



DISCIPLINARY PROCEDURES

DISCIPLINARY PROCEDURES

This document must be read and interpreted in conjunction with the “Learner misconduct code list”.

Offences are divided into **two** categories:

1. CATEGORY A – these are all serious offences. On the learner misconduct code list, these will be indicated in **BOLD** and with an **A**.

Corrective measures:

1.1 First corrective measure: learner will receive demerits and also detention. The allocated demerits will be between 20-40 demerits, depending on the transgression. An internal disciplinary hearing, where the parents, the learner, the principal, deputy principal and grade guardian are present. Learners are referred to the SBST (School Based Support Team) under supervision of Mrs Naudè. The parents must sign a form of referral. This form will be completed with the history of offences and the conversation with the parents.

Parents must also sign a warning letter.

1.2 Second corrective measure: a formal disciplinary hearing with the SGB (school governing body) in serious cases. Suspension or recommendation for expulsion might be decided upon by the SGB.

Procedures:

A detention slip needs to be completed by the relevant teacher and handed to the administration department. The detention slip will then be handed to the principal. The principal will act as the prosecutor and will conduct the hearing.

PLEASE NOTE:

- VERY SERIOUS OFFENCES, FOR EXAMPLE THE POSSESSION OF BANNED SUBSTANCES AS DESCRIBED IN THE “ZERO TOLERANCE” DRUG POLICY, MAY LEAD TO AN **IMMEDIATE FORMAL DISCIPLINARY HEARING.**
- THE SCHOOL GOVERNING BODY RESERVES THE RIGHT TO **PREVENTATIVE SUSPENSION.** OFFENCES WHICH INVOLVE PHYSICAL DANGER OR BODILY HARM WILL LEAD TO THE LEARNER OR LEARNERS INVOLVED IN THE INCIDENT BEING SUSPENDED WITH IMMEDIATE EFFECT, PENDING A DISCIPLINARY HEARING. ALSO REFER TO THE “ZERO TOLERANCE” DRUG POLICY IN THIS CASE.

By the first and second corrective measures, with the permission of the governing body, it will be decided if the learner is to be suspended for five school days. In this time period an

investigation will be launched into the incident. This includes serious incidents. Learners will be removed from the class until the parents fetch them.

For serious disruptive behaviour, under which circumstances the teacher can no longer teach, the learner will be referred to the principal with all necessary evidence. The learner, with the permission of the governing body, can then be suspended for five school days, depending on the severity of the incident. Steps will be followed according to the second corrective measures as outline above.

Transgressions included in category A: (Level 3-5 on the SASAMS system)

LEVEL 3 (20 demerits)

- Insubordination / disregarding instructions from a teacher.
- Playing with fire hose / fire extinguisher. The parent will also pay for the refill of the Fire extinguisher.
- Selling or distributing any items on school grounds, including food and beverages.
- Vandalism of school property, as well as any unauthorized graffiti. The parent will also pay for the property damaged to be replaced.
- Back chatting a teacher – responding to someone in a disrespectful or mocking tone.
- Severely disruptive behaviour in class / hall / during practical sessions.
- In the presence of persons contravening the “Zero Tolerance” drug policy for illegal drugs.
- Spectator at a fight / witness to verbal assault / witness to, or knowledge of vandalism / witness to, or knowledge of theft / witness to victimisation without reporting it.
- Minor injury to another person.
- Undermining authority.
- Verbally threatening the safety of another person.
- Dishonesty with minor consequences.
- Bunking detention for the first time.

LEVEL 4 (30 demerits)

- Gambling / spiritual games.
- Ignoring instructions from a teacher, staff member or executive council committee member.
- Inappropriate behaviour, be it physically or verbally (behaviour not suitable for a particular person or situation).
- Abusive language towards teachers / staff members / learners.
- Arrogant towards teachers / staff members – behaving in a rude way because you think you are more important.
- Bringing the school’s name into disrepute – dragging the school’s name through the mud by your words / actions / behaviour.
- Bunking school.
- Cheating in a test / exam.
- Extortion of another person’s property – the practice of obtaining something through force or threats.
- Illegal mass bunk: Gr 8 and 9 learners will be suspended from all social functions. Gr 10 and 11 learners will not be eligible for election as a member of the executive council of learners in Gr 12. Gr 12 learners will not be invited to the Matric Farewell.
- Incitement – the action of provoking unlawful behaviour or urging someone to behave unlawfully, as well as encouraging a riots in and around school grounds.

- Leaving school grounds without permission – will be handled the same as illegal mass bunking.

LEVEL 5 (40 demerits)

- Assault / violence / injury to another person.
- Fighting
- Immoral behaviour.
- In possession / under the influence / selling of banned substances – refer to the “Zero Tolerance” drug policy.
- In possession of a weapon / threatening with a weapon / using a weapon – a weapon is something designed or used for inflicting bodily harm or physical damage.
- Hate speech / sexism / racism or graffiti thereof.
- Intentionally causing physical injury to a person.
- Robbery or major theft.
- Sexual harassment or abuse.
- Supplying false information / forging documents, letters, report cards.
- Victimisation, bullying or intimidation of learners and / or teachers, including Cyber Bullying.
- In possession of pornography or stolen goods.
- Sexual and indecent acts and behaviour.

2. CATEGORY B – these are the remaining, less serious offences.

Corrective measures and procedures:

2.1 First corrective measure

Transgressions in class will be recorded. A learner receives demerit points for transgressions.

2.2 Second corrective measure

For repetitive offences (3 incidents) a detention slip, or the name list with codes must be completed and given to the admin department. It is very important that the name list with codes be kept up to date for later intervention. Detention slips must be handed in on a weekly basis for capture on the SA-SAMS system.

A daily report, with full details of the learner’s actions and behaviour during class time, can be given to learners for a week or two, or longer. The decision lies with the grade guardian. The daily report must be signed by the grade guardian and the parents. Incomplete daily reports at the end of the week need to be re-done for the whole week.

Transgressions included in category B: (Level 1 and 2 on the SASAMS system)

LEVEL 1 (5 demerits)

- Appearance transgressions such as incorrect uniform, hair, nails, boys unshaven etc.
- Eating in class.
- Failing to attend class on time at the start of each period.
- Failing to complete homework.
- Late for school – school starts at 07H20.
- Swearing.
- Talking in class.

- Text books and scripts not in class / not covered.
- Unlawful entrance to a building / room / storage area.
- Use of a mobile phone while attending class / hall / practical sessions.
- Driving on school property without a valid driver's licence or valid vehicle licence.
- Illegal duplication of another learner's work during class / or doing the homework of different subject's work. The relevant teacher will take in the books and hand it to the teacher of the subject in question.
- Textbook or scripts not in class during a lesson.

LEVEL 2 (10 demerits)

- Leaving class without permission.
- In the presence of smokers or learners using a vape or hubbly bubbly.
- Bunking a class / period.
- Playing with a cellphone in class, the quad or the hall.
- Plagiarism. The learner will receive zero for the task in which plagiarism was committed.
- Smoking and Vaping. See our Zero tolerance drug policy: learners found in possession or under the influence of legal banned substances like tobacco and vapes will receive demerits accordingly. The substances will be confiscated and destroyed (Vapes included).

If a learner is found in possession or under the influence of legal banned substances like tobacco and vapes for the second time: learner will receive demerits accordingly. The substances will be confiscated and destroyed (Vapes included). The learner's parent / guardian will be notified immediately by the grade guardian.

If a learner is found in possession or under the influence of legal banned substances like tobacco and vapes for the third time: learner will receive demerits accordingly. The substances will be confiscated and destroyed (Vapes included). The learner's parent / guardian will be notified immediately by the grade guardian and the learner will be suspended for 5 days.

GENERAL:

- The school management team has the right to search a learner for banned substances or weapons, if the learner is under suspicion.
- Parents and learners should familiarize themselves with the new "Zero Tolerance" policy on banned substances as approved by the SGB in 2019.
- Parents must be aware that learners may be tested for the use of banned substances. If such a learner tests positive, the parents will be billed for the cost of the test kit. If the learner tests negative, the school will carry the cost of the test kit.
- Learners that persistently cause disciplinary problems will be placed on a **waiting list** during re-registration for the following year. New learners that register and audition as well as learners registered by the department, will get **preference** because of limited space.
- Specific rules, regulations, terms and conditions have been implemented for Matrics. Grade 12 learners and parents should familiarize themselves with the rules and regulations

pertaining specifically to Matric learners, as outlined in the document “Matric Rules and Regulations”.

- Any learner who brings the school’s name into disrepute at any time or under any circumstances, whether it be in school or away from school, will be suspended immediately for a period of 3 days and will receive demerit points accordingly. If this happens for a second time, the learner will be suspended for a period of 5 days and receive demerit points accordingly. Depending on the seriousness of the case, a disciplinary hearing and recommendation for expulsion may follow.
- Learners with 75 demerit points will be called in to see the principal, together with their parents. A plan of action and a firm commitment is needed from the parents and the learner to rectify the behaviour. Should the learner’s behaviour not improve and he / she accumulates more demerit points, such a learner will be placed on a **waiting list** during re-registration for the following year. New learners that register and audition as well as learners registered by the department, will get **preference** because of limited space.
- Grade 11 learners with demerits will not be eligible to be elected as members of the Executive Council in Grade 12, if they have any demerits.
- Parents will be notified by the relevant teacher, if a learner has 3 x level 1 transgressions in their class. The teacher can make contact with the parent, through a phone call, a sms / Whatsapp or an email.
- Parents will be notified by a member of the SMT, on the first level 2 – 5 transgression a learner violates. The parent will be phoned by the SMT member.

DETENTION:

- Detention will be scheduled on Friday afternoons from 13h35 till 14h35 (2 hours) in the hall.
- If a learner misses extra classes or any other activity, because of the detention, it is the own responsibility of said learner to get the work and catch up.
- A learner which receives 20 or more demerits in one week, will be sitting detention on the coming Friday.
- Detention demerits will be allocated from the current Wednesday to the next Wednesday.
- Thursdays and Fridays will be used to finalise the admin around the detention for the next Friday.
- Learners will receive a red letter to notify them of their detention for that coming Friday, on the Monday or Tuesday before the detention.
- Transport is still the responsibility of the learner if they are to sit detention. Transport issues WILL NOT be accepted as an excuse to not sit detention.
- During detention you are NOT allowed to:
 - sleep,
 - play on your cellphone,
 - listen to music on your cellphone (with or without earphones),
 - do homework
- *If a learner misses a detention for the first time:* the learner will receive another detention, as well as an internal disciplinary hearing, where the parents, the learner,

the principal, deputy principal and grade guardian are present. Learners are referred to the SBST (School Based Support Team) under supervision of Mrs Naudè. The parents must sign a form of referral. This form will be completed with the history of offences and the conversation with the parents. Parents must also sign a warning letter.

If a learner misses a detention for the second time: a formal disciplinary hearing with the SGB (school governing body). Suspension or recommendation for expulsion might be decided upon by the SGB.

- *If a learner disrupts detention:* the learner will be removed from the hall and a formal disciplinary hearing with the SGB (school governing body). Suspension or recommendation for expulsion might be decided upon by the SGB.