqualified from the entire module	Grade will have to be repeated.
- 2 points	Failure to bring syllabus book, stationery or notebook as reported by the teacher.	Verbal warning and name noted.	Written Warning and name noted.	Communication with parents
- 2 points	Disturbing the class as reported by the teacher.	Verbal warning and name noted.	Written Warning and name noted.	Communication with parents
-10 Points	Absence from tests or exams without prior information or genuine reason.	Exams not recorded and no supplementary tests are available		
-10 Points	Forging parents / guardians signature	Communication with parents		
If a student is not be able to sit for a test/exam due to a valid reason, parents are required to inform the administration prior to the exam. There will be no supplementary exams; however this exam will not affect the final grade.				