

SONEIKE PRIVATE SCHOOL DISCIPLINE POLICY



Soneike Private schools

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Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6

SONEIKE PRIVATE SCHOOL DISCIPLINE POLICY

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.

PREAMBLE

The following issues will be outlined in the discipline policy:

1. Grading of offenses
2. Discipline Interventions
3. Suspension / Expulsion of learners
4. Discipline and Tribunal Hearings (Honor Court)

The policy was compiled in accordance with the following legislation, circulars and guidelines: National Education Act

1. SA Schools Act 84 of 1996
2. Departmental circulars
3. Department of Education: Procedures of Handling Learner Misconduct
4. Protocol and Procedures Manual: The Proactive Education Group

PURPOSE OF THE POLICY

1. To create a school environment that will promote the academic development and performance of every learner in an organized structure. The discipline system will emphasize that the self-discipline of every learner is not only the responsibility of the school but it is a partnership between the school, the parent and the community.
2. The demerit / and merit system and the procedures put in place to take disciplinary measures is a fair system to take action towards learners that transgress the Code of Conduct for Learners of Soneike Private School and to make sure that learners that want to learn, receive quality education.

3. The policy is also to make sure that the learner and the parent, who has to provide guidance to the learner, support the system to ensure that the learners' right will be respected and protected.
4. Every learner and parent will sign a Learner Commitment in the beginning of the year and this will be kept in a file in the office of the Discipline Officer.

(Annexure A)

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 a Honor court.

Grade 1 Offences

All grade 1 offenses will be dealt with by educators who must keep a written record of the offense and disciplinary measures taken. SRC members will scan the offense. The SRC will scan the offense during the breaktime. When a grade 1 offense occurs the third time, the educator will scan the learners and issue him with a warning.

Should the particular grade 1 offence recur after the warning issued, the educator will refer the learner to the center Manager or H.O.D with a record of the offenses.

The center Manager or H.O.D will enter the offense on the system, take disciplinary measures and communicate the problem to the parents / guardian.

Should the particular grade 1 offence reoccur after referral to the center Manager or H.O.D , it will be treated as a grade 2 offence.

Grade 2 Offences

All grade 2 offences will be referred immediately to the center Manager or H.O.D. A Final warning will be issued and discipline action applied.

When a second grade 2 offence occurs after the final warning has been issued the matter will be referred to the Discipline Committee for a disciplinary hearing.

The parent / guardian will be advised in writing within a period of Three (3) days before the designated date, that an internal disciplinary hearing has been convened.

Should the particular offence reoccur after the issuing of a final warning and a disciplinary hearing has occurred, the matter will be referred to a tribunal hearing (honor court) .

The parent / guardian will be advised in writing within a period of Three (3) days before the designated date, that a tribunal hearing (Honor court) has been convened.

Grade 3 Offences

All grade 3 offences will be reported immediately to the Center Manager or H.O.D who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing or a Tribunal hearing (Honor Court). The parent / guardian will be advised in writing within a period of Three (3) days before the designated date, that a hearing has been convened.

Grade 4 Offences

All grade 4 offences will be reported immediately to the Principal who will immediately file a report with SAPS and convene a tribunal hearing (Honor Court).

The parent / guardian will be advised in writing within a period of Three (3) days before the designated date, that a tribunal hearing has been convened.

List of offences per grade of offence

Refer to Annexure B

Educators

All newly appointed staff will receive in-service training on how to deal with discipline

Frequent class visits to help / guide / lead educators with classroom discipline.

Group meetings to find innovative ways to manage discipline will take place every first Friday of the month.

Educators are encouraged to use a positive behavior reward system for learners

DISCIPLINE INTERVENTIONS

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

1. A verbal warning / reprimand to express disapproval
2. Written warning
3. Final written warning
4. Written punishment
5. Community service to improve the physical environment within and around the school property
Homework detention
6. Supervised schoolwork

7. De-merit detention
8. Referral for counseling
9. 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
10. Temporary suspension of any school related privileges
11. Exclusion from school activities and functions
12. Temporary suspension from class / school, pending disciplinary hearing
13. Disciplinary Hearing

Tribunal Hearing (Honor Court)

Failure to comply with interventions and corrective measures

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 4 offence.

High demerit points will lead to disciplinary hearing or tribunal hearing (depending on the amount of minus points)

Learner will be placed on detention in the case of continuous late coming or high demerits (-80)

Learner with high demerits will not be allowed to become a member of the Representative Council of Learners

A Grade 7 or 12 learner with - 25 or more will not be allowed to attend the Grade 7 or Matric Farewell function at the end of the year.

A Grade R - 11 learner with -80 or more will not be allowed to attend the School camps or any excursion during the year

Depending on the type of infringement, a learner with very high demerits will be excluded from receiving colours or awards for sport, academic etc. Should the demerit points decrease the Center Manager or H.O.DI may decide to award the colours at another time.

Conduct that may lead to suspension / expulsion

1. Conduct that violated the rights and safety of others
2. Criminal behavior of any kind
3. Defacing or destroying school property
4. Disrespectful or objectionable conduct and verbal abuse directed at educators, other school employees or fellow learners
5. Outright defiance of lawful requests or instructions issued by persons in authority
6. Indulging in harmful graffiti, racism or "hate speech"
7. Sexual harassment or sexual assault
8. Immoral behavior or profanity
9. Processing, using or displaying evidence of use of any narcotics, unauthorized drugs, alcohol or any other intoxicant
10. Repeated infringement after grade 1 offence has been dealt with

11. Possession of dangerous weapons (guns, knives and other objects which may threaten the life of learners / educators
12. Also refer to schedule 1 and schedule 2 as published under General Notice 2591 of 2001 (PG 72 of 9 May 1996)
13. Physical fighting or bullying

List of possible disciplinary sanctions to be applied for Grade 1 – Grade 4 offences respectively.

Refer to Annexure C

Daily Report

A learner may be placed on a daily report, either requested by an educator or parent.

The Center Manager or H.O.D, Deputy Principals or Principal will be the only persons that can put a person on daily report.

The Grade Tutor must just control, sign and report any problems on a daily report to the H.O.D to follow up.

All subject related problems must be referred to the School Based Support Team.

Demerit System

Detention will be awarded for minus 80

If a learner attended detention a merit of 20 will be awarded

If a learner miss detention a demerit of -20 will be awarded

A disciplinary hearing will be held in the case of -130

A tribunal hearing will be held in the case of -150

Smoking

According to legislation, no smoking is permitted in a public place. Learners who are found guilty of such an offense will be liable to pay a fine of R200. Further it should be noted that should a learner be caught with cigarettes in their possession, the same fine of R200 will apply. All monies received will go towards the welfare fund , adding on that the disciplinary warning will be followed according to the grade offense.

If a learner is caught standing along with smokers, he/she will too be liable to pay a fine of R100 for being Associated with Smokers.

Procedures to be followed:

If a learner is caught Smoking (-30) or Associated with Smokers (-20) the councillor or educators who caught him / her will inform them about the offence. The name(s) of the learners caught will be given to the H.O.D or Center who will then enter it onto the Disciplinary System and issue the learner with a fine. Should the learner involved have a dispute regarding the matter he/she needs to appeal the fine within three (3) days by bringing the councillor or educator to the Center Manager or H.O.D who will make a decision. The fine has to be paid within two (2) weeks from the date issued unless other arrangements have been made with the responsible HOD.

If the fine has not been paid by the due date, the learner has to attend Break Detention until the fine has been paid. If the learner cannot pay the fine, the learner may do community service until the value of the fine has been worked off.

Once the fine has been paid, the H.O.D or Center Manager will enter it on the Disciplinary System. (+30) The money collected from the fines will be paid into the Welfare Fund of the school.

General

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.

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.

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.

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.

Detention

Procedures to be followed:

The learner will receive notice at least two days before the detention that he/she must attend detention. Detention time will be on Tuesday, on a Wednesday and on a Friday.

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

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

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

Merit System

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

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

The Board of Trust authorizes the Principal or Deputy Principal or Center Manager to institute suspension, as a precautionary measure, with regard to a learner who is charged with serious misconduct offence as contemplated in section 8 of the Schools Act.

Before a learner is suspended, the learner and his/her parents must be given an opportunity to indicate why the suspension should be considered.

The disciplinary proceeding 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 Disciplinary committee.

The 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.

DISCIPLINARY AND TRIBUNAL HEARINGS (HONOR COURT)

Composition of different Hearing Commissions

RCL Executive Hearing Commission

Consist of the following members:

1. The two (2) Presidents of the RCL
2. The eight (8) members of the RCL
3. A Deputy(s) that act as the liaison educators

Disciplinary Hearing Commission (School)

Consists of the following members:

1. 1 Member of SRC
2. School center Manager or H.O.D
3. 1 Teacher

4. Secretary to take minutes

The Tribunal Hearing Commission (Honor Court)

Consists of the following members:

1. Two (2) parent representatives from the Governing Body
2. The School Principal
3. Secretary to take minutes

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

1. Notice of disciplinary Hearing (Annexure E)
2. Review form (lodging an appeal) (Annexure F)
3. Record of offences (Annexure G)
4. Written Warning (Annexure H)
5. Daily Report Form (Annexure I)

Written notice of disciplinary hearing

1. Notice must be given at least Three (3) school days before the hearing, which could provide for temporary suspension from classes. Formal tests and / or exams will still be written.
2. When a notice is issued to a learner the learner must acknowledge receipt of notice by signing it. This is not an admission of guilt.
3. If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
4. The written finding of the hearing will be issued to the offender. The offender will acknowledge the contents by signing the document.
5. A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist.
6. The Principal/ Any Manager will keep on record copies of all documentation relating to the offence, the conducting and findings of the hearing, and the disciplinary measures imposed. Secretary to keep file with minutes.
7. Disciplinary measures that a Disciplinary hearing Committee may impose Suspension from school for a minimum of two (2) days to a maximum of Three (5) days, ratified by the Governing Body, to be effective immediately.
8. Recommendation with respect to counseling / attendance of a life skill program
9. Progress monitoring process initiated for a minimum of two (2) weeks, followed up by a progress report.
10. A written conduct and behavior warning issued, a signed copy of acknowledgement will be kept on record.

Procedure during hearings

The Chairperson of the Committee must lead the proceedings and:

1. Introduce those present and state their function
2. Ensure that the witnesses are present only while giving evidence

The Chairperson must inform the learner of his/her rights:

1. The right to a formal hearing
2. The right to be present at the hearing
3. The right to be given time to prepare for the hearing
4. The right to be given advance notice of the charges
5. The right to be represented at the hearing by (1) internal representative
6. The right to be accompanied at the hearing by parent(s) / guardian if the learner is a minor The right to ask questions on any evidence, or on statements of witnesses
7. The right to call witnesses to testify on his/her behalf
8. The right to an interpreter, to be requested 24 hours prior to the hearing
9. The right to an appeal within Three (5) days against any penalty imposed by the Disciplinary / Tribunal Committee
10. If a learner does not attend, the hearing will be conducted in his/her absence
11. The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing
12. The procedure of enquiry is that the complainant and his/her witnesses will be heard first. The learner and panel may ask questions to them. The learner and his/her witnesses may then give evidence and the complainant and Committee may ask them questions.
13. When all evidence has been heard, the Chairperson must close the enquiry, dismiss the complainant, the learner, their representatives, the parent(s) / guardians and all the witnesses 7.5.6 The Disciplinary / Tribunal Committee must discuss and weigh the evidence and come to a decision.
14. The Chairperson must reconvene all interested parties
15. The Chairperson is to communicate the decision to all the interested parties
16. The Chairperson must explain the decision of the Committee and the reasons for the penalty (if any) that has been imposed
17. The learner must be advised to his right to appeal (Annexure F)
18. The complainant and learner must sign the disciplinary form and a copy must be handed to the learner. (If the learner refuses, a witness must sign in the presence of the learner)

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 Repetition of a grade 2 offence Fighting, assault or attempted assault</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>

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		

ANNEXURE C

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 / WEAPONS	Any person on School property, or while in School uniform or at School 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"> ● Suspension with possibility of expulsion ● 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

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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,	-40

	EXPULSION OR LEGAL ACTION MAY BE TAKEN AGAINST THE OFFENDER.	
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

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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

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ANNEXURE G

SONEIKE PRIVATE SCHOOL

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

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ANNEXURE H
SONEIKE PRIVATE SCHOOL

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

25

ANNEXURE I
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

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

26

DAY 3

1

2
3
4
5
6
7

REMARKS PARENT/GUARDIAN
HEAD/DEPUTY/HOD

DAY 4

1

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

DAY 5

1

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

27

DAY 6

1

2

3

4

5

6

7

REMARKS PARENT/GUARDIAN

HEAD/DEPUTY/HOD