

Date of review of policy

September 2024

Date of next review

September 2025

Review members:

- Ms L van Vuuren – Head of Human Resources
- Mrs L Moyo – Head of Academics
- Mr J Smit – Executive Discipline Manager

1. SCHOOL RULES

The rules of the school must be adhered to:

- When a learner is on the school premises
- During extra mural activities and school functions
- When a learner represents the school
- When a learner appears in public in school uniform.

2. DEMERIT SYSTEM

The main purpose of the Merit and Demerit system is to encourage learners to behave in line with the People; Integrity; Perseverance; and Excellence (PIPE) values of the school, thereby creating a culture of discipline and value-based education and behaviour.

The system works as follows:

- Learners start with 0 points
- All Violations and Recognitions are logged on the conduct list (d6 Plus)
- Recognitions and Violations not logged on d6 Plus will not be considered
- Recognitions are given for positive behaviours for example: "Assisting Educator"
- A learner will be given 2 verbal warnings before receiving certain Level 1 demerits/violations as indicated in the Recognition and Violation list.
- All other Level 1 to Level 3 Violations are given immediately for misconduct and negative behaviour, for example: "Homework not done"
- Violations are classified according to levels
 - Level 1 transgressions which have values of (-5;-10;-25).
 - Level 2 transgressions which has a value of (-50): Inform parents via email or phone and the learner must attend Detention.
 - Level 3 transgressions which has a value of (-100): Disciplinary Discussion with parents. During this discussion, certain decisions must be made in conjunction with the parents e.g. Daily Conduct Assessment, Final Warning, etc. and the learner must attend 2 Detentions.
 - Level 4 transgressions which has a value of (-200): Immediate Disciplinary Hearing which could lead to 4 Detentions/Final Warning/Expulsion with Notice or Immediate Expulsion for repeat offences.
 - Level 5 transgressions which has a value of (-300): Suspension until Disciplinary Hearing which could lead to 6 Detentions with a Final Warning/Expulsion with Notice or immediate Expulsion.
- If the learner has two Level 3 transgressions it leads directly to a Disciplinary Hearing
- Recognitions and Violations are indicated separately on the Conduct Report of the learner

- Some conducts are only for informative reasons for example "Parents informed about academic issues"
- The learner must attend detention if the Violations total exceed -50 or more
- Once the learner has attended detention, "Detention attended" is automatically added to the Violations column to reduce the negative marks
- Where a learner does not attend detention without a valid reason "Bunking Detention" will be added as a Violation
- Should the Violations again exceed -50 or more, the learner must attend detention for a second time
- If the Violations of the learner exceed -50 or more, for the third time during the year, the learner must attend detention for a third time and the parent(s) must be called in for a "Disciplinary Discussion"
- Should the Violations of the learner exceed -50 or more, for the fourth time during the year, a Disciplinary Hearing will be held after the learner attended detention. In this case a disciplinary committee will decide on an outcome and an appropriate sanction.
- According to the Learner Admission Contract (LAC)
 - 6.1 The admission of the Learner as a learner at the School may be terminated in accordance with any one or more of the following sub-paragraphs, subject however always to any relevant provisions of the Schools Act –
 - 6.1.3 by the School Providers giving at least a complete School Terms notice to that effect to the Parents (the notice must be given before the commencement of the last School Term during which the Learner is to attend the School)
- For certain serious Violations a Disciplinary Discussion or Disciplinary Hearing may be held immediately. For certain transgressions a learner will be suspended until a Disciplinary Hearing is held.
- The Disciplinary Chairperson will decide on the appropriate outcome and sanction which could include, but is not limited to: Suspension, Conditional Admission, Conditional Re-Admission, Counselling, Expulsion with Notice or Immediate Expulsion
- If there are serious transgressions for example the possession of drugs, the learner will be suspended until a disciplinary hearing is held. The outcome of a serious transgression could be immediate expulsion.
- For certain transgressions, a learner will be suspended until the Disciplinary Hearing and if the sanction is suspension for the learner, the days the learner was suspended until the hearing will be subtracted from the total number of days for which the learner is suspended
- According to the Learner Admission Contract (LAC)
 - 7.6 The Parents hereby –
 - 7.6.1 confirm that the School Providers reserve the right to apply the consequences of its disciplinary policies, including the requirement for a learner to attend detention outside of normal school hours, suspension and/or expulsion, irrespective of whether the Learner commits a breach of its behavioural code on or outside of the School Premises;
 - 7.6.14 confirms that if a parent and/or Learner does not adhere to the consequences of the disciplinary policies of the school, including the requirement for a learner to attend detention outside of normal school hours, the requirement for a parent to avail himself/herself for either a disciplinary discussion or a disciplinary hearing and the refusal to acknowledge by signing a conditional admission and/or a final written warning given to the learner due to the outcome of a disciplinary discussion or disciplinary hearing, the admission of the Learner at the school will be terminated as it is seen as an act of breaching this Contract.
- Parents can at any time request a copy of the Code of Conduct Report of a learner
- A summary of the Code of Conduct Report will be e-mailed to all parents once a term
- Parents can appeal the outcome of a Disciplinary Hearing in writing within 7 days of the outcome of the hearing. The grounds for appeal must be clearly indicated. The outcome of an appeal can be one of the following:
 1. The Outcome is upheld
 2. The Outcome is overturned
 3. The Sanction can be changed.

3. RECOGNITIONS AND VIOLATIONS LIST:

Description	Type	Points
100% School Attendance – Register Teachers (Quarterly)	Recognition	20
Academic Subject Average 80%+ (Quarterly)	Recognition	30
Academic Subject Average Increased 10%+ (Term2 and Term3)	Recognition	20
Academics discussed with learner (Monthly)	Informative	0
Assault - causing serious bodily harm (Suspension until Disciplinary Hearing)	Violation	-300
Assist fellow learners	Recognition	10
Assist Educator/Staff member	Recognition	15
Absenteeism without notification	Violation	-10
Attention not paid in class (2 warnings given)	Violation	-5
Book(s) not with the learner during class	Violation	-10
Bunking class	Violation	-25
Bunking detention (Inform Parent)	Violation	-50
Bunking school (Inform Parent)	Violation	-50
Bullying (Disciplinary Discussion/Disciplinary Hearing if continuous behaviour)	Violation	-100
Classwork not done / incomplete	Violation	-10
Chewing in class (2 warnings given)	Violation	-5
Cell phone / Tablet used during school hours (Device confiscated)	Violation	-25
Confrontation - Physically Fighting (Disciplinary Discussion)	Violation	-100
Conduct and behaviour discussed with learner	Informative	0
Disciplinary discussion held with parent(s)	Informative	0
Disciplinary hearing held	Informative	0
Discrimination (Disciplinary Discussion)	Violation	-100
Diligent Academic Work	Recognition	5
Disrespectful towards Staff member	Violation	-50
Dishonesty	Violation	-25
Disregard exam/test procedures	Violation	-25
Disregard Instructions and Rules (2 warnings given)	Violation	-10
Disrupting a class while in the hallway	Violation	-10
Disrepute the name of the school (Disciplinary Hearing)	Violation	-200
Disregard instructions from prefects (2 warnings given)	Violation	-5
Extra effort with school work	Recognition	10
Exam Failed	Informative	0
Exam result 80%+	Recognition	20
Final Written Warning	Informative	0
Formal Task Result 80%+	Recognition	20
Formal Test Result 80%+	Recognition	20
Formal Task Submitted Late/Non Submission	Violation	-10

Formal Task Failed	Informative	0
Formal Test Failed	Informative	0
Formal Task Irregularity (SAIC Discipline Discussion)	Violation	-100
Gambling	Violation	-25
Grooming incorrect (2 warnings given)	Violation	-10
Highest mark in subject (Quarterly)	Recognition	10
Homework not done/ Incomplete	Violation	-10
Honesty	Recognition	20
Irregularity in exam (SAIC Discipline Hearing)	Violation	-200
Irregularity in Formal Test (SAIC Discipline Discussion)	Violation	-100
Intimidating / Threatening fellow learner(s)	Violation	-50
Intervention Attended	Recognition	5
Intervention bunked	Violation	-25
Inappropriate social interaction towards staff member (Suspension-Hearing)	Violation	-300
Late for class (3+ minutes)	Violation	-5
Late arrival at school (7h45)	Violation	-5
Letters/Documents /Test /Homework not signed (2 warnings given)	Violation	-5
Misconduct during line-up or returning to class (2 warnings given)	Violation	-5
Misconduct during detention (2 warnings given)	Violation	-25
Notice of Detention	Informative	0
Neatness – Uniform Check (Register teacher)	Recognition	5
Parent informed about academic issues	Informative	0
Parents informed about habitual absenteeism (Register teacher)	Informative	0
Parents informed about learner conduct/behaviour	Informative	0
Participate in school social activities	Recognition	20
Participate in school sport activities	Recognition	20
Participation in school culture activities	Recognition	20
Participate in Extra Curricular activities	Recognition	20
Petty theft - Value up to R100 (Inform Parents)	Violation	-50
Physically assaulting a staff member (Suspension until Disciplinary Hearing)	Violation	-300
PIPE values achieved monthly	Recognition	20
Playground Cleaned	Recognition	5
Positive and / or Improvement in behaviour (Weekly)	Recognition	10
Positive drug test (1.Disciplinary Discussion/2.Hearing)	Violation	-100
Possession / distributing / using of drugs (Suspension until Hearing)	Violation	-300
Possession of inadmissible objects - Lighters, matches, medication, condoms etc. (Inform Parents)	Violation	-50
Possession / Using of cigarettes / Vape (Disciplinary Discussion)	Violation	-100
Possession / Viewing / distribution of pornography (Disciplinary Hearing)	Violation	-200
Possession of a dangerous weapon (Knife, Brass Knuckles, Hammer, Knobkerrie etc) (Suspension until Hearing)	Violation	-300

Possession of an imitation firearm, airgun or BB gun (Hearing)	Violation	-200
Possession of a firearm (Suspension until Hearing)	Violation	-300
Possession / Using / Distribution of alcohol (Disciplinary Hearing)	Violation	-200
Possession / Using of Intoxicating substances – Specify (Disciplinary Hearing)	Violation	-200
Publishing pictures / videos on social media without consent	Violation	-100
School Uniform Incorrect	Violation	-10
School Rules Discussed (Quarterly)	Informative	0
Selling of goods and products on school property	Violation	-50
Sexual Intercourse (Disciplinary Hearing)	Violation	-200
Sexual Interaction-Mutual Kissing and fondling (Disciplinary Discussion)	Violation	-100
Sexual Interaction-Unwanted Kissing and fondling (Disciplinary Hearing)	Violation	-200
Sexual Violence / Attempted Rape / explicit unwanted physical contact (Hearing)	Violation	-300
Stationary not with learner	Violation	-5
Suspension Completed	Informative	0
Tampering with learner property	Violation	-25
Tampering with staff property (Disciplinary Discussion)	Violation	-100
Tampering with school property (Disciplinary Discussion)	Violation	-100
Textbook Lost	Violation	0
Theft/ Possession of stolen goods - Value above R100 (Disciplinary Hearing)	Violation	-200
Threaten any staff member verbally / written (Disciplinary Hearing)	Violation	-200
Threaten anyone with a weapon or firearm (Suspension until Hearing)	Violation	-300
Top 10 Academic Performance (Quarterly)	Recognition	10
Unacceptable social behaviour - Physical	Violation	-25
Unacceptable social behaviour – Verbal	Violation	-10
Unsafe behaviour / Causing unintentional injury / or accident	Violation	-10
Vandalism (Disciplinary Hearing)	Violation	-200
Walking around without permission / Loitering	Violation	-10
Writing on any school property	Violation	-50

4. AMENDMENTS TO POLICY

The School reserves its right to deviate from this policy if it deems it necessary or appropriate and to amend this policy from time to time in accordance with any changed policy considerations of the School or legal developments.