

Part 2: Disciplinary System

Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measure or disciplinary action will correspond with and be appropriate to the offence.

All learners will abide by the discipline system that has been developed to assist and guide learner behaviour in the School.

A. GRADING OF OFFENCES

Offences are graded according to the nature and degree of seriousness of the offences, of which Grade 4 offences are the most serious. See Annexure B, Table 1 a list of the offences making up each of the Grades 1,2,3 and 4.

B. DISCIPLINARY PROCEDURES

The grade of an offence will determine the procedure to be followed.

1. Grade 1 offence – a written warning followed by a final warning, then a disciplinary hearing.
2. Grade 2 offence – a final written warning followed by a disciplinary hearing, then a tribunal hearing.
3. Grade 3 offence – a disciplinary hearing or a tribunal hearing (depending on the severity of the particular offence).
4. Grade 4 offence – offence immediately reported to the South African Police Service (SAPS) and a tribunal hearing.

Grade 1:
Offences All Grade 1 offences will be dealt with by the staff member or prefect concerned who must keep a written record of such offences and the disciplinary measure taken.

When a third Grade 1 offence occurs, the matter is referred to the Grade Head along with the record of all three (3) offences and the Grade Head will issue a written warning. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent / guardian.

Should the particular Grade 1 offence recur after disciplinary intervention has occurred and a written warning has been issued, the staff member will, in consultation with the Grade Head, arrange an interview with the learner. A final written warning will be issued. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent / guardian.

The Grade Head will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.

- Grade 2: Offences All Grade Offences will immediately be referred to the Deputy / Headmaster. The staff member will, in consultation with the Grade Head, arrange an interview with the learner. A final warning will be issued and disciplinary action applied. A signed copy of acknowledgement will be kept on record by the Grade Head and communicated to the parent / guardian.
- When a second Grade 2 offence occurs after a final written warning has been issued for the first offence, the Deputy / Headmaster will refer the matter to the Disciplinary Committee for a disciplinary hearing. The parent / guardian will be advised in writing, a minimum of five (5) days before the designated date, that an internal disciplinary hearing has been convened.
- Should the particular Grade 2 offence recur after the issuing of a final written warning and a disciplinary hearing has occurred, the Disciplinary Committee will refer the matter to a tribunal hearing. The parent / guardian will be advised in writing, a minimum of five (5) days before the designated date that a tribunal hearing has been convened.
- The Deputy / Headmaster will keep on record copies of all relevant documentation relating to the offences and the disciplinary measures imposed and provide copies thereof to the learner's register teacher.
- Grade 3: Offences All Grade 3 offences will immediately be reported to the Deputy / Headmaster. The Grade Head will refer the matter to the Disciplinary Committee who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing or a tribunal hearing. The parent / guardian will be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.
- Grade 4: Offences All Grade 4 offences will immediately be reported to the Deputy. The Deputy will refer the matter to the School Principal who will immediately file a report with the SAPS and convene a tribunal hearing. The parent / guardian will be informed immediately of the offence and be advised in writing, a minimum of five (5) days before the designated date that a hearing has been convened.

C. DISCIPLINARY INTERVENTIONS

1. The following list of interventions and corrective measures used by the School are aimed at correcting behavior before suspension and expulsion.
 - A verbal warning / reprimand to express disapproval.
 - Final written warning
 - Final written warning
 - Removal from classes to the exclusion room
 - Written punishment
 - Community service to improve the physical environment within and around the School property.
 - Homework detention
 - Supervised schoolwork
 - De-merit detention
 - Referral for counseling

- Attendance of a relevant life skills programme
 - Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, and / or accumulated fine.
 - Temporary suspension of library card and / or other School – related privileges
 - Exclusion from School activities and functions, eg. academic award ceremony
 - Withdrawal of recognition eg award
 - Temporary suspension from class or School, pending disciplinary hearing
 - Disciplinary hearing
 - Tribunal hearing
2. Failure to comply with interventions and corrective measures will lead to further interventions and may lead to the offence being categorized at a higher grade. Expulsion may be recommended for a Grade 3 and a Grade 4 offence. See Annexure B, Table 2 for a list of the possible disciplinary measures to be applied for Grade 1,2,3 and 4 offences respectively.
3. Conduct that may lead to suspension / exclusion includes, but is not limited to, the following:
- Conduct that violates the rights or safety of others.
 - Criminal behaviour of any kind.
 - Defacing or destroying School property.
 - Disrespectful or objectionable conduct and verbal abuse directed at teachers, other School employees or fellow learners.
 - Outright defiance of lawful requests or instructions issued by persons in authority.
 - Indulging in harmful graffiti, racism or “hate speech”.
 - Sexual harassment or sexual assault.
 - Immoral behaviour or profanity.
 - Possessing, using or displaying evidence of use of any narcotics, unauthorized drugs, alcohol or any other intoxicant.
 - Repeated infringements of the School rules or the Code of Conduct.
 - Possession of dangerous weapons (guns, knives and other objects which may threaten the lives of learners / teachers).
4. Should a learner be found guilty by a court of law for breaking the law of the Republic of South Africa, the School has the right, after a fair hearing through the Governing Body, to recommend expulsion to the Provincial Department of Education.
5. A tribunal hearing will be convened with a view to recommending expulsion. In such instances the recommendation for expulsion will

be submitted to the Provincial Head of Education to approve the decision.

6. Where approval for expulsion is not granted, learners will attend counseling or the relevant life skills programme before they may return to class. Such learners will be accommodated in the exclusion room in the interim to continue with school work until they have completed the series of counseling sessions or the stipulated life skills programme.

D. SUSPENSION OF A LEARNER BY THE PRINCIPAL OR DEPUTY PRINCIPAL AS A PRECAUTIONARY MEASURE

The Governing Body authorizes the Principal or Deputy Principals to institute suspension, as a precautionary measure, with regard to a learner who is charged with a serious misconduct offence as contemplated in section 8 of the SA School Act.

1. Before a learner is suspended, the learner and his / her parents must be given an opportunity to indicate why the suspension should not be considered.
2. The disciplinary proceedings must commence within one (1) week after the suspension. If the proceedings do not commence within one (1) week, approval for the continuation of the suspension must be obtained from the Head of Department.
3. This suspension will be applicable until a finding of not guilty is made or, in the case of a finding of guilty, until the appropriate sanction is announced.

E. DISCIPLINARY AND TRIBUNAL HEARINGS

1. The following official forms will be used for misconduct and disciplinary hearings:

Written warning (disciplinary warning form) (Annexure C)

Final written warning (Annexure D)

Notice of disciplinary hearing (Annexure E)

Record of disciplinary hearing (Annexure F)

Review form (lodging of appeal) (Annexure G)

2. Written notice of a disciplinary or tribunal hearing will be given at least five (5) School days before the hearing, which could imply temporary suspension from classes, excluding formal
3. When a notice is issued to a learner the learner must acknowledge receipt of notice by signing for it. This is not an admission of guilt.
4. If a learner does not appear at a hearing, the hearing will be conducted in his / her absence.
5. A written verdict of the hearing will be issued to the offender. The offender must acknowledge the content by signing the document.

6. A learner has the right to request a review of the disciplinary action taken against him / her if sufficient grounds exist. Disregard of punishment of the Disciplinary Committee will lead to temporary suspension pending a hearing.

7. The Disciplinary Hearing Commission will consist of the following members:

a Governing Body representative;
 the School Principal or Discipline Officer delegated to oversee this function;
 the Grade Head; and
 the register teacher.

8. The hearing will also be attended by the learner, and any other learner s/he may need for his / her defence.

9. Disciplinary measures that a Disciplinary Hearing Committee may impose include:

Demerits

Suspension from School for a minimum of two days up to a maximum of five (5) days, ratified by the Governing Body, to be effective immediately. This will be put in writing and a copy kept on record.

Recommendation with respect to counseling / attendance of a life skills programme.

Progress monitoring process initiated for a minimum, of two (2) weeks, followed up with a progress report.

A written conduct and behaviour warning issued. A signed copy of acknowledgement will be kept on record.

Payment to cover the cost of repair or replacement of the damaged, lost or stolen item.

10. The Tribunal Hearing Commission will consist of the following members:

the Governing Body Chairperson;
 two (2) parent representatives from the Governing Body;
 the School Principal or Discipline Officer delegated to oversee this function, and;
 the Grade Head.

11. The Principal / Discipline Officer will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and disciplinary measures imposed.

12. The Principal / Discipline Officer will furnish the relevant Grade Head and register teacher with all the information necessary for their records.

ANNEXURE B

Table 1: List of offences per grade of offence

Grade 1: Offences	Grade 2: Offences	Grade 3: Offences	Grade 4: Offences
• littering			

<ul style="list-style-type: none"> • excessively noisy or unruly behaviour before School, during change-overs, during breaks, and after school • eating, drinking or chewing gum during any contact time (class and assembly) • misconduct in an assembly • entering an out of bounds area, classroom or passage without permission • loitering in the passages, at the tuck shop or vending machines, at the toilets or change rooms • misconduct or poor sportsmanship during an extra-mural activity's practice, intra or inter School competition or league fixture • failure to: <ul style="list-style-type: none"> • submit an absentee note or exit notes by the stipulated deadlines • return a library book by the due date, or pay the fine for overdue book/s • attend an extramural activity's practice session without excusing himself • attend a duty class • attend a compulsory activity as a spectator without submitting a written excuse letter prior to the event. • Attend detention • 			
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Table 2: List of the possible disciplinary sanctions to be applied for Grade 1,2,3 and 4 offences, respectively (continued)

Grade 2: Offences	Recommended Corrective Sanctions
1. Fighting	Warning letter and suspension
2. Fire-crackers	Warning letter and suspension
3. Forgery, eg parent / guardian's signature	Warning letter and suspension
4. Gambling on or off School property	1 st offence: Special letter 2 nd offence: Special letter 3 rd offence: Information disciplinary hearing, professional counseling (All money to be

	confiscated)
5. Graffiti: books, case, desks, wall, etc.	Removal, warning letter.
6. Late for School – three (3) days	Phone call to parents
7. Late arrival at School after 8:20am	Phone call to parents
8. Lying	Warning letter
9. Offensive material	Warning letter
10. Smoking – possession of cigarette / holding cigarette / caught in the act on / off School property	1 st offence: Special suspension 2 nd offence: Special suspension 3 rd offence: Formal disciplinary hearing, special detention and professional counseling (All cigarettes and lighters to be confiscated)
11. Smoking – selling cigarettes on / off School property	1 st offence: Informal disciplinary hearing, warning letter 2 nd offence: Formal disciplinary hearing, warning letter
12. Spitting	Principal's letter
13. Sticking a sharp object, eg pin, pen, nib, etc into a fellow learner	Warning letter
14. Substance abused – possession / sniffing of unauthorized substance eg. meths, benzene, thinners, etc.	Information hearing, warning letter
15. Threatening assault / intimidation of a fellow learner	Phone call to parents and warning letter, suspension
16. Truancy – bunking a lesson	Principal's letter
17. Truancy – bunking a day or part of a day	Phone call to parents, warning letter

Table 2: List of the possible disciplinary sanctions to be applied for Grade 1,2,3 and 4 offences, respectively (continued)

Grade 2: Offences	Recommended Corrective Sanctions
18. Vandalism – defacing / damaging / breaking School property	Phone call to parents, warning letter and pay for replacement
19. Verbal abuse of a fellow learner	Phone call to parents, repairs / payment of damages, warning letter.
Grade 3: Offences	Recommended Corrective Sanctions
1. Alcohol – possession at School or on a School	Disciplinary hearing, warning letter, community

outing / smelling of liquor / under the influence at School or on School outing.	service and suspension
2. Assault on a fellow learner (causing bodily harm)	Suspension from class / School. Disciplinary hearing warning letter, community service
3. Bullying / Intimidation	Warning letter and community service
4. Cheating / attempted cheating in examination / cycle test / portfolio work	Naught and warning letter
5. Cheating / attempted cheating in final Grade 12 examination	Implementation of official provincial procedures
6. Possession / distribution of test or examination material prior to test or examination being written	Disciplinary hearing, naught for test / examination, warning letter, community service / official provincial procedures in Grade 12
7. Ongoing disruptive behaviour in classroom (frustrating School's educational programme)	Suspension from class / School, Disciplinary hearing, warning letter, community service
8. Disruptive behaviour on School property or on School sponsored fixture / outing / trip / tour (frustrating School's educational / extracurricular programme)	Suspension from class / School. Disciplinary hearing, warning letter, community service
9. Engaging in a conspiracy to disrupt the proper functioning of School through collective action	Suspension from class / School. Disciplinary hearing, warning letter, community service
10. Drugs – consumption not associated with School	Interview with parents, professional intervention
11. Gangs – promoting formation forming of / associating with / furthering activities of School gangs / social groups	Suspension from School. Disciplinary hearing, warning letter
12. Involving / attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning letter, community service

Table 2: List of the possible disciplinary sanctions to be applied for Grade 1,2,3 and 4 offences, respectively (continued)

Grade 3: Offences	Recommended Corrective Sanctions
13. Pornography – distribution at School	Warning letter, community services, suspension
14. Public indecency	Disciplinary hearing, warning letter, community service and suspension
15. Racist conduct that defames a learner / teacher	Suspension from class / School, disciplinary hearing, warning letter, community service
16. Improper suggestions of a sexual nature	Disciplinary hearing, warning letter, community service and suspension

17. Sexual harassment of teacher / learner	Suspension from School, Disciplinary hearing, warning letter, community service
18. Threatening to assault / intimidating a teacher	Suspension from School, Disciplinary hearing, warning letter, community service and detention
19. Verbal abuse of a teacher	Suspension from School, Disciplinary hearing, warning letter, community service or expulsion
Grade 4: Offences	Recommended Corrective Sanctions
1. Alcohol – drinking / drunk at School or on School outing	Suspension from School, Disciplinary hearing, warning letter, community service or expulsion
2. Alcohol – drinking in public	Suspension from School, Disciplinary hearing, warning letter, community service or expulsion
3. Assault on a learner causing serious bodily harm	Suspension from School, Disciplinary hearing and expulsion
4. Assault on a teacher	Suspension from School, Disciplinary hearing and expulsion
5. Bribery / attempted bribery of any person respect of any test / examination material	Disciplinary hearing, warning letter, community service and expulsion
6. Dangerous weapon or object eg. knife – possession at School	Suspension from School, Disciplinary hearing, appropriate punishment eg. community service or expulsion
7. Dangerous weapon or object eg firearm – possession at School	Suspension from School, Disciplinary hearing, appropriate punishment eg. expulsion
8. Drugs / illegal substances – possession at School or on School Outing.	Suspension from School, Disciplinary hearing, warning letter, community service and expulsion
9. Drugs / illegal substances – consumption / under the influence at School or on School property.	Suspension from School, Disciplinary hearing, warning letter, community service and professional counseling or expulsion

Table 2: List of the possible disciplinary sanctions to be applied for Grade 1,2,3 and 4 offences, respectively (continued)

Grade 4: Offences	Recommended Corrective Sanctions
10. Drugs / illegal substances – dealing (‘pushing’) at School / on School outing	Suspension from School. Disciplinary hearing and expulsion
11. Forgery of any document or signature to the potential / actual prejudice of the School	Suspension from School, Disciplinary hearing, warning letter, community service and expulsion
12. Fraud (financial)	Suspension from School, Disciplinary hearing, compensation, warning letter, community service and expulsion

13. Hostage-taking	Suspension from School, Disciplinary hearing and expulsion
14. Satanic practices that damage property or cause harm to people or any other living creatures	Suspension from School, Disciplinary hearing, warning letter, community service and professional counseling / expulsion
15. Sexual assault / rape	Suspension from School, Disciplinary hearing and expulsion
16. Theft / dishonest conduct to the prejudice of another person	Suspension from School & replacement of stolen articles, warning letter, community service and expulsion
17. Trading in test / examination material for personal monetary gain	Disciplinary hearing, warning letter, community service / expulsion
18. Vandalism – malicious damage to School / teacher’s property	Disciplinary hearing, repair damage, warning letter, community service and expulsion