



Discipline policy

| | |
|--|----------|
| Teacher Responsibilities, Accountability, and Rights Policy..... | 1 |
| Document Number :..... | 1 |
| INTRODUCTION..... | 4 |
| 1. PREAMBLE..... | 4 |
| 2. PURPOSE OF THE POLICY..... | 4 |
| (Annexure A)..... | 5 |
| 3. POLICY REGULATIONS..... | 5 |
| (Refer to Annexure B)..... | 6 |
| 4. Educators..... | 6 |
| 4.1 DISCIPLINE INTERVENTIONS..... | 6 |
| 5. Tribunal Hearing (Honor Court)..... | 7 |
| 5.1 Disciplinary Consequences..... | 7 |
| 5.2 Conduct that may lead to suspension / expulsion..... | 7 |
| 6. Daily Report..... | 8 |
| 6.1 The responsibilities for managing the daily report are as follows..... | 8 |
| 6.2 Demerit System..... | 8 |
| 7. Smoking..... | 8 |
| 7.1 No Smoking Policy..... | 8 |
| 7.2 Smoking Policy and Disciplinary Procedure..... | 9 |
| 8. General..... | 10 |
| 9. Detention..... | 10 |

| | |
|---|----|
| 10. Merit System..... | 10 |
| 10.1 Suspension of a Learner as a Precautionary Measure..... | 10 |
| 11. DISCIPLINARY AND TRIBUNAL HEARINGS (HONOR COURT)..... | 11 |
| 12 The Tribunal Hearing Commission (Honor Court)..... | 11 |
| 12.1 Consists of the following members:..... | 11 |
| 12. 2 The following official forms will be used for misconduct and disciplinary hearings... | 11 |
| 12.3.1 Written Notice of Disciplinary Hearing..... | 11 |
| 12.3.2 Acknowledgement of Notice..... | 11 |
| 13. Procedure During Hearings..... | 12 |
| SONEIKE PRIVATE SCHOOL..... | 31 |

INTRODUCTION

Every educator is responsible for discipline and has the full authority and responsibility to correct behavior of learners whenever such a correction is necessary. Any corrective measure of disciplinary action will correspond with and be appropriate to the offense.

1. PREAMBLE

1.1 The following issues will be outlined in the discipline policy:

- 1.1.1 Grading of offenses
- 1.1.2 Discipline Interventions
- 1.1.3 Suspension / Expulsion of learners
- 1.1.4 Discipline and Tribunal Hearings (Honor Court)

1.2.1 The policy was compiled in accordance with the following legislation, circulars and guidelines:

National Education Act

- 1.2.1 SA Schools Act 84 of 1996
- 1.2.2 Departmental circulars
- 1.2.3 Department of Education: Procedures of Handling Learner Misconduct

2. PURPOSE OF THE POLICY

2.1 To foster an organized and supportive school environment that promotes academic excellence and the holistic development of every learner. This policy aims to establish a discipline system that emphasizes self-discipline as a shared responsibility among the school, parents, and community. The demerit/merit system and disciplinary procedures will ensure fair and prompt action against learners who violate the Soneike Private School Code of Conduct for Learners.

2.2 The policy also seeks to ensure that learners who wish to learn receive quality education, while respecting and protecting their rights. To this end, every learner and parent will sign a Learner Commitment at the beginning of the year, which will be kept on file in the Discipline Officer's office. This commitment underscores the importance of collaboration and mutual support between learners, parents, and the school in maintaining a conducive learning environment.

(Annexure A)

3. POLICY REGULATIONS

| Grade 1 Offenses: | Grade 2 Offenses: | Grade 3 Offenses: | Grade 4 Offenses: |
|---|--|---|--|
| A written warning, followed by a final warning, then a disciplinary hearing | A final warning, followed by a disciplinary hearing, then a tribunal hearing | A disciplinary hearing, then a tribunal hearing (depending on the severity of the particular offense) | Offense to be immediately reported to the South African Police Services (SAPS) and an Honor court. |

3.1 Grade 1 Offenses

3.1 All Grade 1 offenses will be addressed by educators, who must maintain a written record of the offense and disciplinary measures taken.

SRC members will monitor the offense during breaktime.

3.2 When a Grade 1 offense occurs for the third time, the educator will issue a warning to the learner. If the offense recurs after the warning, the educator will refer the learner to the principal, providing a record of the offenses.

3.3 The principal will document the offense, take disciplinary measures, and communicate the issue to the parents/guardian.

3.4 If the offense recurs after referral to the principal, it will be treated as a Grade 2 offense.

3.2 Grade 2 Offenses

- 3.2.1 All Grade 2 offenses will be immediately referred to the principal.
- 3.2.2 A final warning will be issued, and disciplinary action will be taken.
- 3.2.3 When a second Grade 2 offense occurs after the final warning, the matter will be referred to the
- 3.2.4 Discipline Committee for a disciplinary hearing.
- 3.2.5 The parent/guardian will be notified in writing three days prior to the designated hearing date.
- 3.2.6 If the offense recurs after the final warning and disciplinary hearing, the matter will be referred to a Tribunal Hearing (Honor Court).
- 3.2.7 The parent/guardian will be notified in writing three days prior to the designated Tribunal Hearing date.

3.3 Grade 3 Offenses

- 3.3.1 All Grade 3 offenses will be immediately referred to the principal.
- 3.3.2 The principal will determine whether to convene a disciplinary hearing or a Tribunal Hearing (Honor Court), depending on the severity of the offense.
- 3.3.3 The parent/guardian will be notified in writing three days prior to the designated hearing date.

3.4 Grade 4 Offenses

- 3.4.1 All Grade 4 offenses will be reported immediately to the Principal.
- 3.4.2 The Principal will promptly file a report with SAPS (South African Police Service) and convene a Tribunal Hearing (Honor Court).
- 3.4.3 The parent/guardian will be notified in writing at least three days prior to the designated hearing date, informing them that a Tribunal Hearing has been scheduled.

(Refer to Annexure B)

4. Educators

- 4.1 All newly appointed staff will receive in-service training on how to effectively manage discipline.
- 4.2 Frequent class visits will be conducted to help, guide, and lead educators in maintaining classroom discipline.
- 4.3 Group meetings will be held every first Friday of the month to share innovative strategies for managing discipline.
- 4.4 Educators are encouraged to implement a positive behavior reward system to recognize and reinforce good behavior in learners.

4.1 DISCIPLINE INTERVENTIONS

Interventions and corrective measures aimed at correcting the behavior before suspension and expulsion

- 4.1.1 A verbal warning / reprimand to express disapproval
- 4.1.2 Written warning
- 4.1.3 Final written warning
- 4.1.4 Written punishment
- 4.1.5 Community service to improve the physical environment within and around the school property
- 4.1.6 Homework detention
- 4.1.7 Supervised schoolwork
- 4.1.8 De-merit detention
- 4.1.9 Referral for counseling
- 4.1.10 Fines to compensate for damages, to cover the cost of repair or replacement of the lost or damaged item, smoking, prohibited items of clothing and / or accumulated fine
- 4.1.11 Temporary suspension of any school related privileges
- 4.1.12 Exclusion from school activities and functions
- 4.1.13 Temporary suspension from class / school, pending disciplinary hearing
- 4.1.14 Disciplinary Hearing

5. Tribunal Hearing (Honor Court)

Failure to comply with interventions and corrective measures will lead to further interventions and may result in the offense being categorized at a higher grade. In extreme cases, expulsion may be recommended for Grade 3 and 4 offenses.

5.1 Disciplinary Consequences

- 5.1.1 Accumulation of high demerit points will lead to a disciplinary hearing or tribunal hearing, depending on the number of demerits.
- 5.1.2 Learners with continuous late coming or high demerits (-80) will be placed on detention.
- 5.1.3 Learners with high demerits will be ineligible to become members of the Representative Council of Learners.
- 5.1.4 Grade 7 or 12 learners with -25 or more demerits will be excluded from attending the Grade 7 or 5.1.5 Matric Farewell function at the end of the year.
- 5.1.6 Grade R - 11 learners with -80 or more demerits will be excluded from attending school camps or excursions during the year.
- 5.1.7 Depending on the type of infringement, learners with very high demerits may be excluded from receiving colors or awards for sports, academics, etc. However, if demerit points decrease, the Center
- 5.1.8 Manager or HOD may reconsider awarding colors at a later time.

5.2 Conduct that may lead to suspension / expulsion

- 5.2.1 Conduct that violated the rights and safety of others
- 5.2.2 Criminal behavior of any kind
- 5.2.3 Defacing or destroying school property
- 5.2.4 Disrespectful or objectionable conduct and verbal abuse directed at educators, other school employees or fellow learners

- 5.2.5 Outright defiance of lawful requests or instructions issued by persons in authority
- 5.2.6 Indulging in harmful graffiti, racism or "hate speech"
- 5.2.7 Sexual harassment or sexual assault
- 5.2.8 Immoral behavior or profanity
- 5.2.9 Processing, using or displaying evidence of use of any narcotics, unauthorized drugs, alcohol or any other intoxicant
- 5.2.10 Repeated infringement after grade 1 offence has been dealt with
- 5.2.11 Possession of dangerous weapons (guns, knives and other objects which may threaten the life of learners / educators
- 5.2.12 Also refer to schedule 1 and schedule 2 as published under General Notice 2591 of 2001 (PG 72 of 9 May 1996)
- 5.2.13 Physical fighting or bullying.

Refer to Annexure C

6. Daily Report

A learner may be placed on a daily report, either at the request of an educator or parent. Only the Principal, Deputy Principals, or designated authorized personnel can initiate a daily report.

6.1 The responsibilities for managing the daily report are as follows

- 6.1.1 The Grade Tutor is responsible for monitoring, signing, and reporting any issues or concerns on the daily report to the Principal for follow-up.
- 6.1.2 All subject-related problems must be referred to the School-Based Support Team for assistance and guidance.

6.2 Demerit System

Detention will be awarded for minus 80

- 6.2.1 If a learner attended detention a merit of 20 will be awarded
- 6.2.2 If a learner miss detention a demerit of -20 will be awarded
- 6.2.3 A disciplinary hearing will be held in the case of -130
- 6.2.4 A tribunal hearing will be held in the case of -150

7. Smoking

7.1 No Smoking Policy

- 7.1.1 As per legislation, smoking is strictly prohibited in public places. Learners found guilty of smoking cigarettes in a public place will be liable to pay a fine of R200.
- 7.1.2 Additionally, possession of cigarettes will also result in a fine of R200. All fines collected will be allocated to the welfare fund.
- 7.1.3 Please note that disciplinary action will be taken according to the gravity of the offense, corresponding to the learner's grade level.
- 7.1.4 Furthermore, learners found standing with smokers, even if not smoking themselves, will be liable to pay a fine of R100 for associating with smokers.

Important: This policy specifically addresses cigarette smoking. The possession or use of other illegal substances is considered a serious offense and will be addressed accordingly, with more severe consequences. Such cases will be handled separately and may involve legal action.

Let's work together to maintain a smoke-free, healthy, and safe environment.

7.2 Smoking Policy and Disciplinary Procedure

Procedure:

7.2.1 If a learner is caught:

- 1.1 Moking: -30 points
- 1.2 Associated with Smokers: -20 points

7.2.2 The councillor or educator who caught the learner will:

- 2.1 Inform the learner about the offense
- 2.2 Report the learner's name(s) to the Principal

7.2.3 **The Principal will:**

- 3.1 Enter the offense onto the Disciplinary System
- 3.2 Issue the learner with a fine

7.2.4 **Appeal Process:**

- 4.1 Learner must appeal within three (3) days
- 4.2 Bring the councillor or educator to the Principal
- 4.3 The Principal will make a decision

7.2.5 **Fine Payment:**

- 5.1 Pay within two (2) weeks from the date issued
- 5.2 Make alternative arrangements with the Principal

7.2.6 **Consequences of Non-Payment:**

Attend Break Detention until the fine is paid
Alternatively, complete community service to work off the value of the fine

7.2.7 **Record-Keeping:**

7.1 Once the fine is paid, the Principal will update the Disciplinary System

8. Welfare Fund:

8.1 All money collected from fines will be paid into the school's Welfare Fund

Note: The points system and community service options are designed to encourage learners to take responsibility for their actions and make amends for their mistakes.

8. General

8.1 The Executive members of the Representative Councillor Body may hold disciplinary hearings for members of the councillor body that does not abide by the Code of Conduct for councillor body members or any learner that is constantly disobeying the councillors.

8.2 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 Disciplinary committee , to recommend expulsion to the Provincial Department of Education.

8.3 A tribunal hearing (Honor Court) will be convened with a view to recommend expulsion. In such instances the recommendation for expulsion will be submitted to the Head of Education (Principal + CEO+ Board of trust) to approve the decision.

8.4 Where approval for expulsion is not granted, learners will attend counseling or the relevant life skills program before they may return to class. Homework must be collected by parents and tests must still be written otherwise a "0" mark will be given to the learner.

9. Detention

Procedures to be followed:

9.1 The learner will receive notice at least two days before the detention that he/she must attend detention.

9.2 Detention time will be on Tuesday, on a Wednesday and on a Friday.

9.3 Learners will either write out the school rules, times table etc.

9.4 Learners that miss detention will attend detention for two days the Monday and Wednesday immediately following the Friday detention.

9.5 Should the learner persist in not attending detention, a disciplinary hearing may follow. Detention takes preference above any other school activity.

10. Merit System

10.1 Learner can earn positive points according to the merit / demerit table **(Annexure D)**

10.1 Suspension of a Learner as a Precautionary Measure

10.1.1 The Board of Trust empowers the Principal, Deputy Principal, or Center Manager to suspend a learner as a precautionary measure if they are charged with a serious misconduct offense, as outlined in Section 8 of the Schools Act. Before suspension, the learner and their parents will be given an opportunity to respond and provide reasons why the suspension should be considered.

10.1.2 Disciplinary proceedings must commence within one week of the suspension. If proceedings do not begin within this timeframe, the Disciplinary Committee must approve the continuation of the suspension.

10.1.3 The suspension will remain in effect until the learner is found not guilty or, if found guilty, until the appropriate sanction is announced.

11. DISCIPLINARY AND TRIBUNAL HEARINGS (HONOR COURT)

Disciplinary Hearing Commission (School)

Consists of the following members:

11.1 One Member of SRC

11.2 Principal

11.3 One Teacher

11.4 Secretary to take minutes

12 The Tribunal Hearing Commission (Honor Court)

12.1 Consists of the following members:

12.1.1 Two (2) parent representatives from the Governing Body

12.1.2 The School Principal

12.1.3 Secretary to take minutes

12. 2 The following official forms will be used for misconduct and disciplinary hearings

12.2.1 Notice of disciplinary Hearing (Annexure E)

12.2.2 Review form (lodging an appeal) (Annexure F)

12.2.3 Record of offences (Annexure G)

12.2.4 Written Warning (Annexure H)

12.2.5 Daily Report Form (Annexure I)

12.3.1 Written Notice of Disciplinary Hearing

Notice of a disciplinary hearing must be given to the learner at least three (3) school days prior to the hearing. This notice may provide for temporary suspension from classes, but the learner will still be required to write formal tests and exams.

12.3.2 Acknowledgement of Notice

The learner must acknowledge receipt of the notice by signing it, which is not an admission of guilt.

12.3.3 Conduct of Hearing

If the learner fails to appear at the hearing, it will proceed in their absence. The written findings of the hearing will be issued to the learner, who must acknowledge the contents by signing the document.

12.3.4 Right to Review

A learner may request a review of the disciplinary action taken against them if sufficient grounds exist.

12.3.5 Record Keeping

The Principal or designated manager will keep a record of all documentation related to the offense, the conduct and findings of the hearing, and the disciplinary measures imposed. The secretary will maintain a file within minutes of the hearing.

12.3.6 Disciplinary Measures

The Disciplinary Hearing Committee may impose the following measures:

- 3.6.1 Suspension from school for a minimum of two (2) days to a maximum of five (5) days, ratified by the
- 3.6.2 Governing Body, effective immediately
- 3.6.3 Recommendation for counseling or attendance at a life skills program
- 3.6.4 Progress monitoring for a minimum of two (2) weeks, followed by a progress report
- 3.6.5 Written conduct and behavior warning, with a signed acknowledgement kept on record

13. Procedure During Hearings

The Chairperson of the Committee shall lead the proceedings and ensure that the following steps are taken:

13.1. Introduction and Roles:

- 13.1 Introduce all parties present and their respective roles.
- 13.2 Ensure witnesses are present only during their testimony.

13.2 Learner's Rights

Inform the learner of their rights, including:

- 13.2.1 The right to a formal hearing
- 13.2.2 The right to be present and participate in the hearing
- 13.2.3 The right to time to prepare for the hearing
- 13.2.4 The right to advance notice of the charges
- 13.2.5 The right to representation by an internal representative
- 13.2.6 The right to be accompanied by a parent/guardian (if a minor)
- 13.2.7 The right to ask questions and call witnesses
- 13.2.8 The right to an interpreter (with 24 hours' notice)
- 13.2.9 The right to appeal within 5 days of any penalty imposed

13.3. Conduct of Hearing:

- 13.3.1 If the learner is absent, the hearing will proceed in their absence.
- 13.3.2 The Chairperson shall explain the nature of the alleged breach or misconduct.
- 13.3.3 The complainant and their witnesses shall present their evidence first, followed by questioning from the learner and the panel.
- 13.3.4 The learner and their witnesses shall then present their evidence, followed by questioning from the complainant and the Committee.

13.4. Deliberation and Decision:

- 13.4.1 The Committee shall discuss and weigh the evidence in private.
- 13.4.2 The Chairperson shall reconvene all interested parties and communicate the decision.
- 13.4.3 The Chairperson shall explain the decision, including any penalty imposed and the reasons for it.
- 13.4.4 The learner shall be advised of their right to appeal (using Annexure F).

13.5. Documentation:

- 13.5.1 The complainant and learner shall sign the disciplinary form.
- 13.5.2 A copy of the form shall be provided to the learner. If the learner refuses to sign, a witness shall sign in their presence.

ANNEXURE A

SONEIKE PRIVATE SCHOOL

LEARNER COMMITMENT

I, _____, a learner at Soneike Private School, understand the rules and their implications and hereby commit to:

Abide by the Code of Conduct and Disciplinary System.

Behave in a courteous manner and respect other learners, the councillors, all members of staff and visitors to the school.

Treat everyone with respect regardless of differences in culture, religion, ability, race, age, gender or social class.

Take responsibility for my learning by attending regularly and punctually and completing all my assessment tasks on time. Cooperate with my teachers and other school staff. Assist in making the school a safe place for all.

Seek help if needed. Let the school know if I feel my rights have been infringed, or if I experience any other difficulty

I, _____, a learner at Soneike Private School and _____
(name of parent(s) / guardian) have read and understand the following:

The code of conduct shall be enforced by the disciplinary committee following due process. It must be borne in mind that the parent has the primary responsibility for the education of their child and assumes responsibility for the child's behaviour at all times. Learners who transgress the code will be treated with due process and it must be acknowledged that the educator has the right to refuse to teach the learner who does not adhere to the code of conduct until such time as the learner modifies his/her behaviour and complies with the rules as set out in the school code of conduct.

LEARNER PARENT / GUARDIAN

DATE

ANNEXURE B :: LIST OF OFFENCES PER GRADE OF OFFENSE

| | | | |
|-------------------------|-------------------------|-------------------------|-------------------------|
| GRADE 1: OFFENCE | GRADE 2: OFFENCE | GRADE 3: OFFENCE | GRADE 4: OFFENCE |
|-------------------------|-------------------------|-------------------------|-------------------------|

| | | | |
|---|--|--|---|
| <p>Littering Unruly behavior Eating, drinking during contact time Misconduct during assembly Misconduct or poor sportsmanship during extra-mural activity No dairy No ID Failing to attend extra mural activity without excusing him/herself Failure to attend compulsory activity without written excuse letter prior to event Misconduct during detention Uniform infringements Disruptive behavior in class No homework done Books left at home Equipment left at home Project not handed in on time Copying another learners class work or homework Defacing school property Late for class Late for school Use of offensive material to cover books Possession / Use of cell phone</p> | <p>Vandalism Interfering with another person's property / possessions without the owner's consent Damaging another person's property / possessions Racism remarks or insults Forgery: altering of official documents such as medical certificates, parents letters Intimidation by verbal or physical threat to harm the person or his/her property(bullying) Swearing, lying or using obscene gestures Verbal / non - verbal abuse Disrespect or insolence Insubordination – ignoring or failing to carry out a specific instruction (include failure to do work, punishment , Public disturbance and public indecency Failure to attend detention Unacceptable hair styles including colouring and bleaching Use of cell phone during test or exam Cheating, attempting to cheat or having forbidden material during test or exam Bunking class</p> | <p>Possession of weapons that can cause physical injury (knives etc.) Entering the school premises while under the influence of alcohol / drugs Possession, copying or distribution, use or displaying pornographic material Assault with the intent to do grievous bodily harm Bunking school or leaving school grounds without permission Serious misconduct (in or outside school whilst under the control of school authorities which is or could be seriously detrimental to the school discipline Violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing an educator from teaching Violating the rights of the Educator to carry out his/her tasks Reckless or negligent driving in school uniform, on or off school premises Taking part in any illegal actions on school premises</p> | <p>Use of weapons that cause physical injury (knives etc.) Possession and or use of a firearm, firearm magazine, ammunition Possession, using and/or dealing in drugs, alcohol, or any other intoxicating substance Theft, robbery, breaking and entering Malicious damage/injury to the school staff members, fellow learners or any other person or body Rape, attempted rape, or sexual assault Physical assault that result in bodily harm Sedition or inciting any illegal action on school premises Any other offence punishable under common law</p> |
|---|--|--|---|

| | | | |
|--|--|---|--|
| | | Repetition of a grade 2 offence Fighting, assault or attempted assault | |
|--|--|---|--|

| GRADE 1: OFFENCE | GRADE 2: OFFENCE | GRADE 3: OFFENCE | GRADE 4: OFFENCE |
|------------------|--|------------------|------------------|
| | Possession or use of firecrackers Failure to attend extra mural activity fixture or function as a participant or official Any action which bring the school's name in disrepute Possession of offensive material (excluding pornographic material) Unreasonable repetition of a Grade 1 offence | | |

LIST OF POSSIBLE DISCIPLINARY MEASURES TO BE APPLIED FOR GRADE 1-4 OFFENCES

Each case must be evaluated on its own merits and must be provided with a sanction justifiable for that specific case. The recommended sanctions are guidelines

SANCTIONS (and Expectations) pertaining to LEARNERS flowing from the CODE OF CONDUCT

Whilst the majority of students display a fair degree of obedience to school rules and acceptable behavior, some learners deviate from the expected behavior or refuse to adhere to school rules. This is a summary of some of the issues relating to the School's Code of Conduct that we would like to emphasize pertaining to non-compliance by learners.

| Conduct | Expectation | Sanction |
|-----------------------|---|---|
| ABSENTEEISM | Parents inform School telephonically, by letter or through a doctors certificate | Parent will be contacted |
| CELLPHONES & TABLET | Not at any time must a cell phone be used in class or during exams. Chatting via social media platforms and texting is not allowed during formal school hours. No unbecoming photos/videos to be taken or stored. | <ul style="list-style-type: none">• Detention• Confiscation of cell phone/ IPAD/ TABLET• Parent contacted• Warning• Possible suspension |
| MISBEHAVIOUR | any behavior deemed unacceptable according to Christian ethics such as intimacy between students, any activity bordering on sexual engagement in any way (such as kissing or fondling) , physical fighting , bullying will receive serious attention. | <ul style="list-style-type: none">• Suspension• Immediate expulsion determined by extent of evidence presented |
| LATE COMING TO SCHOOL | Call or Letter from Parent (Please note , we lock the gate at 7.30) | <ul style="list-style-type: none">• Warning• Detention• Possible Suspension |
| SMOKING | Not allowed and more so on School property, or while in school uniform or at School functions | <ul style="list-style-type: none">• Immediate 3-day suspension• Possibility of expulsion |
| POSSESSION OF DRUGS / | Any person on School property, or while in School uniform or at School | <ul style="list-style-type: none">• Suspension with possibility of expulsion |

| | | |
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| WEAPONS | events found in possession of drugs. Any person found intoxicated or under the influence of alcohol or drugs. Any person involved in dealing with drugs. | <ul style="list-style-type: none"> • Immediate suspension with the possibility of expulsion • Immediate Suspension until conclusion of disciplinary hearing with the possibility of expulsion. • Possible Criminal proceedings. |
| THEFT | Incident investigated and recorded | <ul style="list-style-type: none"> • Sanction consistent with offense |
| BULLYING | Incident investigated and recorded | <ul style="list-style-type: none"> • Parent contacted • Suspension • Possible of expulsion |
| TRUANCY | Students are not allowed to leave School without the permission of the Principal | <ul style="list-style-type: none"> • 3 Day Suspension |
| UNIFORM | Conform to School Uniform | <ul style="list-style-type: none"> • Verbal Warning • Parents contacted to fetch student • Possible Suspension |
| VANDALISM | Do not deface, damage school property | <ul style="list-style-type: none"> • Pay for damages incurred • Suspension • Expulsion |
| HOMEWORK | Must be done at home or after school. Not to be completed at school. | <ul style="list-style-type: none"> • Warning • Parents will be contacted • Detention |
| LATE ARRIVAL FOR CLASS | Students may not delay prompt arrival to class and should not go to the tuck-shop during formal teaching time | <ul style="list-style-type: none"> • Detention |

ANNEXURE D : MERIT & DEMERIT SYSTEM

| CRITERIA | | POINT VALUE |
|-------------|---|-------------|
| ACHIEVEMENT | | |
| Academic | | |
| 1 | Homework Done On A Regular Basis (per week) | 2 |
| 2 | Excellent Portfolio / Task / Project / Presentation (90%) | 10 |
| 3 | Commendable Work | 5 |
| 4 | 75% + For Subject Term Mark (Per Term) | 10 |
| 5 | 10% Improvement From One Term To The Next | 10 |
| 6 | Olympiads | 10 |
| 7 | Top Ten (Per Term) | 15 |
| 8 | Top Learner In Grade (term) | 10 |
| 9 | Trophy Winner per term | 10 |
| 10 | Scroll | 20 |
| 11 | Colours | 30 |
| Sport | | |
| 1 | Participation In School Team | 20 |
| 2 | Participation In Provincial Team (School Sport) | 20 |
| 3 | Participation In National Team (School Sport) | 30 |
| 4 | Trophy Winner | 20 |
| 5 | Scroll | 20 |
| 6 | Colours | 30 |
| 7 | Colours (National – Non-School Sport) | 20 |
| Cultural | | |
| 1 | Participation In A Cultural Activity | 15 |
| 2 | Trophy Winner | 20 |
| 3 | Scroll | 20 |
| 4 | Colours | 30 |

| | | |
|-----------------|---|----|
| Leadership | | |
| 1 | Scholar Patrol | 10 |
| 2 | Media Monitor | 10 |
| 3 | Choir Monitor | 10 |
| 4 | Hotel Councillor | 10 |
| 5 | Captain Of A School Team | 10 |
| 6 | Junior Councillor | 15 |
| 7 | Councillor | 20 |
| 8 | Vice-President | 20 |
| 9 | President | 30 |
| Service | | |
| 1 | Helping A Staff Member | 5 |
| 2 | Assisting At A School Event / Function (More Than 4 Hours) in School Uniform. | 10 |
| 3 | Supporting / Attending A School Event / Function in school uniform | 10 |
| 4 | Supporting Prestige Meeting In Supporters Clothes (Whole Day) | 30 |
| 5 | Tutoring | 10 |
| 6 | Assisting the tuckshop | 10 |
| 7 | Trophy Winner | 20 |
| 8 | Scroll | 20 |
| 9 | Colours | 30 |
| Attendance | | |
| 1 | 100% School Attendance For The Year | 5 |
| Merit Points | | |
| 1 | Trophy Winner | 20 |
| 2 | Scroll | 20 |
| 3 | Colours | 30 |
| Parents Evening | | |
| 1 | Attend First Parents Evening | 30 |

| | | |
|---------|--|----|
| 2 | Attend Parents Evening | 10 |
| General | | |
| 1 | Positive Attitude | 5 |
| 2 | Active Participation In Class (On A Regular Basis) | 5 |
| 3 | Good Behaviour In Class (per week) | 5 |
| 4 | Daily Report With Positive Comments (At The End Of The Week) (HOD / Grade Tutor / Deputy) | 10 |
| 5 | Discretionary Points (HOD / Grade Tutor) | 10 |
| 6 | Discretionary Points (Deputy / Principal) | 25 |
| 7 | Discretionary Points (Principal / Deputy) | 50 |
| 8 | White Blazer | 50 |
| 9 | Community Project | 10 |

| | | |
|--------------|------------|-------------|
| CRITERIA | | POINT VALUE |
| ACTION TAKEN | | |
| General | | |
| 1 | Detention | -20 |
| 2 | Suspension | -20 |

| | |
|----------|-------------|
| CRITERIA | POINT VALUE |
| OFFENCE | |

| | | |
|-----------------------------|--|-----|
| Bunking | | |
| 1 | Assembly | -10 |
| 2 | Class | -15 |
| 3 | School / Leaving grounds without permission | -30 |
| 4 | Substitution | -5 |
| Diary / Timetable / ID Card | | |
| 1 | No diary | -2 |
| 2 | No Timetable | -2 |
| 3 | No ID Card | -2 |
| Disrupting | | |
| 1 | Class And Teaching | -5 |
| 2 | Exam Session | -10 |
| 3 | Insolent Behavior | -30 |
| 5 | Total Disregard For Authority (Issued By Deputy / Principal) | -40 |

| | | |
|---------|----------------------------|-----|
| General | | |
| 1 | Alcohol Consumed At School | -40 |

| | | |
|----|--|-----|
| 2 | Assault (Leading To A Police Charge) | -40 |
| 3 | Back Chatting a Teacher, pushing or assaulting teacher | -10 |
| 4 | Bad / Negative Attitude | -5 |
| 5 | Bullying / Intimidation | -30 |
| 6 | Cell Phone Used Illegally (R200 fine) | 0 |
| 7 | Cheating In A Test / An Exam | -30 |
| 8 | Close Contact (Inappropriate) | -10 |
| 9 | Defacing ID Card | -10 |
| 10 | Dishonesty / Lying | -10 |
| 11 | Dishonouring School Name | -30 |
| 12 | Disobeying Teacher | -10 |
| 13 | Disrespectful Towards SRC | -5 |
| 14 | Disrespectful Towards Educator | -10 |
| 15 | Eating / Drinking In Class | -5 |
| 16 | Fighting | -30 |
| 17 | Fraud – Document / Signature | -20 |
| 18 | Gambling | -10 |
| 19 | Ignoring Instructions | -5 |
| 20 | Intimidation / Victimisation | -30 |
| 21 | Letter Sent To Parent / Return slip– Not Returned / Not Signed | -5 |
| 22 | Obscene Drawings | -20 |
| 23 | Possession / Distribution Of Habit-Forming Substances | -40 |
| 24 | Possession Of Alcohol | -40 |
| 25 | Possession Of Dangerous Weapon | -40 |
| 26 | Possession Of Pornographic Material | -40 |
| 27 | Promiscuity | -40 |
| 28 | Public Indecency | -40 |
| 29 | Punishment Not Done / Incomplete | -5 |

| | | |
|----|--|-----|
| 30 | Punishment Not Done Repeatedly (Issued By Principal) | -20 |
| 31 | Serious Misconduct | -40 |
| 32 | Sexual Harassment | -40 |
| 33 | Smoking | -30 |
| 34 | Smoking – By Association | -20 |
| 35 | Social Networking / Cyber Infringements (Facebook / MXIT etc. abusive negative comments made on these sites concerning the school, staff or any person connected to the school WILL LEAD TO A DISCIPLINARY HEARING, SUSPENSION, EXPULSION OR LEGAL ACTION MAY BE TAKEN AGAINST THE OFFENDER. | -40 |
| 36 | Stealing / Theft | -30 |
| 37 | Substance Abuse | -40 |
| 38 | Taunting Teacher | -15 |
| 39 | Total Disregard For Authority (Issued By Deputy / Principal) | -40 |
| 40 | Use Of A Dangerous Object | -40 |
| 41 | Vandalism | -15 |
| 42 | Vandalism Of A Serious Nature | -40 |

| | | |
|----|----------------------------------|-----|
| 43 | Verbal Abuse Towards Educator | -30 |
| 44 | Verbal Abuse Towards Learner(s) | -5 |
| 45 | Verbal Abuse Towards. Councillor | -10 |

| | | |
|---|---|-----|
| 46 | Violence (Gang Related) | -40 |
| 47 | Violence (Instigating) | -40 |
| Homework | | |
| 1 | Books Left At Home (Third time) | -6 |
| 2 | Equipment Not At School (Third time) | -10 |
| 3 | Homework Not Done (Third time) | -6 |
| 4 | Portfolio / Project / Presentation Not Done / Not Handed In | -10 |
| Language | | |
| 1 | Using Foul Language | -5 |
| 2 | Using other languages except English. | -10 |
| Late | | |
| 1 | For An Exam Session (Refer To School Rules) | 0 |
| 2 | For Assembly | -10 |
| 3 | For Class | -15 |
| 4 | For School | -15 |
| Misbehaviour | | |
| 1 | Dangerous Behaviour | -30 |
| 2 | In Assembly / Quad | -5 |
| 3 | In Extra-Mural Activity | -10 |
| 4 | While Representing School | -30 |
| Portfolio / Project | | |
| 1 | Not Done / Not Handed In | -10 |
| Punishment | | |
| 1 | Not Done / Incomplete | -5 |
| Uniform Inspection – Councillor / Staff | | |
| 1 | Disrespectful Towards Councillor | -5 |
| 2 | Disrespectful Towards Educator | -10 |
| 3 | Dress Length | -5 |

| | | |
|----|------------------------------------|----|
| 4 | Hair | -5 |
| 5 | Incorrect Uniform | -5 |
| 6 | Jewelry | -5 |
| 7 | Make-Up | -5 |
| 8 | Nails | -5 |
| 9 | No Blazer - Autumn | -5 |
| 10 | No ID Card | -5 |
| 11 | No Tie - | -5 |
| 12 | Piercing(s) | -5 |
| 13 | Punishment (Not Done / Incomplete) | -5 |
| 14 | Shoes | -5 |
| 15 | Socks | -5 |
| 16 | Talking In Assembly | -5 |
| 17 | Unshaved | -5 |

| CRITERIA | POINT VALUE |
|------------|-------------|
| PUNISHMENT | |

| Complete | | |
|------------|--|----|
| 1 | Attended Detention | 20 |
| 2 | Community Service | 20 |
| 3 | Paid Smoking Fine (R200) | 30 |
| 4 | Paid Association with Smoking Fine (R100) | 20 |
| 5 | Punishment Done | 5 |
| 6 | Return From Suspension + Community service | 20 |
| Incomplete | | |
| 1 | Not Done / Incomplete | -5 |

NOTE

Re-enrolments

More than -170 Points: Learner will NOT be re-enrolled the following year.

Between -130 and -169 Points: Learner will only be re-enrolled on certain conditions.

ANNEXURE E

NOTICE TO ATTEND A DISCIPLINARY / TRIBUNAL HEARING

Name of School Soneike Private School

Name of Learner _____ GRADE _____ The school requires your presence at a disciplinary hearing on –

Date _____ Time _____ Venue Soneike Private School, Boardroom Alleged

Schedule Offences / Complaint / Charge

1. _____

2. _____

These alleged offences might be seen either as collectively, or separately.

ANNEXURE F

SONEIKE PRIVATE SCHOOL

LODGING OF APPEAL (REVIEW FORM)

In terms of the School's disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary / Tribunal Committee (within Three (5) school days)

NAME OF APPLICANT: _____

The appeal is made on the following ground (the appropriate areas to be marked with an X)

The disciplinary measure imposed was not in line with the grade of offence

Disciplinary procedures were not followed

New or further evidence or witnesses are available, which could bring new focus to light and affect the result of the previous hearing

NATURE OF OFFENCE: _____

The following reasons are submitted in support of this appeal:

_____ Date of lodged appeal Appellant

RECORD OF OFFENCES

NAME OF THE LEARNER: _____ GRADE: _____

| DATE OF OFFENCE | TYPE OF OFFENCE | ACTION TAKEN |
|--------------------------------|-----------------|------------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| WARNING / SCANNED | | |
| 4. | | |
| REFERRAL TO DISCIPLINE OFFICER | | |
| 5. | | Action taken by Discipline Officer |
| 6. | | Action taken by Discipline Officer |

_____ Signature of Educator Date

FINAL WRITTEN WARNING

NAME OF THE LEARNER: _____ GRADE: _____ SUBJECT: _____
EDUCATOR: _____

Please take note that is a final warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing / tribunal hearing.

DATE OF OFFENCE: _____

GRADE OF OFFENCE: _____

NATURE OF OFFENCE: _____

LEARNER'S STATEMENT: _____

Learner Discipline Officer

Witness Date

SONEIKE PRIVATE SCHOOL

DAILY REPORT

| |
|--------------------|
| Pupil's Name _____ |
| Grade _____ |
| Form Teacher _____ |
| Date _____ |

PLEASE COMMENT ON THE ATTITUDE, BEHAVIOUR, APPEARANCE AND SCHOLASTIC PROGRESS OF THE ABOVE PUPIL

| |
|-------|
| DAY 1 |
|-------|

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|-------------------------|
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| REMARKS PARENT/GUARDIAN |
| HEAD/DEPUTY/HOD |
| |

| |
|-------|
| DAY 2 |
|-------|

1

| |
|-------------------------|
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| REMARKS PARENT/GUARDIAN |
| HEAD/DEPUTY/HOD |
| |

DAY 3

1

| |
|-------------------------|
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| REMARKS PARENT/GUARDIAN |
| HEAD/DEPUTY/HOD |
| |

DAY 4

1

| |
|-------------------------|
| 2 |
| 3 |
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| 7 |
| REMARKS PARENT/GUARDIAN |
| HEAD/DEPUTY/HOD |
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DAY 5

1

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| 2 |
| 3 |
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| 7 |
| REMARKS PARENT/GUARDIAN |
| HEAD/DEPUTY/HOD |
| |

DAY 6

1

| |
|-------------------------|
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| REMARKS PARENT/GUARDIAN |
| HEAD/DEPUTY/HOD |
| |

This policy is subject to revision and update as required. Any amendments or changes will be promptly communicated to all relevant parties, ensuring that everyone is informed and up-to-date.