

## **DISCIPLINE CODE**

The school reserves the right to add to the following list below where it feels that the standards of decency and proper behaviour are not being met. These may apply to day scholars who are not on school property at the time of the offence.

### **GENERAL**

A learner may not be guilty of:

- neglect of duty, disobedience, rebelliousness, disruption of classes or the school programme, vandalism, theft, dishonesty, assault, bullying, intimidation, racism, fighting, indecent acts, bunking, contempt or undermining of authority, involvement in substances, bad language, use of electronic devices without permission
- any behaviour which could bring the school's name into disrepute such as, smoking, the use of drugs, alcohol or volatile substances (e.g. petrol or thinners) on the school grounds or in public (in civilian or school clothing, or at school functions)
- inappropriate physical contact between learners is not permitted.

**Should a learner be on detention 3 times in a term the learner and his/her parents will have to attend a disciplinary hearing.**

## **OFFENCES ACCORDING TO GRADES 1-4**

### **Grade 1 Offences**

- Not completing homework / not doing work required during class
- Assessments not completed
- Arriving late for class
- Disrupting a class / talking without permission / leaving their desks without permission / leaving the class without permission.
- Throwing objects (e.g. balls, papers, stationery, etc.) around in class
- Not wearing the correct uniform / wearing non-uniform items without written permission
- Making excessive noise in the passage between classes, in class and on school grounds
- Eating food / drinking / chewing gum in class
- Littering
- Absent without providing a letter from parents, guardian or doctor

## **Grade 2 Offences**

- Being outside of the classroom without a hall pass
- Disobeying a lawful instruction from a teacher or senior council member
- Disregarding the authority of the school, staff member or senior council member
- Talking back to a teacher, or senior council member, in a disrespectful manner / insubordination
- Plagiarism
- Bunking a class / bunking school / leaving school grounds during school hours
- Bullying / Any initiation practice
- Swearing, or explicit language
- Use of cell phones during school or between classes for educational purposes without the permission of a teacher / Use of cell phones for non-educational purposes during school hours
- Use of electrical sound equipment (e.g. headphones, earphones, speakers, boom boxes, etc.) during school hours
- Spectator of any Grade 3 offence

## **Grade 3 Offences**

- Any Grade 2 offence that is repeated more than two times during a term
- Undue familiarity with learners, i.e. inappropriate physical contact between learners is not permitted
- Possession and / or distribution of any pornographic material
- Possession, use and / or distribution of alcoholic substances off school grounds
- Possession, use and / or distribution of tobacco products including vaping and vaping devices.
- Involvement in any violent behaviour against a learner or teacher
- Theft
- Being dishonest in tests or exams, i.e. cheating
- Bullying / cyber-bullying
- Racism and / or hate speech
- Vandalism, damage or misuse of school property

## **Grade 4 Offences**

- Any Grade 3 offence that is repeated more than two times during their high school career
- Possession, use and / or distribution of alcoholic substances during school activities, school functions or on school grounds
- Possession, use and / or distribution of drugs
- Life threatening behaviour, i.e. assault, bomb threats, etc.
- Possession and / or use of a dangerous object e.g. knives, guns, etc.

- Sexual offences, i.e. rape or attempted rape

## **PUNISHMENT**

The following are the consequences for each grade offence:

**Grade 1 offence:** The first punishment may be in the form of a warning, but not necessarily.

One warning may be allowed before a punishment is given

An issuing of demerits on the Staffroom system will be made as an official record of the offence

A journal of the warnings and punishment may be completed on the Staffroom system

Detention (30 demerits or more) on Friday afternoon for 1 or 2 hours under supervision of the teacher on duty

**Grade 2 offence:** A journal with the written record of the offence must be completed on the Staffroom system.

Parents must be notified immediately

Punishment can be in the form of detention or hard labour during or after school hours or any other punishment suitable to the offence as imposed by the discipline committee.

In the case of electronic devices use contravention (including cell phones, smart watches etc), immediate confiscation until end of current term, with a R100 penalty fine.

**Grade 3 offence:** A journal with the written record of the offence must be completed on the Staffroom system

Parents will be notified telephonically immediately

A learner must be suspended pending a disciplinary committee meeting

Punishment can be in the form of community service, transfer to another school or any other punishment suitable to the offence as imposed by the discipline committee

If Grade 3 offences are repeated a learner will be expelled, unless there are exceptional circumstances which warrant the imposition of a lesser punishment

**Grade 4 Offence:** A journal with the written record of the offence must be completed on the Staffroom system

Parents will be telephonically notified immediately

A learner must be suspended pending a disciplinary committee meeting

A learner will be expelled

\_\_\_\_\_  
SIGNED  
LEARNER

\_\_\_\_\_  
SIGNED  
PARENT / GUARDIAN

\_\_\_\_\_  
DATE