



ALBERTON HIGH SCHOOL DISCIPLINE POLICY

1. INTRODUCTION

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

2. PREAMBLE

The following issues will be outlined in the discipline policy:

- Grading of offences
- Discipline Interventions
- Suspension / Expulsion of learners
- Discipline and Tribunal Hearings

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

- National Education Act
- SA Schools Act 84 of 1996
- Departmental circulars
- Department of Education: Procedures of Handling Learner Misconduct
- Protocol and Procedures Manual: The Proactive Education Group

3. PURPOSE OF THE POLICY

To create a school environment that will promote the academic development and performance of every learner in and 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.

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 Alberton High and to make sure that learners that want to learn, receive quality education.

The policy is also to make sure that the learner and the parent, that has to provide guidance to the learner, support the system to ensure that the learners' right will be respected and protected.

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)

4. POLICY REGULATIONS

4.1 Grading of offences

- Grade 1 Offences: A written warning, followed by a final warning, then a disciplinary hearing
- Grade 2 Offences: A final warning, followed by a disciplinary hearing, then a tribunal hearing
- Grade 3 Offences: A disciplinary hearing, then a tribunal hearing (depending on the severity of the particular offence)
- Grade 4 Offences: Offence to be immediately reported to the South African Police Services (SAPS) and a tribunal hearing

4.1.1 Grade 1 Offences

- All grade 1 offences will be dealt with by educators who must keep a written record of the offence and disciplinary measures taken.
- Councillor members will immediately scan the offence.
- When a grade 1 offence 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 Discipline Officer with a record of the offences.
- The Discipline Officer will enter the offence 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 Discipline Officer, it will be treated as a grade 2 offence.

4.1.2 Grade 2 Offences

- All grade 2 offences will be referred immediately to the Discipline Officer. 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 five (5) 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.
- The parent / guardian will be advised in writing within a period of five (5) days before the designated date, that a tribunal hearing has been convened.

4.1.3 Grade 3 Offences

- All grade 3 offences will be reported immediately to the Disciplinary Officer who will, depending on the severity of the offence, determine whether to convene a disciplinary hearing or a Tribunal hearing.
- The parent / guardian will be advised in writing within a period of five (5) days before the designated date, that a hearing has been convened.

4.1.4 Grade 4 Offences

- All grade 4 offences will be reported immediately to the Discipline Officer who will, immediately file a report with SAPS and convene a tribunal hearing.
- The parent / guardian will be advised in writing within a period of five (5) days before the designated date, that a tribunal hearing has been convened.

4.2 List of offences per grade of offence

Refer to Annexure B

4.3 Assistance to 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.
- Educators are encouraged to use a positive behaviour reward system for learners

5. DISCIPLINE INTERVENTIONS

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

- A verbal warning / reprimand to express disapproval
- Written warning
- Final written warning
- Written punishment
- Community service to improve the physical environment within and around the school property
- Homework detention
- Supervised schoolwork
- De-merit detention
- Referral for counseling
- 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
- Temporary suspension of any school related privileges
- Exclusion from school activities and functions
- Temporary suspension from class / school, pending disciplinary hearing
- Disciplinary Hearing
- Tribunal Hearing

5.2 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 might not be allowed to become a member of the Representative Council of Learners
- A Grade 12 learner with - 25 or more will not be allowed to attend the Matric Farewell function at the end of the year.
- A Grade 10 - 11 learner with -80 or more will not be allowed to attend the grade 10 or 11 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 for sport, academic etc. Should the demerit points decrease the Principal may decide to award the colours at another time.
- A bursary awarded to a learner with more than -70 will lose the bursary during the academic year it was awarded.
- *Learners with more than -70 will be excluded from taking part in any school activity until such time that the points decrease again.*

5.3 Conduct that may lead to suspension / expulsion

- Conduct that violated the rights and safety of others
- Criminal behavior of any kind
- Defacing or destroying school property
- Disrespectful or objectionable conduct and verbal abuse directed at educators, other school employees or fellow learners
- Outright defiance of lawful requests or instructions issued by persons in authority
- Indulging in harmful graffiti, racism or "hate speech"
- Sexual harassment or sexual assault
- Immoral behavior or profanity
- Processing, using or displaying evidence of use of any narcotics, unauthorized drugs, alcohol or any other intoxicant
- Repeated infringement after grade 1 offence has been dealt with
- Possession of dangerous weapons (guns, knives and other objects which may threaten the life of learners / educators

Also refer to schedule 1 and schedule 2 as published under General Notice 2591 of 2001 (PG 72 of 9 May 1996)

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

Refer to Annexure C

5.5 Daily Report

- A learner may be placed on a daily report, either requested by an educator or parent.
- The Discipline Officer, 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 daily report to the Discipline Officer to follow up.

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

5.6 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

5.7 Smoking

According to legislation, no smoking is permitted in a public place. Learners who are found guilty of such an offence 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.

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 Principal 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 Principal 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 Principal will enter it on the Disciplinary System. (+30)
- The money collected from the fines will be paid into the Welfare Fund of the school.

5.8 Late comers to school / class

- Late comers to school will enter via the front gate and assemble in the bottom foyer to be scanned and sent to class / assembly.
- Record is kept and late coming to school will be dealt with as a grade 1 offence. (Procedures for grade 1 offence to be followed.)
- Learners arriving very late, after responsible HOD's have left the foyer, must report to the front office where the information will be recorded and handed to the responsible HOD for further action.
- Grade 12 learners that arrive late for school will be placed on detention after the second time being late for school.

5.9 General

- The Executive members of the Representative Councillor Body may hold disciplinary hearing 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 Governing Body, to recommend expulsion to the Provincial Department of Education.
- A tribunal hearing will be convened with a view to recommend expulsion. In such instances the recommendation for expulsion will be submitted to the Provincial Head of Education 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.

5.10 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 from 14:15 to 16:15 on a Tuesday, 13:45 to 15:45 on a Wednesday and 13:15 to 15:15 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.*

5.11 Merit System

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

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

The Governing Body authorises the Principal or Deputy Principal 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 Head of Department.
- 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.

7. DISCIPLINARY AND TRIBUNAL HEARINGS

7.1 Composition of different Hearing Commissions

7.1.1 RCL Executive Hearing Commission

Consist of the following members:

- The two (2) Presidents of the RCL
- The eight (8) Deputy Presidents of the RCL
- A Deputy(s) that act as the liaison educators

7.1.2 Disciplinary Hearing Commission

Consists of the following members:

- A Governing Body Representative
- The School Principal or Discipline Officer
- The Grade Tutor
- Secretary to take minutes

7.1.3 The Tribunal Hearing Commission

Consists of the following members:

- The Governing Body Chairperson
- Two (2) parent representatives from the Governing Body
- The School Principal or Discipline Officer
- Secretary to take minutes

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

- Notice of disciplinary Hearing (Annexure E)
- Review form (lodging an appeal) (Annexure F)
- Record of offences (Annexure G)
- Written Warning (Annexure H)
- Daily Report Form (Annexure I)

7.3 Written notice of disciplinary hearing

- Notice must be given at least five (5) school days before the hearing, which could provide for temporary suspension from classes. Formal tests and / or exams will still be written.
- 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.
- If a learner does not appear at a hearing, the hearing will be conducted in his/her absence.
- The written finding of the hearing will be issued to the offender. The offender will acknowledge contents by signing the document.
- A learner has the right to request a review of the disciplinary action taken against him/her if sufficient grounds exist.
- All hearings may be attended by an educator witness, and any other learner(s) he/she may need for his/her defence.

- The Principal/ Discipline Officer 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.

7.4 Disciplinary measures that a Disciplinary hearing Committee may impose

- Suspension from school for a minimum of two (2) days to a maximum of five (5) days, ratified by the Governing Body, to be effective immediately.
- Recommendation with respect to counseling / attendance of a life skill program
- Progress monitoring process initiated for a minimum of two (2) weeks, followed up by a progress report.
- A written conduct and behavior warning issued, a signed copy of acknowledgement will be kept on record.
- Community Service

7.5 Procedure during hearings

7.5.1 The Chairperson of the Committee must lead the proceedings and:

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

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

- The right to a formal hearing
- The right to be present at the hearing
- The right to be given time to prepare for the hearing
- The right to be given advance notice of the charges
- The right to be represented at the hearing by (1) internal representative
- 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
- The right to call witnesses to testify on his/her behalf
- The right to an interpreter, to be requested 24 hours prior to the hearing
- The right to an appeal within five (5) days against any penalty imposed by the Disciplinary / Tribunal Committee
- If a learner does not attend, the hearing will be conducted in his/her absence

7.5.3 The Chairperson is to explain the nature of the alleged breach or misconduct to those present at the hearing

7.5.4 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.

7.5.5 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

7.5.7 The Chairperson must reconvene all interested parties

- 7.5.8 The Chairperson is to communicate the decision to all the interested parties
- 7.5.9 The Chairperson must explain the decision of the Committee and the reasons for the penalty (if any) that has been imposed
- 7.5.10 The learner must be advised to his right to appeal (Annexure F)
- 7.5.11 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)

DATE: 2 NOVEMBER 2012

MJM MINNIE
PRINCIPAL

GOVERNING BODY

ANNEXURE A

**ALBERTON HIGH SCHOOL
LEARNER COMMITMENT**



I, _____, a learner at Alberton High 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 Alberton High 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 OFFENCE

GRADE 1: OFFENCE	GRADE 2: OFFENCE	GRADE 3: OFFENCE	GRADE 4: OFFENCE
<ul style="list-style-type: none"> <input type="checkbox"/> Littering <input type="checkbox"/> Unruly behaviour <input type="checkbox"/> Eating, drinking during contact time <input type="checkbox"/> Misconduct during assembly <input type="checkbox"/> Misconduct or poor sportsmanship during extra-mural activity <input type="checkbox"/> No diary <input type="checkbox"/> No ID <input type="checkbox"/> Failing to attend extra-mural activity without excusing him/herself <input type="checkbox"/> Failure to attend compulsory activity without written excuse letter prior to event <input type="checkbox"/> Misconduct during detention <input type="checkbox"/> Uniform infringements <input type="checkbox"/> Disruptive behavior in class <input type="checkbox"/> No homework done <input type="checkbox"/> Books left at home <input type="checkbox"/> Equipment left at home <input type="checkbox"/> Project not handed in on time <input type="checkbox"/> Copying another learners class work or homework <input type="checkbox"/> Defacing school property <input type="checkbox"/> Late for class <input type="checkbox"/> Late for school <input type="checkbox"/> Use of offensive material to cover books <input type="checkbox"/> Possession / Use of cell phone 	<ul style="list-style-type: none"> <input type="checkbox"/> Vandalism <input type="checkbox"/> Interfering with another person's property / possessions without the owner's consent <input type="checkbox"/> Damaging another person's property / possessions <input type="checkbox"/> Racism remarks or insults <input type="checkbox"/> Forgery: altering of official documents such as medial certificates, parents letters <input type="checkbox"/> Intimidation by verbal or physical threat to harm the person or his/her property(bullying) <input type="checkbox"/> Swearing, lying or using obscene gestures <input type="checkbox"/> Verbal / non - verbal abuse <input type="checkbox"/> Disrespect or insolence <input type="checkbox"/> Insubordination – ignoring or failing to carry out a specific instruction (include failure to do work, punishment <input type="checkbox"/> Fighting, assault or attempted assault <input type="checkbox"/> Public disturbance and public indecency <input type="checkbox"/> Failure to attend detention <input type="checkbox"/> Unacceptable hair styles including colouring and bleaching <input type="checkbox"/> Use of cell phone during test or exam <input type="checkbox"/> Cheating, attempting to cheat or having forbidden material during test or exam <input type="checkbox"/> Bunking class 	<ul style="list-style-type: none"> <input type="checkbox"/> Possession of weapons that can cause physical injury (knives etc.) <input type="checkbox"/> Entering the school premises while under the influence of alcohol / drugs <input type="checkbox"/> Possession, copying or distribution, use or displaying pornographic material <input type="checkbox"/> Assault with the intent to do grievous bodily harm <input type="checkbox"/> Bunking school or leaving school grounds without permission <input type="checkbox"/> Serious misconduct (in or outside school whilst under the control of school authorities which is or could be seriously detrimental to the school discipline <input type="checkbox"/> Violating the rights of other learners to receive education by disrupting classes, preventing other learners from attending classes, preventing an educator from teaching <input type="checkbox"/> Violating the rights of the Educator to carry out his/her tasks <input type="checkbox"/> Reckless or negligent driving in school uniform, on or off school premises <input type="checkbox"/> Taking part in any illegal actions on school premises <input type="checkbox"/> Repetition of a grade 2 offence 	<ul style="list-style-type: none"> <input type="checkbox"/> Use of weapons that cause physical injury (knives etc.) <input type="checkbox"/> Possession and or use of a firearm, firearm magazine, ammunition <input type="checkbox"/> Possession, using and/or dealing in drugs, alcohol, or any other intoxicating substance <input type="checkbox"/> Theft, robbery, breaking and entering <input type="checkbox"/> Malicious damage/injury to the school staff members, fellow learners or any other person or body <input type="checkbox"/> Rape, attempted rape, or sexual assault <input type="checkbox"/> Physical assault that result in bodily harm <input type="checkbox"/> Sedition or inciting any illegal action on school premises <input type="checkbox"/> Any other offence punishable under common law

GRADE 1: OFFENCE	GRADE 2: OFFENCE	GRADE 3: OFFENCE	GRADE 4: OFFENCE
	<ul style="list-style-type: none"> <li data-bbox="506 149 802 212">☐ Possession or use of fire crackers <li data-bbox="506 222 802 365">☐ Failure to attend extra-mural activity fixture or function as a participant or official <li data-bbox="506 375 802 480">☐ Any action which bring the school's name in disrepute <li data-bbox="506 491 802 596">☐ Possession of offensive material (excluding pornographic material) <li data-bbox="506 606 802 669">☐ 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

GRADE 1: OFFENCE	RECOMMENDED CORRECTIVE MEASURES
<ol style="list-style-type: none">1. Academic: Books/Material left at home, homework not done/copied2. Extra-mural activity: Non attendance3. Personal conduct in classroom/on school premises:<ul style="list-style-type: none"><input type="checkbox"/> Inappropriate display of affection between learners<input type="checkbox"/> Late for class<input type="checkbox"/> Uncooperative behaviour<input type="checkbox"/> Discourteous behaviour<input type="checkbox"/> Insolence<input type="checkbox"/> Temper tantrum<input type="checkbox"/> Foul language<input type="checkbox"/> Defacing desks/walls/books/cases with graffiti<input type="checkbox"/> Eating/drinking in class<input type="checkbox"/> Littering<input type="checkbox"/> Cell phone ringing / use of cell phone<input type="checkbox"/> Dress code: untidiness / school dress code not followed, jewelry, not shaved, make-up, hair not cut (boys), coloured/bleached hair	<p>Corrective actions/measures are carried out by the individual teacher/councilors and may include the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> Verbal reprimand<input type="checkbox"/> Scanning infringement<input type="checkbox"/> Written punishment<input type="checkbox"/> Detention at break<input type="checkbox"/> Subtracting marks (homework/portfolio)<input type="checkbox"/> Temporary confiscation of jewelry, phones etc. (fines to get item back)<input type="checkbox"/> Removing graffiti at break or after school

GRADE 2: OFFENCE	RECOMMENDED CORRECTIVE MEASURES
1. Plagiarism of any work or cheating, attempted cheating in class test/exam/assignment	Naught for test and warning I
2. Damage to property/possession of other learner's / educator's property	Repair, replacement, warning and detention
3. Defiance/disregard of an authority figure's instructions	Suspension from class, warning and detention
4. Non - attendance of detention	Demerits, making up missed detention and warning
5. Disregarding test/exam procedures	Warning and detention
6. Disruptive/uncooperative in class	Demerits and report to SBST for action
7. Disruptive behavior frustrating educator and learners in class	Warning and detention
8. Repeated dress code infringements (including hair and personal grooming)	Warning and detention
9. Fighting	Temporary suspension 3 – 5 days
10. Fire-crackers	Temporary suspension 3 – 5 days
11. Forgery, e.g. parent/guardian signature	Warning and detention
12. Gambling on or off school property	1 st Offence: detention 2 nd Offence: Disciplinary hearing (Both cases all money confiscated)
13. Graffiti	Removal, Warning letter and detention
14. Late for school (grade 1 offence repeated). Grade 12: First time late	Phone call to parents and detention
15. Lying	Warning and detention
16. Offensive Material	Warning and detention
17. Smoking	Refer to paragraph 5.7
18. Sticking sharp object into learner	Warning and detention
19. Substance abuse	
20. Threatening assault/intimidation of fellow learner	Phone call to parents, temporary suspension
21. Bunking class	Detention
22. Vandalism	Phone call to parents, repairs/payment of damages, warning and detention
23. Verbal abuse of fellow learner	Phone call to parents, warning and detention

GRADE 3: OFFENCE	RECOMMENDED CORRECTIVE MEASURES
1. Alcohol – possession / under influence at school (or school outing)	Disciplinary hearing, warning, community service and/or detention
2. Assault on fellow learner (causing bodily harm)	Suspension from class/school. Disciplinary hearing, warning, community service and/or detention
3. Bullying/intimidation/cyber bullying	Warning, community service and or detention
4. Cheating/attempted cheating in exam/test/portfolio work	Naught and warning
5. Cheating/attempted cheating in final grade 12 examination	Implementation of official provincial procedures
6. Possession/distribution of test or examination material prior to test or examination being written	Disciplinary hearing, naught for test/examination, warning, community service, detention/official provincial procedure for grade 12
7. Ongoing disruptive behavior in classroom	Suspension from class/school. Disciplinary hearing, warning, community service and or detention
8. Disruptive behavior on school property or on school sponsored fixture/outing/tour	Suspension from class/school. Disciplinary hearing, warning, community service and or detention
9. Drugs – consumption not associated with school	Interview with parents, professional intervention
10. Engaging in inciting the disruption or proper functioning of school	Suspension from class/school. Disciplinary hearing, warning, community service and or detention
11. Gangs, promoting formation forming of /associating with/furthering activities of school gangs/"social groups"	Suspension from class/school. Disciplinary hearing, warning, community service and or detention
12. Involving/attempting to involve outsiders in disputes between learners	Disciplinary hearing, warning, community service and or detention
13. Pornography – distribution at school	Warning, community service and or detention
14. Public indecency	Disciplinary hearing, warning, community service and or detention
15. Racist conduct that defames a learner/educator	Suspension from class/school. Disciplinary hearing, warning, community service and or detention
16. Improper suggestions of a sexual nature	Disciplinary hearing, warning, community service and or detention
17. Sexual harassment of educator/learner	Suspension from class/school. Disciplinary hearing, warning, community service and or detention
18. Threatening to assault/intimidating an educator	Suspension from class/school. Disciplinary hearing, warning, community service and or detention
19. Verbal abuse of an educator	Suspension from class/school. Disciplinary hearing, warning, community service and or detention

GRADE 4: OFFENCE	RECOMMENDED CORRECTIVE MEASURES
1. Alcohol – drinking/drunken at school or on school outing	Suspension from school, Disciplinary hearing, warning, community service and or detention/expulsion
2. Alcohol – drinking in public	Suspension from school, Disciplinary hearing, warning, community service and or detention/expulsion
3. Assault on a learner causing serious bodily harm	Suspension from school, Disciplinary hearing, and expulsion
4. Assault of an educator	Suspension from school, Disciplinary hearing and expulsion
5. Bribery/attempted bribery of any person in respect of any test/exam material	Suspension from school, Disciplinary hearing, warning, community service and or detention/expulsion
6. Dangerous object or weapon e.g. knife possession at school	Suspension from school, Disciplinary hearing, warning, community service and or detention/expulsion
7. Dangerous weapon or object e.g. firearm – possession at school/school outing	Suspension from school, Disciplinary hearing, appropriate punishment e.g. expulsion
8. Drugs/illegal substances – possession at school/school outing	Suspension from school, Disciplinary hearing, warning, community service and or detention
9. Drugs/illegal substances – consumption/under influence at school/on school property	Suspension from school, Disciplinary hearing, warning, community service and or detention and professional counseling
10. Drugs/illegal substances – dealing('pushing') at school/school outing	Suspension from school, Disciplinary hearing and expulsion
11. Forgery of any document or signature to the potential/actual prejudice of the school	Suspension from school, Disciplinary hearing, warning, community service and or detention/expulsion
12. Bullying / Gangsterism	Suspension from school, Disciplinary hearing, warning, community service and or detention, professional counseling/expulsion
13. Sexual assault / rape	Suspension from school, Disciplinary hearing and expulsion
14. Theft/dishonest conduct to the prejudice of another person	Disciplinary hearing / Replacement of stolen articles, warning, community service and or detention/expulsion
15. Vandalism – malicious damage to school / educator's property	Disciplinary hearing, repair damage, warning, community service and or detention/expulsion
16. Cyber related infringements or comments concerning staff members, learners or using the name of Alberton High, recording, videoing, texting and placing it on a social network. (e.g. BBM, twitter, utube etc.)	Suspension, disciplinary hearing, warning, community service and or detention/expulsion

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 (Per Year)	20
9	Trophy Winner	20
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	Trophy Winner	20

6	Scroll	20
7	Colours	30
Attendance		
1	100% School Attendance For The Year	15
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	G2
2	Class	-15	G2
3	School / Leaving grounds without permission	-30	G3
4	Substitution	-5	G2
Diary / Timetable / ID Card			
1	No Diary	-5	G1
2	No Timetable	-5	G1
3	No ID Card	-5	G1
Disrupting			
1	Class And Teaching	-5	G1
2	Exam Session	-10	G1
3	Insolent Behaviour	-30	G4
5	Total Disregard For Authority (Issued By Deputy / Principal)	-40	G4

General			
1	Alcohol Consumed At School	-40	G4
2	Assault (Leading To A Police Charge)	-40	G4
3	Backchatting a Teacher	-10	G4
4	Bad / Negative Attitude	-5	G1
5	Bullying / Intimidation	-30	G2
6	Cell Phone Used Illegally (R200 fine)	0	G1
7	Cheating In A Test / An Exam	-30	G3
8	Close Contact (Inappropriate)	-10	G1
9	Defacing ID Card	-10	G2
10	Dishonesty / Lying	-10	G1
11	Dishonouring School Name	-30	G2
12	Disobeying Teacher	-10	G1
13	Disrespectful Towards Councillor	-5	G1
14	Disrespectful Towards Educator	-10	G2
15	Eating / Drinking In Class	-5	G1
16	Fighting	-20	G2
17	Fraud – Document / Signature	-20	G2
18	Gambling	-10	G1
19	Ignoring Instructions	-5	G1
20	Intimidation / Victimization	-30	G3
21	Letter Sent To Parent / Return slip– Not Returned / Not Signed	-5	G1
22	Obscene Drawings	-20	G2
23	Possession / Distribution Of Habit-Forming Substances	-40	G3
24	Possession Of Alcohol	-40	G3
25	Possession Of Dangerous Weapon	-40	G4
26	Possession Of Pornographic Material	-40	G3
27	Promiscuity	-40	G2
28	Public Indecency	-40	G3
29	Punishment Not Done / Incomplete	-5	G1
30	Punishment Not Done Repeatedly (Issued By Principal)	-20	G3
31	Serious Misconduct	-40	G3
32	Sexual Harassment	-40	G3
33	Smoking	-30	G2
34	Smoking – By Association	-20	G2
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	G3
36	Stealing / Theft	-30	G2
37	Substance Abuse	-40	G4
38	Taunting Teacher	-15	G3
39	Total Disregard For Authority (Issued By Deputy / Principal)	-40	G4
40	Use Of A Dangerous Object	-40	G4
41	Vandalism	-15	G1
42	Vandalism Of A Serious Nature	-40	G4

43	Verbal Abuse Towards Educator	-30	G3
44	Verbal Abuse Towards Learner(s)	-5	G1
45	Verbal Abuse Towards Councillor	-10	G1
46	Violence (Gang Related)	-40	G3
47	Violence (Instigating)	-40	G3
Homework			
1	Books Left At Home (Third time)	-6	G1
2	Equipment Not At School (Third time)	-10	G1
3	Homework Not Done (Third time)	-6	G1
4	Portfolio / Project / Presentation Not Done / Not Handed In	-10	G1
Language			
1	Using Foul Language	-5	G1
Late			
1	For An Exam Session (Refer To School Rules)	0	G1
2	For Assembly	-10	G1
3	For Class	-15	G1
4	For School	-15	G1
Misbehaviour			
1	Dangerous Behaviour	-30	G3
2	In Assembly / Quad	-5	G1
3	In Extra-Mural Activity	-10	G1
4	While Representing School	-30	G2
Portfolio / Project			
1	Not Done / Not Handed In	-10	G1
Punishment			
1	Not Done / Incomplete	-5	G1
Uniform Inspection – Councillor / Staff			
1	Disrespectful Towards Councillor	-5	G1
2	Disrespectful Towards Educator	-10	G2
3	Dress Length	-5	G1
4	Hair	-5	G1
5	Incorrect Uniform	-5	G1
6	Jewelry	-5	G1
7	Make-Up	-5	G1
8	Nails	-5	G1
9	No Blazer	-5	G1
10	No ID Card	-5	G1
11	No Tie	-5	G1
12	Piercing(s)	-5	G1
13	Punishment (Not Done / Incomplete)	-5	G1
14	Shoes	-5	G1
15	Socks	-5	G1
16	Talking In Assembly	-5	G1
17	Unshaved	-5	G1

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	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

16 August 2012

NOTICE TO ATTEND A DISCIPLINARY / TRIBUNAL HEARING

Name of School Alberton High School

Name of Learner _____ **GRADE** _____

The school requires your presence at a disciplinary hearing on –

Date _____ **Time** _____ **Venue** Alberton High School, Boardroom

Alleged Schedule Offences / Complaint / Charge

- 1. _____
- 2. _____

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

IMPORTANT

- You have the right to be represented or assisted at the hearing by your parents or a fellow learner or any other nominated person
- You have the right to call your own witness and lead evidence in your defense
- It is your duty to arrange your representative and/or witnesses to be present at the hearing
- You have the right to cross question witnesses brought by the school
- You have the right to an interpreter. If so required, inform the Executive timeously
- You are to present yourself at the abovementioned venue at the prescribed time
- Unpunctuality and unexcused absence will be regarded in a very serious light and may result in the hearing being held in your and your representative's / witnesses absence
- You are required to inform the school prior to your hearing of the names of your representative and witnesses.

Issued by **M J M MINNIE, Principal**

Date **Time**

I acknowledge receipt of the notification of the hearing and I understand my rights.

Learner **Date** **Time**

I have witnessed the above-named learner being informed of the hearing to be held and of the learner's rights.

Witness **Date** **Time**

You are hereby suspended until the day of the Disciplinary Hearing.



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 five (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

ALBERTON HIGH 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

ANNEXURE I



ALBERTON HIGH 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

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

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