



DISCIPLINARY CODE AND PROCEDURE

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OBJECTIVES

This policy is designed to support and strengthen the school's Code of Conduct by defining serious offences and outlining sanctions that may be applied in accordance with the constitution of South Africa, South African education legislation, and common-law practice.

GENERAL PRINCIPLES

The school undertakes to make every effort to involve the learner in the disciplinary procedure in order to assist them to comprehend and accept the consequences of their actions. The aim is that the learner should not regard the process purely as an imposed punishment, but as an opportunity to rectify their mistakes and develop self-control and a positive self-image. However, no learner will be allowed to continue negatively impacting the education process.

Disciplinary measures may be taken against a learner who contravenes any aspect of the Code of Conduct.

A distinction is made between minor and major infringements however, corrective measures may become more severe with repeated instances of minor infringements.

Woodcrest Academy has in place a merit and demerit system for behavioural management purposes.

Corrective measures could include one or more of the following:

- Verbal warning
- Additional schoolwork or tasks
- Written reprimand
- Suspension from school activities that are regarded as privileges
- Detention
 - Detention is compulsory
 - The learner will be given a detention letter to take home
 - Detention usually takes place from 2:30-3:30pm on Wednesday for academic and Friday for behavioural infringements
 - Parents are responsible for organising transport and must ensure timeous pick-up
 - Learners not picked up on time will be placed in aftercare at **the parent or guardian's cost** or taken to a safe place for collection
- Suspension
- Expulsion

OFFENCES THAT MAY RESULT IN THE SUSPENSION OR EXPULSION OF A LEARNER

1. Any act that is or could be detrimental to the maintenance of law and order in the school.
2. Intentional damage to any property belonging to the school, staff, learners, or parents of the school.
3. Intentional harm to any person at the school.

4. Misappropriation of any property or money.
5. Intentionally giving false information to a teacher, principal or authorised representative of the school.
6. Conviction of a serious offence in a court of law.
7. Inciting a fellow learner to commit an offence or to contravene any regulation laid down by the school or the state.
8. Violating the rights of learners to receive an education by disrupting classes or preventing learners or teachers from attending or providing classes.
9. Refusing to attend school, detention or classes without good reason.
10. Behaving in a manner that is unbecoming, improper or of a disgraceful manner.
11. Possessing or using a habit-forming drug or alcohol without prescription from their medical practitioner.
12. Possessing or concealing a weapon or improvised weapon that could be used to harm a person or animal.
13. Possession or sharing of pornography.
14. Deliberately harming an animal or gratuitously damaging the natural environment.
15. Sexual offences of any nature.
16. Contravening any rules and regulations relating to tests and exams.
17. Repeated minor infringements.

BULLYING

Woodcrest will not tolerate bullying or harassment of any kind. This includes:

- unkind remarks and teasing
- pranking
- public humiliation
- taking of property
- pushing, tripping, hair pulling, throwing or shooting of projectiles at a person, shirt-grabbing, etc., which are technically considered to be assault and will be taken seriously.

Verbal harassment shall be defined as threats, gestures or verbal attacks on persons including teasing or slurs on one's racial, ethnic or religious background, physical or mental ability or appearance.

Physical harassment shall be defined as any conduct that threatens or harms a person physically or conduct that causes physical distress. Acts of physical aggression will be viewed in a serious light and could be grounds for immediate expulsion.

DISCIPLINARY PROCEDURE

1. Parents will be informed of disciplinary problems through their child's Behaviour Record. This must be signed by the parent or guardian to acknowledge that they have read the entry. An appropriate disciplinary response by the parent (such as cancellation of TV rights, playtime with friends, outings etc. depending on the severity of the infraction) will support the efforts of the teacher to rectify the incorrect behaviour and teach the child the consequences of their actions.
2. When a total of 20 demerits is reached, the child will be required to serve a detention at school. A letter will be sent to the parents informing them of the time that the detention is to be served. A reply slip signed by the parents will confirm that they are aware of the situation and have made arrangements to have their child picked up. Detention is always compulsory. Failure to fulfil instructions relating to detentions shall escalate the infringements to the next, more serious level.
3. Once the learner is issued with their 3rd detention, it is clear that a problem needs to be dealt with and a hearing will be scheduled at which the learner, their parents, and the SMT (school management team) will be present. A course of action will be decided. This will involve follow-up by the parents and class teacher and will serve as a first warning.
4. A further 20 demerits and a detention will result in a second warning.
5. Continued poor behaviour resulting in 20 more demerits and a last detention, will result in a final written warning.
6. Any further infraction will result in a final hearing, followed by suspension for not less than 1 week. Any schoolwork missed during this time will have to be caught up by the learner on their return. Any tests, cycle tests or exams missed will be forfeit.
7. Should little or no improvement occur in the behaviour patterns of the learner, they will be required to undergo a full psychological assessment and intervention procedures that might be put in place will be for the parent's cost.

Severe infringements may result directly in warnings, suspensions or summary expulsion without accruing demerits.

RE-ENROLMENT

A history of disciplinary issues may result in a learner not being accepted for annual re-enrolment.