



DISCIPLINARY SYSTEM – MERITS AND DEMERITS

PREAMBLE

The School will apply all due diligence to ensure that no learner is given a demerit or placed on detention unnecessarily or unfairly. We understand the inconveniences detention causes parents, and also supervising educators and prefects who need to rest at the end of a hard week. Therefore the last thing we would want to do is detain learners for no good reason.

In this regard, we appreciate all the cooperation and understanding that parents can afford us around detention, for the sake of discipline and good education in the school.

Demerit and Detention Procedure will be as follows:

- Teachers to enter weekly demerits on SA SAMS by the end of day every Friday.
- Discipline Committee will total demerit points for week.
- Students achieving a total of 7 demerits for the week, or as accumulation from other weeks, will receive Detention Notices during Register class period, or any other time, on Monday.
- Learners will take the Detention Notices home for parents/ guardians for signing. Parents will also be notified by email and SMS to ensure sufficient communication.
- Learners must return signed Detention Notices to the Detention Supervisor directly before or during first break the next day, which is Tuesday.
- The notice period from Monday to Friday is meant to give parents/guardians sufficient time to organize or reschedule transport for their children as normal Friday school day ends at 14h45 and school buses leave promptly, and also appeal against the detention should they wish. The school will not take responsibility, and will not be held accountable, for transport arrangements of learners after detention.
- Learners, through their parents/guardians, reserve the right to appeal detention. The appeal process is outlined in this policy document.
- Detention starts at 14h45 and ends 16h00 on Friday, and no learners will be released before 16h00. Should a learner/s leave before 16h00, for whatever reason, they automatically will be rescheduled to retake the detention the next Friday, or assigned day.
- Detention will be supervised by assigned Discipline Committee Members and prefects.
- Should the Disciplinary Committee change the day due to unforeseen circumstances, learners and parents will be notified at least 3 working days in advance.
- Learners will be assigned writing tasks during detention, either copying lines from the School prospectus or dictionary sections.
- Detention will not be used as an opportunity to complete homework or personal tasks.

- Detention supervisors will monitor learner's engagement with assigned tasks and should learners fail to apply themselves fully to such tasks, or are not cooperative, a demerit will be issued.
- Detention will be run under examination conditions, where all forms of communication, cell phones and tablets and ear phone are prohibited.
- Unauthorized people will not be allowed into the detention venue, under any circumstances, for the safety of the learners and educators, and smooth running of sessions.
- Wednesday is the cutoff date for any excuses or appeal processes with regards to the weekly detention.
- Should a learner miss detention without a valid, acceptable reason, they will be penalized with TWO consecutive detentions.
- Missing detention twice without valid, acceptable reasons will result in a disciplinary hearing involving parents/guardians, and double detention for each missed session.

Detention Appeal Process

1. Parents must notify the Head of Discipline, in writing, about their wish to appeal and the reason/s for the appeal, before or by end of first break, 10h40, on Tuesday following the Monday of issue of notice for detention. A section is reserved on the Detention Notice letter for any appeal.
2. The Head of Discipline, or any assigned member of the Discipline Committee, will respond to the appeal and a letter will be handed to the learner to take home.
3. In the event that parents/guardians are not satisfied by the outcome of the appeal, a second appeal must be delivered to the Head of Discipline in writing before end of first break, 10h40, the next day, Wednesday. Automatically a meeting will be scheduled with the parent/guardian. Head of Discipline or assigned member of Discipline Committee, grade head for the learner's grade, and the educator/s concerned. The meeting will strictly be scheduled between 14h30 and 15h30 on the Wednesday.
4. If parents/guardians are still not satisfied with the outcome of the meeting, they have the right to immediately see the Principal.
5. After Wednesday, no excuses will be tolerated, except in cases of emergency. All appeal processes will end by end of day Wednesday, unless the Principal instructs otherwise.

Merits

Merit procedure will be as follows:

1. Teachers to enter on SA SAMS and email to the Vice-Principal every Friday.
2. Ethics Committee will total merit points.
3. Students achieving a total of 7 merits points will receive certificates at the School's formal Friday assemblies. (Certificates will feature their reasons for merits.)
4. Their names will be announced by the Principal, and they will walk up on the podium to receive their certificate.
5. Certificates will be taken home to parents, as proof of award.

Students can receive merits for the following categories:

CATEGORY	REASON FOR MERIT	MERIT POINTS
Continuous hard work	FAT: 75% + 10% improvement in FAT results Book Control: Completed homework & neat presentation Informal Tests: e.g. spelling/vocab – 100% (teacher's discussion)	1 Merit 1 Merit 1 Merit 1 Merit
Helpfulness	Going the extra mile for teachers/peers (awarded at teacher's discretion)	1 Merit
Handed in Lost Goods/Money	Handing in lost goods (or information) to teachers or Management	1 Merit
Participation: Sports Culture	Team Win (inter-house or inter-school)	1 Merit
Participation – Debates	Team Win (inter-house or inter-school)	1 Merit
Participation – Olympiads		3 Merits
Reporting of negative behaviour of other learners	Honesty, and anything that prevents injury and /or emotional upset to other students, property destruction or dishonor	1 Merit

GLEN AUSTIN HIGH SCHOOL EMIS NO: 700 400 706 LEARNER MISCONDUCT – CODE LIST

CODE	DISCRIPTION OF MISCONDUCT
LEVEL 1	MINOR VIOLATIONS OF GENERAL CLASSROOM DISCIPLINE (-1)
1-01	Late for class (more than 3 mins late without note)
1-02	Homework not done
1-03	Eating / Chewing in class
1-04	Not working in class / Excessive or unnecessary talking
1-05	Untidy work
1-06	No books / Incorrect book / Book uncovered
1-07	No stationery
1-08	Incorrect uniform
1-09	Failure to submit return-form (on due date)
LEVEL 2	MINOR VIOLATIONS (-2)
2-01	Using foul language
2-02	No hall-pass or being in a prohibited area (classrooms / corridors / lockers)
2-03	Disobedience (not obeying teacher or following instructions)
2-04	Copying (classwork/homework)
2-05	Other subject work in class
2-06	Dishonesty – telling lies or spreading rumors
2-07	No PE Clothes
2-08	Tablet unavailability (not charged or not working – without note from parents)
2-09	Failure to submit workbook
LEVEL 3	SERIOUS VIOLATIONS (-3)
3-01	Teacher disrespect (back-chatting and lying)
3-02	Lesson disruption (or distracting others from doing their work)
3-03	Verbal bullying (insults/intimidation)
3-04	Tablet not available (not charged or not working – without note)
LEVEL 4	SERIOUS VIOLATIONS (-4)
4-01	*Teacher undermining/insubordination
4-02	Gross/Continued lesson disruption
4-03	Failure to submit SBA on time
4-04	Non-Attendance of extra-mural activities (once committed)
4-05	Serious bullying (verbal threatening the safety of another person)
LEVEL 5	SERIOUS VIOLATIONS (-5)
5-01	Physical bullying (e.g. peer manhandling – pushing/shoving)
5-02	**Tablet misuse (playing games/social media during lesson)
5-03	***Cell phone misuse (use of cell phone during lesson)
5-04	Sexual behaviour (e.g. kissing, sitting on lap)
LEVEL 6	SERIOUS VIOLATIONS (-6)
6-01	Dishonoring of school name (minor)
6-02	Pranks: e.g. hiding bags or pulling chairs (not involving injury)
LEVEL 7	SERIOUS VIOLATIONS (-7) IMMEDIATE DETENTION
7-01	Bunking
7-02	Cheating/Talking in formal tests/exams (+ invocation of exam policy)
LEVEL 8	MAJOR VIOLATIONS - IMMEDIATE SUSPENSION/POSSIBLE EXPULSION

	- POLICE INVOLVEMENT WHERE APPLICABLE
7-01	Theft
7-02	Assault (involving injury)
7-03	Vandalism of school property
7-04	Dishonoring of school name (major)
7-05	Smoking in school uniform
7-06	Pornography (sharing material at school)
7-07	Gangsterism and involvement in cult activities
7-08	Weapon possession e.g. knives, guns
7-09	Habit forming substances (possession/dealing)

* Incident report to be attached (should parents require details) * Tablet immediately confiscated; learner given not and tablet returned by day end.

*** Cell phone confiscated, given to Mr Du Toit with incident report, which is scanned and sent to parent in an email for R200 fine to be paid a calendar week later to Mr Du Toit, upon which the phone will be returned with cash receipt.