

## DISCIPLINARY SYSTEM

### I. COMMENDATIONS

The purpose of commendations and punishment rules:

- To educate learners towards responsible, independent decision-making
- To nurture a strong sense of duty

#### I.1 Categories for commendations

BUTTON-AWARDS	
1. Good behaviour	8. Participation in Sport / Culture during term
2. Positive attitude	9. 100% School attendance per term
3. Perseverance	10. Helpfulness (Curricular/Extra-curricular)
4. Honesty	11. Achievement in Sport and Culture
5. Neatness	12. Class leader / Leadership
6. Best effort	13. Academic Progress – 10% + per subject (1 per term)
7. Schoolwork completed every day (awarded maximum 2 x per term)	14. Academic : 85% + on Report

#### I.2 Management / actions in terms of commendation

- Commencements are being recorded daily.
- The Deputy Principal will summon learners with commendations to his office on a weekly basis. He/she will then be rewarded by means of a colour button for four or more commendations:
  - ~ Green - 6 commendations
  - ~ Bronze - 12 commendations
  - ~ Silver & SPUR-award - 18 commendations
  - ~ Gold + Certificate - 24 commendations
- Parents will receive a letter (Form A) to inform them about their child's achievement.
- At the end of each term commendations received will be carried forward to the next term.
- Before a learner will receive a Button-award, the amount of category 1, 2 and 3 offences will be taken into account for a final decision.

## **2. PUNISHMENT MEASURES AND THE APPLICATION THEREOF**

### **2.1 Handling of offences regarding homework**

- Should a learner have repeated offences, the teachers will reprimand him/her.
- The parents will be contacted if the situation doesn't improve.
- Thereafter the offences will be recorded in the disciplinary code.

### **2.2 Method to be followed by parents in addressing problems:**

Should you as parent find that your child is experiencing a problem in a certain learning area, you are advised to follow these steps:

Step one: Contact your child's class teacher in writing / telephonically or make an appointment to see him/her.

Step 2: Should the problem persist, contact the relevant subject teacher.

Step 3: If there are any further problems, contact the Head of Department or Deputy Principal.

Step 4: Should all these steps fail, contact the school principal.

### **2.3 Category 1 offences**

1. Homework not done
2. Books and Tests at home / Tests not signed
3. Disrupting class discipline
4. Late for class
5. Copying school work
6. Lies
7. Teasing
8. Misbehaving in rows / Disrupting discipline in the hall / classrooms
9. Swearing / obscene signs
10. Disrespectful towards teachers and leaders
11. Leaving class without permission
12. Littering in class and on school premises
13. School uniform and appearance not according to the rules
14. In possession of dangerous objects like pocket knives, crackers, toy guns, etc.

### **Management / actions in terms of category 1 offences**

- For each category 1 offence the learner will receive a yellow letter, to inform the parents about the offence. This letter must be signed by the parents and sent back to the register teacher the following day.
- Once five Category 1 offences have been recorded against a learner's name, and after consultation with the Deputy Principal, the parents will receive a warning letter (Form B).
- Once six Category 1 offences have been recorded, the learner will have to attend detention class (Form C will inform the parents of the detention class).
- If only 4 Category 1 offences were recorded at the end of the first term, those offences will expire (only at the end of the first term). No offences will be cancelled at the end of the second and third terms.

## **2.4 Category 2 offences**

This category includes the following offences:

1. Misbehaviour on bus during school excursions.
2. Fighting (e.g. hitting and biting)
3. Bad behaviour in public outside school grounds.
4. Bad behaviour at school functions / sports meetings.
5. Damaging the property of school and friends
6. Use of cell phone during lesson hours
7. Trespassing on school grounds outside lesson hours without permission.
8. Backchatting teachers

### **Management / actions in terms of category two offences**

Once a Category 2 offence has been recorded against a learner's name the learner will receive a yellow letter to inform the parents of the offences. This letter must be signed by the parents and sent back to the register teacher the following day. If a third offence is recorded against the learner's name, the parents will be informed of their child's detention.

## **2.5 Category 3 offences**

1. Vandalism / breaking in / stealing
2. Possession of dangerous weapons (e.g. knife)
3. Theft
4. Alcohol and drug abuse / Smoking
5. Serious disruption of school routine
6. Dishonesty during tests/examination
7. Incidents of racial hatred
8. Failure to report for detention class (2 times)
7. Sexual harassment and misconduct / Possession of pornographic material
8. Truancy (including "bus" pupils) / Leaving school grounds without permission

### **Management / actions in terms of category three offence**

Once one Category 3 offence has been recorded against a learner's name, the issue is referred directly to the Disciplinary Committee of the Governing Body.

After a thorough investigation, the child (with his/her parents) is interviewed and he/she will be punished according to legal regulations.

## **3. ENFORCEMENT OF PUNISHMENT**

### **3.1 Category 1 and 2 offences**

#### **Detention**

1. The parents of learners with five offences will receive a warning letter (Form B), informing them of the offences.  
Once a learner has six offences, his/her parents will be notified in writing (Form C) of their child's detention class (not later than seven days prior to the detention date).

2. Detention will take place on a Friday, directly after school (13:15 - 17:00).
3. Activities for this period will be planned ahead of time and strictly adhered to. Parents are personally responsible for collecting their child from the school at the end of detention.
4. Learners that are absent with permission, or have funeral arrangements will attend the following detention class. In such case the parents must contact the Deputy-principal in advance to inform him of the reasons. This will only be allowed in serious cases.
5. A learner who has to sit detention for a second time or who is causing serious disciplinary problems, must appear (with his/her parents) before the Disciplinary Committee of the School Governing Body. According to the law, this committee has the authority to expel the learner for a period of 7 days, or to make a commendation to the Department of Education for further disciplinary action.

### 3.2 **Category 3 offences**

A Disciplinary Committee consisting of 2 members of the Governing Body, the two deputy principals and a Chairperson (who has knowledge of legal matters) will hear the complaints against learners with category 3-offences or serious disciplinary problems. Learners are accompanied by their parents during the hearing. If the parents are not able to attend the hearing, it will continue without them.

Learners may appeal against the verdict of the Disciplinary Committee through the Principal/Department of Education.

## 4. **SUSPENSION AND EXPULSION**

In keeping with the School Law and the applicable Provincial Law, the Governing Body has the right to suspend a learner from attending school once a fair hearing has taken place:

- i. as a corrective measure for a period of no longer than a week;
- ii. in waiting for a decision by the Head of Department of the Limpopo Department of Education, as to whether or not the learner is going to be expelled.

According to any appropriate Provincial Law, a learner may be asked to leave the school under the following circumstances:

- i. by the Head of Department of the Limpopo Department of Education
- ii. if he or she has been found guilty of serious misbehaviour during a fair hearing

The Member of the Executive Council responsible for Education in the Limpopo Province determines the following by notification in the Provincial Newspaper:

- i. what is deemed as serious misbehaviour by a learner at a public school
- ii. disciplinary procedures to be followed in case of the above
- iii. determination of a thorough legal process which protects the interests of the learner as well as any other party involved in the disciplinary process

A learner who has been expelled from a public school or his/her parents have the right to appeal against the decision of the Head of Department. The appeal may be directed to the Member of the Executive Council responsible for education in the Limpopo Province.

It is the learner's own responsibility to catch up school work that has been lost during the period of suspension. The school and the teachers have no responsibility towards a suspended child for any school work during the time of suspension, or to mark such work.

## **5. DEPRIVING OF PRIVILEGES**

### **5.1 Category 1 & 2 offences**

The following privileges will be deprived from learners with category 1 and 2 offences:

- i. If a learner must report for detention class for a second time, he/she will be deprived the privilege to take part in any Educational excursions.  
This will include the following: Any tour, excursion or Sport event arranged by the school for Gr 1 – 7, Gr 6 leadership camp, Gr 7 farewell, etc.
- ii. Such a learner will not be allowed to attend any recreational activities organized by the school. (E.g. Go-carts, Water Funfare, etc.)
- iii. Such a learner will not be taken into account for any Merit awards and will not have the privilege to receive any award during the Award Ceremony at the end of the year. Such a learner will not qualify for any of the top awards (for example Athlete of the Year) during such an event.
- iv. A learner who had to sit detention for a second time, will also not be taken into account when choosing prefects for the next year. Such a learner's name won't appear on any of the voting lists.

### **5.2 Category 3 offences**

- i. A learner who has been convicted by the Disciplinary Committee for any category 3 offence, will be deprived of all the above-mentioned privileges.

At the beginning of the year, each learner will start with a clean record and yellow letters will not be forwarded from one year to another. Record will however be kept of all offences during the time that the learner is enrolled at Laerskool Thabazimbi.