

INFORMATION ON THE DISCIPLINE (MERIT AND DEMERIT) SYSTEM

1. Key principles

The following key guidelines apply to disciplinary and corrective action:

- 1.1. Never humiliate or belittle a learner;
- 1.2. Ensure that punishment fits the offense;
- 1.3. Refrain from all forms of corporal punishment;
- 1.4. Do not threaten learners with the system;
- 1.5. Do not exclude learners from education;
- 1.6. Do not discipline in anger;
- 1.7. Be consistent;
- 1.8. Do not concentrate on negative behaviour only, but also to praise positive behaviour;
- 1.9. Basic disciplinary problems like talking in class, walking around in class, not lining up orderly and not entering a class quietly is the teacher's responsibility;
- 1.10. It is the teacher's responsibility to have control over his/her class, have self-discipline and keep the class actively busy;
- 1.11. Do not label a learner as a child with a disciplinary problem after only one or two offenses;
- 1.12. Disciplinary actions should be handled by the educators in collaboration with the parents of learners in a calm, rational manner. (Whenever possible, positive, alternative behaviours are encouraged to improve the learner's behaviour. Notwithstanding the foregoing, there are circumstances that interfere with the education process of other learners that require effective and prompt preventative action(s).

2. Process

The following process applies to the discipline system:

- 2.1. Merits and demerits are **divided between "non-behavioural" and "behavioural"** merits and demerits.
- 2.2. A **"discipline year"** refers to first day of term 4 – last day of term 3 in the following year. This means that the merits and demerits from term 4 will be carried into the following school year.
- 2.3. Parents receive SMS when learner receives merits or demerits. Please do not reply to these SMS messages.
- 2.4. Parents receive a 'Code of Conduct Report' quarterly (along with report).
- 2.5. 30 demerits: first detention Fridays from 14:00 - 16:00.

INLIGTING OOR DIE DISSIPLINE (MERIETE EN DEMERIETE) STELSEL

1. Sleutelbeginsels

Die volgende sleutelriglyne is van toepassing op dissiplinêre en regstellende aksie:

- 1.1. Moet nooit 'n leerder verneder of verkleineer nie;
- 1.2. Verseker dat die straf by die oortreding pas;
- 1.3. Alle vorme van lyfstraf is verbied;
- 1.4. Moenie leerders met die stelsel dreig nie;
- 1.5. Leerders mag nie van onderwys ontnem word nie;
- 1.6. Moenie in woede dissiplineer nie;
- 1.7. Wees konsekwent;
- 1.8. Moenie net op negatiewe gedrag konsentreer nie - erken ook positiewe gedrag;
- 1.9. Basiese dissiplinêre probleme soos om in die klas te praat, in die klas rond te loop, nie ordelik op te staan en nie stil in die klas in te gaan nie, is die verantwoordelikheid van die onderwyser;
- 1.10. Dit is die onderwyser se verantwoordelikheid om beheer oor sy/ haar klas te hê, selfdissipline te hê en die klas aktief besig te hou;
- 1.11. 'n Leerder mag nie na een of twee oortredings as 'n kind met 'n dissiplinêre probleem bestempel word nie;
- 1.12. Dissiplinêre aksies moet op 'n kalm, rasonale wyse deur die opvoeders in samewerking met die ouers van leerders hanteer word. (Waar moontlik word positiewe, alternatiewe gedrag aangemoedig om die leerder se gedrag te verbeter. Nieteenstaande die voorafgaande, is daar omstandighede wat die onderwysproses van ander leerders bemoelik en hierdie benodig effektiewe en vinnige voorkomende optrede).

2. Proses

Die volgende proses is van toepassing op die dissiplinêre stelsel:

- 2.1. Merietes en demeriete word verdeel tussen 'nie-gedrag' en 'gedrag' meriete en demeriete.
- 2.2. 'n **"Dissipline jaar"** verwys na die eerste dag van kwartaal 4 tot die laaste dag van kwartaal 3 in die daaropvolgende jaar. Dit beteken dat die meriete en demeriete vanaf kwartaal 4 na die volgende skooljaar oorgedra word.
- 2.3. Ouers ontvang 'n SMS wanneer die leerder merietes of demeriete ontvang, moet asb. nie 'n terugkerende SMS stuur wanneer u so 'n SMS ontvang nie.
- 2.4. Ouers ontvang kwartaalliks 'n 'Gedragkode-verslag' (saam met die rapport).
- 2.5. 30 demeriete: eerste detensie op Vrydae van 14:00 - 16:00.
- 2.6. 60 demeriete: tweede detensie op Vrydae van 14:00 - 16:00.

<p>2.6. 60 demerits: second detention Fridays from 14:00 - 16:00.</p> <p>2.7. If a learner has to be detained for a second time in the same term, a parent interview is scheduled.</p> <p>2.8. If a learner sits detention the system will deduct 30 demerits from their actual points as reflected on the system. It does not delete the 30 points as it is still used to determine number of behavioural related demerits accumulated for a year.</p> <p>2.9. Learners who accumulate more than 70 behavioural demerits in a discipline year will not be allowed to attend outings or camps. Gr. 7 learners will not be allowed to participate in the Gr. 7 farewell function or act as runners at fundraising evenings at restaurants.</p> <p>2.10. Attendance of camps, outings etc. as defined in 2.10 is dependent on accumulated behavioural misconduct points and not on the actual reflected points (as mentioned in 2.9).</p>	<p>2.7 As 'n leerder in dieselfde kwartaal vir 'n tweede keer detensie moet sit, word 'n oueronderhoud geskeduleer.</p> <p>2.8 As 'n leerder detensie sit, trek die stelsel 30 demeriete punte af van hul huidige demeriete soos aangedui op die stelsel. Die punte word nie uitgevee nie, maar gestoor om aan einde van meriete jaar te bepaal of leerder aan toere, uitstappies mag deelneem.</p> <p>2.9 Leerders wat meer as 70 gedragsdemeriete in 'n dissipline jaar opbou, mag nie uitstappies of toere bywoon nie. Gr. 7 leerders mag nie aan die Gr. 7 afskeidsfunksie deelneem nie en ook nie saam Graad 7's by restaurant optree as hulp- kelners nie. Hulle verbeur die voorreg agv voortgesette swak gedrag.</p> <p>2.10 Bywoning van kampe, uitstappies ens. soos omskryf in 2.10 word bepaal deur opgehoopte wangedragsverwante punte en nie deur werklike gereflekteerde punte (soos genoem in 2.9) nie.</p>
<p>3. General notes</p> <p>3.1. Department Heads, Mrs. E. vd Merwe & Ms. N. Wessels, are responsible for the discipline from Grade R to Grade 3.</p> <p>3.2. Deputy Principal responsible for the discipline in Grade 4 to Grade 7 is Mr A Lubbe.</p> <p>3.3. Demerits related to homework are not applicable to Grades R – 3 as homework is not compulsory during these grades.</p> <p>3.4. Any learner who receives 70 behavioural demerits will be required to attend a disciplinary meeting.</p> <p>3.5. Parents who wish to appeal “Misdemeanour” and “Misconduct” demerits may write an appeal letter to the relevant HOD / Grade Head.</p> <p>3.6. Parents who wish to appeal “Serious Misconduct” demerits may write an appeal letter to the SGB Disciplinary Portfolio Head through doriessgb@gmail.com .</p> <p>3.7. “Very Serious Misconduct” may only be appealed through the relevant process following the disciplinary hearing (appeal process will be dependent on sanctions).</p> <p>3.8. For Grade R – 3; 30 points = 1 Dorie \$</p> <p>3.9. For Grade 4 – 7; 50 points = 1 Dorie \$</p> <p>3.10. Learners who receive 120 behavioural merits for terms 1-3 will receive a merit award at the end of the year.</p> <p>3.11. The school is unable to change the format and wording of the merits, demerits or late coming SMS and every SMS begin with ‘Discipline Notice’.</p> <p>3.12. However, the SMS do indicate the value of the merits and demerits in brackets. You will notice that the examples, the values are (5); (7); (0); (-2) and (-5).</p>	<p>3. Algemene inligting</p> <p>3.1 Die departementshoofde, Mev. E. vd Merwe & Mev. N. Wessels, is verantwoordelik vir die dissipline in Graad R tot Graad 3.</p> <p>3.2 Mnr A Lubbe is die adjunkhoof verantwoordelik vir dissipline in Graad 4 tot Graad 7.</p> <p>3.3 Demeriete met betrekking tot huiswerk is nie van toepassing op graad R - 3 nie, aangesien huiswerk nie verpligtend is nie.</p> <p>3.4 Elke leerder wat 70 gedragsdemeriete ontvang, moet 'n dissiplinêre vergadering bywoon.</p> <p>3.5 Ouers wat teen misdrywe en wangedrag wil appelleer, kan 'n appèlbrief aan die betrokke departementshoof / graadhoof skryf.</p> <p>3.6 Ouers wat teen sanksies vir ernstige wangedrag wil appelleer, kan 'n appèlbrief aan die BL se dissiplinêre portefeuljehoof skryf deur doriessgb@gmail.com.</p> <p>3.7 'Baie ernstige wangedrag' kan slegs ná die tugverhoor geappelleer word deur die betrokke proses (appèlproses sal afhang van sanksies).</p> <p>3.8 Vir graad R - 3; 30 punte = 1 Dorie \$</p> <p>3.9 Vir graad 4 - 7; 50 punte = 1 Dorie \$</p> <p>3.10 Leerders wat 120 gedragsmeriete vir termyn 1-3 ontvang, sal aan die einde van die jaar 'n merietetoekenning ontvang.</p> <p>3.11 Die skool is nie in staat om die formaat en bewoording van die meriete, demeriete of laatkommery SMS te verander nie en elke SMS begin met ‘Dissipline Nota’.</p> <p>3.12 Die SMS dui wel die waarde van die meriete en demeriete in hakies aan. U sal opmerk in bostaande voorbeelde dat die waardes is (5); (7); (0); (-2) en (-5).</p>

3.13. Unfortunately, it is not possible to indicate which subject your child received merits and demerits. Nevertheless, you can still determine the subject yourself because the surname of the teacher, who issued the merit or demerit, is indicated at the end of the SMS.

3.14. Examples of merits and demerits SMS:

Discipline Notice: Mrs xxxxx, [child's name] has received the following entry: E Excellent class work (5)2020-03-03. Mr/Ms [teacher's surname]

Discipline Notice: Mrs xxxxx, [child's name] has received the following entry: H Achieves 80+% in any subject at the end of a term (7)2020-03-03. Mr/Ms [teacher's surname]

Discipline Notice: Mrs xxxxx, [child's name] has received the following entry: 00) Late for school (0)2020-03-03. Mr/Ms [teacher's surname]

Discipline Notice: Mrs xxxxx, [child's name] has received the following entry: 01 Book(s) not in class (Including textbooks needed) (-2)2020-03-03. Mr/Ms [teacher's surname]

Discipline Notice: Mrs xxxxx, [child's name] has received the following entry: 13 Ignoring an instruction (-5)2020-03-03. Mr/Ms [teacher's surname]

Late for school has a 0 value because it is the parents' / guardians' responsibility to ensure that the learner is punctual for school.

3.13 Ongelukkig is dit nie moontlik om die vak, waarvoor u kind meriete of demeriete kry, aan te dui nie. Nietemin, u kan bepaal watter vak dit is want die onderwyser se van, wat die meriete of demeriete gegee het, is aan die einde van die SMS aangedui.

3.14 Voorbeelde van meriete en demeriete SMS:

Dissipline Nota: Mev xxxxx, [kind se naam] het die volgende inskrywing gekry: E Uitstekende klaswerk (5)2020-03-03. Mnr/Me [onderwyser se van]

Dissipline Nota: Mev xxxxx, [kind se naam] het die volgende inskrywing gekry: H Behaal 80+% in enige vak aan die einde van 'n kwartaal (5)2020-03-03. Mnr/Me [onderwyser se van]

Dissipline Nota: Mev xxxxx, [kind se naam] het die volgende inskrywing gekry: 00) Laat vir skool (0) 2020-03-03. Mnr/Me [onderwyser se van]

Dissipline Nota: Mev xxxxx, [kind se naam] het die volgende inskrywing gekry: 01 Boek(e) nie in die klas nie (Sluit handboeke vir dié vakke waar nodig)(-2)2020-03-03. Mnr/Me [onderwyser se van]

Dissipline Nota: Mev xxxxx, [kind se naam] het die volgende inskrywing gekry: 13 Ignoreer 'n opdrag (-5)2020-03-03. Mnr/Me [onderwyser se van]

Laat vir skool het 'n 0 waarde omdat dit die ouers/ voogde se plig is om te verseker dat die leerder betyds is vir skool.



4. Point allocation (* = value of merits & demerits) / *Punttoekening* (* = waarde van die meriete en demeriete voor)

4.1 MERITS / MERIETE

Code Kode	1 Behavioural merits 👍	1 Gedragsmeriete 👍	*	Description Beskrywing	Frequency Frekwensie
A	Collaboration – includes general helpfulness in class	<i>Samewerking - sluit algemene hulpvaardigheid in die klas in</i>	15	Teacher to present proposed learners and merits to HOD with reasons. Merits awarded in agreement between teacher and HOD. <i>Onderwyser moet voorgestelde leerdere en merietes aan die HOD voorlê met redes. Merietes word toegeken in ooreenstemming tussen onderwyser en HOD.</i>	Once a term at the end of the term <i>Een maal per kwartaal aan die einde van die kwartaal</i>
B	Integrity – includes honesty	<i>Integriteit - sluit eerlikheid in</i>	15		
C	Respect	<i>Respek</i>	15		
D	Responsibility – include diligence	<i>Verantwoordelikheid</i>	15		
E	Excellent class work	<i>Uitstekende klaswerk</i>	5	This is allocated per subject and at teacher's discretion- learner shows consistent excellent classwork in their books throughout the term <i>Dit word per vak toegeken en volgens die oordeel van die onderwyser as die leerder deurlopend uitstekende klaswerk in hul boeke toon</i>	Once a term <i>Een maal per kwartaal</i>
F	Helpfulness	<i>Hulpvaardigheid</i>	5	Learner assists without being asked during non-class activities (e.g. sports days; school events, etc.) <i>Leerder help tydens klas / skool aktiwiteite sonder om gevra te word (bv. Sportdae; skoolbyeenkomste, ens.)</i>	Ad hoc <i>Ad hoc</i>

Code Kode	2 Non-behavioural merits: Academic; Sport & Culture	2 Nie-gedragsmerietes: Akademie; Sport en Kultuur	*	Description Beskrywing	Frequency Frekwensie
G	Achieves 70-79% in any subject at the end of a term	<i>Behaal 70-79% in enige vak aan die einde van 'n kwartaal</i>	5	Allocated by subject teacher at the end of each term. <i>Einde van 'n kwartaal deur die vakonderwyser toegeken.</i>	After the end of term 1 to term 4 per subject <i>Aan die einde vanaf kwartaal 1 tot 4 per vak</i>
H	Achieves 80+ % in any subject at the end of a term	<i>Behaal 80+% in enige vak aan die einde van 'n kwartaal</i>	7	Allocated by class teacher at the end of each term. <i>Einde van 'n kwartaal deur die klasonderwyser toegeken.</i>	After the end of term 1 to term 4 per subject <i>Einde vanaf kwartaal 1 tot 4 per vak</i>
I	Marked improvement in subject – applicable to all subjects	<i>Duidelike verbetering in die vak - van toepassing op alle vakke</i>	20	When a learner improves their average in excess of 15% from one term to the next. Only applicable to averages under 70%. <i>As leerder se gemid. met meer as 15% van een kwartaal tot volgende verbeter. Van toepassing op gemiddeld onder 70%.</i>	Merits awarded in agreement between teacher and HOD at end of term. <i>Merietes word toegeken soos ooreengekom tussen onderwyser en HOD</i>
J	Culture	<i>Kultuur</i>	15	Consistent attendance (absence with valid reason). <i>Gereelde bywoning (afwesigheid met 'n geldige rede).</i>	Allocated once a year by organiser for participation in 'n specific culture activity <i>1x jaar deur die organiseerder toegeken vir deelname aan 'n spesifieke kultuuraktiwiteit</i>
K	Sport	<i>Sport</i>	15	Consistent attendance (absence with valid reason). <i>Gereelde bywoning (afwesigheid met 'n geldige rede).</i>	Allocated by coach for participation in 'n specific sport code at end of season <i>Toegeken deur afrigter vir deelname aan 'n sport aan einde van die seisoen</i>

4.2 DEMERITS / DEMERIETE

Code Kode	3 Non-behavioural demerits 	3 Nie-gedragdemeriete 	*	Description Beskrywing	Frequency Frekwensie
01	Book(s) not in class (Including textbooks needed)	<i>Boek(e) nie in die klas nie (Sluit handboeke vir dié vakke waar nodig)</i>	-2	Allocated by class teacher <i>Toegeken deur klasonderwyser</i>	Daily if applicable <i>Daaglik indien van toepassing</i>
02	Homework incomplete	<i>Huiswerk onvolledig</i>	-2	More than 60% of work is not done. Keep record and allocated by class teacher. Teacher inform parents. <i>Meer as 60% van die werk word nie gedoen nie. Hou rekord en toegeken deur onderwyser. Onderwyser lig ouers in.</i>	At end of 5-day teaching cycle per subject. <i>Aan einde van 5-dag onderrig siklus per vak.</i>
03	Assessment file not returned	<i>Assesseringslêer nie teruggestuur nie</i>	-5	Assessment file is not returned within 2 days of the required date <i>Die assesseringslêer word nie binne 2 dae teruggestuur nie</i>	E.g. if due on Monday demerits can be given on Wednesday <i>Bv. As lêer Maandag by die skool moes wees kan demeriete Woensdag gegee word</i>
04	Project / Information / Materials / Research not at school	<i>Projek / Inligting / Materiaal Navorsing nie by skool nie</i>	-5	Allocated by class teacher <i>Toegeken deur klasonderwyser</i>	Daily if applicable <i>Daaglik indien van toepassing</i>
05	Talking during formal assessments and exams	<i>Praat tydens formele assesserings en eksamens</i>	-5	Allocated by class teacher <i>Toegeken deur klasonderwyser</i>	Ad hoc – can only be issued once during an exam session <i>Ad hoc - kan slegs een keer tydens 'n eksamensessie uitgereik word</i>
06	Talking during study sessions	<i>Praat tydens studiesessies</i>	-5	Includes disrupting class in exam study time <i>Sluit die ontwrigting van die klas tydens eksamentyd in</i>	Ad hoc
07	No homework done	<i>Geen huiswerk gedoen nie</i>	-5	100% of work is not done. Keep record and allocated by class teacher. Teacher inform parents. <i>100% van die werk is nie gedoen nie. Hou rekord en toegeken deur klasonderwyser. Onderwyser lig ouers in.</i>	At end of 5-day teaching cycle per subject. <i>Aan einde van 5-dag onderrig siklus per vak.</i>

**All behavioural demerits (from code 10) disqualifies a learner from attending tours, excursions when accumulated 70 behavioural demerites or more.
Alle gedragdemeriete (vanaf kode 10) kan lei tot 'n leerder se nie-bywoning van uitstappies, toere wanneer hy/sy 70 gedragdemeriete of meer het.**

Code Kode	4 Behavioural demerits 🖐️	4 Slegte gedrag 🖐️	*	Description Beskrywing	Frequency Frekwensie
10	Chewing in class	<i>Kou in klas</i>	-2	Allocated by class teacher. <i>Toegeken deur klasonderwyser.</i>	Ad hoc
11	Spitting	<i>Spoeg</i>	-2	Allocated by class teacher. <i>Toegeken deur klasonderwyser.</i>	Ad hoc
12	Discourtesy to fellow learners	<i>Ongeskik teenoor medeleerders</i>	-5	When learners are verbally mean, “dissing”, teasing, swearing. <i>As leerders mondelings met mekaar gemeen is, “dissing”, terg, vloek.</i>	Ad hoc
13	Ignoring an instruction	<i>Ignoreer 'n opdrag</i>	-5	When learner wilfully or blatantly ignores a teacher’s instruction / request. <i>Wanneer die leerder 'n instruksie/versoek van 'n onderwyser blatant ignoreer.</i>	Ad hoc
14	Littering	<i>Rommelstrooiing</i>	-5	Applicable on school grounds. <i>Van toepassing op skoolgronde.</i>	Ad hoc
15	Throwing objects in class	<i>Gooi voorwerpe in die klas</i>	-5	Allocated by class teacher. <i>Toegeken deur klasonderwyser.</i>	Ad hoc
16	Reckless behaviour	<i>Roekelose gedrag</i>	-5	e.g. Playing WWE and Open the gate. <i>Bv. speel “WWE” en “Open the gate”.</i>	Ad hoc
17	Wilfully not attending class	<i>Moedswillig nie klas bywoon nie</i>	-5	e.g. Found loitering on school grounds or playing in toilets. <i>Bv. loop op die skoolterrein rond of speel in toilette</i>	Ad hoc
18	Leader (scholarpatrol / media): dereliction of duties	<i>Leiers (skolierpatrollie / media : pligte nie nakom nie</i>	-5	Only scholarpatrol and media teachers in charge of the specific groups <i>Slegs skolierpatrollie en media onderwysers in beheer van die spesifieke groepe.</i>	Only Ms. Steyn & Ms. Vosloo Slegs Me. Steyn & Me. Vosloo

If a learner receives demerits related to “Behavioural demerits” than 4 times in a term from a single educator, an additional -10 demerits will be allocated under “Frustrating teaching and learning”.
If a learner receives demerits related to “Behavioural demerits” more than 8 times in a term (from any/all educators) an additional -10 demerits will be allocated under “Continued behavioural demerits”.
Allocated by Grade Head when applicable.

As 'n leerder meer as vier keer per kwartaal van 'n enkele opvoeder demeriete ontvang vir “Slegte gedrag”, word 'n addisionele -10 demeriete toegeken onder “Frustreer die onderrig en leerproses”.
As 'n leerder meer as 8 keer per kwartaal (van enige / alle opvoeders) demeriete ontvang vir “Slegte gedrag”, word 'n addisionele -10 demeriete toegeken onder “Voortgesette slegte gedrag”.
Toegeken deur graadhoof, indien van toepassing.

Code Kode	5 Misconduct 🖐️🖐️	5 Wangedrag 🖐️🖐️	*	Description Beskrywing	Frequency Frekwensie
20	Frustrating teaching and learning for 4 x codes 10 – 18	<i>Frustreer die onderrig en leerproses vir 4 x kodes 10 – 18</i>	-10	Behavioural demerits: 4 times in a term from a single educator (4 x codes 10 – 18) <i>Slegte gedrag: vier keer per kwartaal van 'n enkele opvoeder (4 x kodes 10 – 18)</i>	Ad hoc by Grade Head <i>Ad hoc deur Graadhoof</i>
21	Continued behavioural demerits for 8 x codes 10 – 18	<i>Voortgesette slegte gedrag vir 8 x kodes 10 – 18</i>	-10	Behavioural demerits: 8 times in a term (from any/all educators) (8 x codes 10 – 18) <i>Slegte gedrag: meer as 8 keer per kwartaal (van enige / alle opvoeders) (8 x kodes 10 – 18)</i>	Ad hoc by Grade Head <i>Ad hoc deur Graadhoof</i>
22	Brief physical contact	<i>Kort fisiese kontak</i>	-10	Kissing / briefly (less than 1 second) intentionally touching inappropriate body parts <i>Soen / raak vinng (minder as 1 sekonde) doelbewus aan onvanpaste liggaamsdele</i>	Ad hoc by teacher <i>Ad hoc deur onderwyser</i>
23	Inappropriate conduct: fighting (none or minor injury)	<i>Onvanpaste gedrag: baklei (geen of geringe beserings)</i>	-10	Causing no physical or minor injury <i>Geen of geringe liggaamlike beserings veroorsaak</i>	Ad hoc by teacher <i>Ad hoc deur onderwyser</i>
24	Hiding / interfering with others' property	<i>Steek weg / peuter met ander se eiendom</i>	-10	Digging through others' schoolbags or lockers <i>Grawe deur ander se skooltas of toesluitkassie.</i>	Ad hoc by teacher <i>Ad hoc deur onderwyser</i>
25	Discourtesy to staff and visitors	<i>Ongeskik teenoor personeel of gaste</i>	-10	When learners do not greet, take tone, swear, curse, etc. <i>As leerders nie groet nie, rol hulle oë, vloek, skel, ens.</i>	Ad hoc by teacher <i>Ad hoc deur onderwyser</i>
26	Possession of prohibited items	<i>Besit van verbode items</i>	-10	Not limited to but includes matches, lighters, knives, firecrackers, cigarettes, etc. <i>Nie beperk tot nie, maar sluit in vuurhoutjies, aanstekers, messe, vuurwerk, sigarette, ens.</i>	Ad hoc by teacher <i>Ad hoc deur onderwyser</i>
27	Attempting to leave school grounds without permission	<i>Probeer om die skoolterrein sonder toestemming te verlaat</i>	-10	Learner is found trying to exit the school grounds/ a school activity <i>Daar word gevind dat die leerder probeer om die skoolterrein / skoolaktiwiteit te verlaat</i>	Ad hoc by Grade Head <i>Ad hoc deur Graadhoof</i>
28	Vandalism	<i>Vandalisme</i>	-10	Drawing on tables, damaging books, apparatus, lockers, etc. <i>Teken op tafels, beskadig boeke, aparate, toesluitkassie, ens</i>	Ad hoc by teacher <i>Ad hoc deur onderwyser</i>
29	Dangerous behaviours	<i>Gevaarlike gedrag</i>	-10	Behaviour that puts self or others in harm's way includes pulling a chair out from under another learner <i>Gedrag wat self of ander kan benadeel of beseer bv om 'n stoel onder 'n ander leerder uit te trek</i>	Ad hoc by teacher <i>Ad hoc deur onderwyser</i>

If a learner receives demerits related to “**Misconduct**” more than 4 times in a term an additional -20 demerits will be allocated under “**Continued misconduct**”.
Allocated by Grade Head when applicable.

As 'n leerder meer as vier keer per kwartaal demeriete ontvang vir “**Wangedrag**”, sal 'n addisionele -20 demeriete toegeken word onder “**Voortgesette wangedrag**”.
Toegeken deur Graadhoof waar toepaslik.

Code Kode	6 Serious misconduct 🖐🖐🖐	6 Ernstige wangedrag 🖐🖐🖐	*	Description Beskrywing	Frequency Frekwensie
30	Continued misconduct for 4 x codes 20 – 29	Voortgesette wangedrag vir 4 x kodes 20 – 29	-20	Receives demerits related to “Misconduct” more than 4 times in a term (4 x codes 20 – 29) <i>Meer as vier keer per kwartaal demeriete ontvang vir “Wangedrag” (4 x kodes 20 – 29)</i>	Allocated by GH <i>Toegeken deur GH</i>
31	Inciting confrontation (physical or verbal)	Ontlok konfrontasie (fisies of verbaal)	-20	Learner incites a confrontation <i>Leerder lok 'n konfrontasie aan</i>	Ad hoc by HOD/GH <i>Ad hoc deur HOD/GH</i>
32	Dishonesty in formal assessments and exams	Ooneerlikheid in formele assesserings en eksamens	-20	Dependent on investigation learner is found to be guilty of dishonesty. <i>Afhangend van ondersoek word die leerder skuldig bevind aan oneerlikheid</i>	Ad hoc by HOD/GH <i>Ad hoc deur HOD/GH</i>
33	Degrading another learner / person by derogatory language as prohibited by SA law	Verneder ander leerder / persoon deur die gebruik van 'n neerhalende woord soos verbode deur die SA wetgewing	-20	Learner uses language that degrades another. This is serious misconduct as it goes against the school's value of Diversity <i>Leerder gebruik taal wat 'n ander verneder. Dit is ernstige wangedrag omdat dit strydig is met die skoolwaarde van Diversiteit</i>	Ad hoc by HOD/GH <i>Ad hoc deur HOD/GH</i>
34	Writing / distributing obscene letters or drawing	Skryf / versprei onweloweglike briewe of prente	-20	Obscene is defined as offensive or disgusting by accepted standards of morality and decency. <i>Onweloweglik word gedefinieer as aanstootlik of walglik deur aanvaarde standaarde van moraliteit en ordentlikheid.</i>	Ad hoc by HOD/GH <i>Ad hoc deur HOD/GH</i>
35	Inappropriate conduct: fighting (mild injury)	Onvanpaste gedrag: baklei (ligte besering)	-20	Caused mild injury <i>Veroorsaak ligte besering</i>	Ad hoc by HOD/GH <i>Ad hoc deur HOD/GH</i>
36	Continuous physical bullying	Voortdurende fisiese afknouery	-20	Teacher must be made aware when bullying starts and informed of each incident. <i>Onderwyser moet bewus gemaak word van die afknouery wanneer dit begin</i>	Ad hoc by HOD/GH <i>Ad hoc deur HOD/GH</i>
37	Written or verbal bullying (incl. social media or apps)	Skriftelike of verbale afknouery (insluitend sosiale media of apps)	-20	Proof must be provided to/shown to the teacher. <i>Bewys moet aan die onderwyser gegee word / getoon word.</i>	Ad hoc by HOD/GH <i>Ad hoc deur HOD/GH</i>
38	Theft	Diefstal	-20	Depending on investigation. <i>Afhanklik van ondersoek.</i>	Ad hoc by HOD/GH <i>Ad hoc deur HOD/GH</i>
39	Serious vandalism	Ernstige vandalisme	-20	Physical damage of school property that has financial implications. <i>Fisiese skade aan skoleiendom wat finansiële implikasies het.</i>	Ad hoc by HOD/GH <i>Ad hoc deur HOD/GH</i>
40	Smoking / vaping on school grounds	Rook / “vaping” op skoolterrein	-20	Depending on investigation. <i>Afhanklik van ondersoek.</i>	Ad hoc by HOD/GH <i>Ad hoc deur HOD/GH</i>

Code Kode	6 Serious misconduct 🖐🖐🖐	6 Ernstige wangedrag 🖐🖐🖐	*	Description Beskrywing	Frequency Frekwensie
41	Possession or distribution of pornography material	Besit of verspreiding van pornografie materiaal	-20	Depending on investigation. Afhanklik van ondersoek.	Ad hoc by HOD/GH Ad hoc deur HOD/GH
42	Physical contact: touching inappropriate body parts	Fisiese kontak: raak aan onvanpaste liggaamsdele	-20	Intentionally touching inappropriate body parts. Met opset raak aan onvanpaste liggaamsdele.	Ad hoc by HOD/GH Ad hoc deur HOD/GH
43	Verbal sexual harassment	Verbale seksuele teistering	-20	Continued remarks, letters, notes etc. Voortgesette opmerkings, briewe, boodskappe, ens.	Ad hoc by HOD/GH Ad hoc deur HOD/GH
44	Having / using medication (without permission) or alcohol at school	Om medikasie (sonder toestemming) of alkohol op skoolterrein te hê / te gebruik	-20	Includes any form of medication such as legal self-medication or OTC medication or prescribed medication that is shared with other learner(s). Sluit bekende enige vorm van medikasie in soos wettige self-medikasie of ODT medikasie of voorgeskryfde medikasie wat met ander leerder(s) gedeel word.	Ad hoc by HOD/GH Ad hoc deur HOD/GH

All **“Serious misconduct”** will result in a meeting between the parent, educator, HOD/GH and/or Deputy Principal.



Any **“Serious misconduct”** constitutes a first and a last warning (warnings signed by all parties) towards a formal disciplinary hearing.

Should a learner transgress **“Serious misconduct”** 3 times during a discipline year, a Notice for a Disciplinary Hearing will be issued for **“Continued Serious Misconduct”**

“Ernstige wangedrag” bogenoemde aksies sal lei tot 'n vergadering tussen die ouer, opvoeder, HOD, en/of Adjunkhoof.

Enige **“Ernstige wangedrag”** is 'n eerste en 'n laaste waarskuwing (waarskuwings geteken deur alle partye) vir formele dissiplinêre verhoor.

As 'n leerder **“Ernstige wangedrag”** 3 keer per discipline jaar oortree, sal dit lei tot 'n dissiplinêre verhoor vir **“Voortgesette ernstige wangedrag”**.

Code Kode	7 Very serious misconduct 	7 Baie ernstige wangedrag 	*	Description Beskrywing	Frequency Frekwensie
50	Continued Serious Misconduct for 3 x codes 30 – 44	<i>Voortgesette ernstige wangedrag for 3 x kodes 30 – 44</i>	-50	Receives demerits related to “Serious Misconduct” 3 times in a discipline year (3 x codes 30 – 44) <i>Drie keer per dissipline jaar demeriete ontvang vir “Ernstige Wangedrag” (3 x kodes 30 – 44)</i>	Ad hoc by DP <i>Ad hoc deur AH</i>
51	Behaviours that intentionally endanger the safety of others	<i>Gedrag wat opsetlik die veiligheid van ander in gevaar stel</i>	-50	Can potentially cause / causes serious injury <i>Kan ernstige beserings veroorsaak of veroorsaak besering</i>	Ad hoc by DP <i>Ad hoc deur AH</i>
52	Assault	<i>Aanranding</i>	-50	Dangerous pushing and shoving, punching, slapping, use of any form of weapon / item that can cause injury <i>Gevaarlike stoot en stoot, stamp, klap, gebruik van enige vorm van wapen / voorwerp wat beserings kan veroorsaak</i>	Ad hoc by DP <i>Ad hoc deur AH</i>
53	Drug usage or distribution	<i>Dwelmgebruik of verspreiding</i>	-50	Tests positive for illegal drugs. Distributing drugs at school. <i>Toets positief vir onwettige dwelmmiddels / Versprei dwelms.</i>	Ad hoc by DP <i>Ad hoc deur AH</i>
54	Leader: dereliction of duties	<i>Leiers : pligte nie nakom nie</i>	-50	Only by the leaguerguardians (Mrs. S. Nell en Mrs. A. Scheepers) <i>Slegs deur die leervoogde (Mev. S. Nell en Mev. A. Scheepers)</i>	Only Mrs Nell <i>Slegs Mev. Nell</i>
55	Any other offence as stipulated in the SA Criminal Procedure Act	<i>Enige ander misdryf soos bepaal in die SA Strafproseswet</i>	-50	Any criminal action under SA Criminal Procedure Act (Act 51 of 1977) <i>Enige kriminele optrede kragtens die SA Strafproseswet (Wet 51 van 1977)</i>	Ad hoc by DP <i>Ad hoc deur AH</i>

***Any very serious misconduct will immediately result in a formal disciplinary hearing.
Enige baie ernstige wangedrag sal onmiddellik lei tot 'n formele dissiplinêre verhoor.***

SUMMARY OF THE DISCIPLINE SYSTEM / OPSOMMING VAN DIE DISSIPLINE STELSEL

IMPORTANT: discipline year from term 4 to term 3 of next year	BELANGRIK: dissipline jaar vanaf kwartaal 4 tot kwartaal 3 van volgende jaar
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MERITS 👍	CODE	MERIETE 👍	KODE
1 Behavioural merits	A – F	1 Gedragsmeriete	A – F
2 Non-behavioural merits: Academic; Sport & Culture	G – K	2 Nie-gedragsmerietes: Akademie; Sport en Kultuur	G – K
Grade R – 3: 30 points = 1 Dorie \$ Grade 4 – 7: 50 points = 1 Dorie \$		Graad R – 3: 30 punte = 1 Dorie \$ Graad 4 – 7: 50 punte = 1 Dorie \$	
150 behavioural merits for terms 1-3 will receive a merit award at the end of the year		150 gedragsmeriete vir termyne 1-3 ontvang, sal aan die einde van die jaar 'n merietetoekenning ontvang	

DEMERITS 👎	CODE	DEMERIETE 👎	KODE
3 Non-behavioural demerits	1 – 7	3 Nie-gedragsdemeriete	1 – 7
4 Behavioural demerits {↓ 8 x per term = -10 for Misconduct ↓}	10 – 18	4 Slegte gedrag {↓ 8 x per kwartaal = -10 vir Wangedrag ↓}	10 – 18
5 Misconduct {↓ 4 x per term = -20 for Serious ↓}	20 – 29	5 Wangedrag {↓ 4 x per kwartaal = -20 vir Ernstige ↓}	20 – 29
6 Serious misconduct {↓ 3 x per year = -50 for Very Serious ↓}	30 – 44	6 Ernstige wangedrag {↓ 4 x per jaar = -50 vir Baie Ernstige ↓}	30 – 44
7 Very serious misconduct → Disciplinary hearing → EXPULSION	50 – 54	7 Baie ernstige wangedrag → Dissiplinêre Verhoor → SKORSING	50 – 54
30 demerits: first detention Fridays from 14:00 - 16:00		30 demeriete: eerste detensie op Vrydae van 14:00 - 16:00	
60 demerits: second detention & parent interview		60 demeriete: tweede detensie & oueronderhoud	
70 behavioural demerites or more accumulated (from code 10), no camps, outings, excursions, no Gr 7 welfarewell, etc.		70 gedragsdemeriete of meer (vanaf kode 10), geen uitstappies, toere, kampe, geen Gr 7 afskeidsfunksie nie, ens.	

SUMMARY OF RULES ① Follow instructions. ④ Look after ALL property. ② Listen while someone else is speaking. ⑤ Behave appropriately. ③ Keep hands, feet, objects and unkind words to yourself.	OPSOMMING VAN REËLS ① Volg instruksies. ④ Pas ALLE eiendom op. ② Luister wanneer iemand besig is om te praat. ⑤ Tree op gepaste wyse op. ③ Hou hande, voete, voorwerpe en onvriendelike woorde vir jousef.
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