

## LEVEL 1 INFRINGEMENTS

### TRANSGRESSIONS

1. No homework.
2. Late arrival – School
  - Lines, Class, Assembly, Ignoring the bell
3. Unnecessary talking in class, lines, during announcements
4. Not following reasonable instructions.
5. School Books are neglected (writing and text books)
6. General untidiness (Shirt hanging out, Jacket around waist, Shoes not tied).
7. Vandalism to a lesser extent e.g. trees and plants.
8. Misuse and unauthorized use of school equipment (fire extinguishers, taps, alarm system, water wasting, etc.).

### PROCEDURE FOLLOWED BY EDUCATORS

1. Letter (DP 01) to parent from educator.
2. Learner must only be accepted into the class with a note from the deputies/senior staff. Educator attach it to learner's page as proof. After three transgressions educator must make contact with the parent.  
Verbal warnings. Three transgressions educators must contact parents.
3. Verbal warnings. Three transgressions educators must contact parents.
4. Educator inform parents immediately.
5. After 3 verbal warnings, educator must contact parent.
6. Educator speaks to learner. If no improvement, contact is made with parent.
7. Parents are informed immediately. Parents are held liable for any damages caused.
8. Parents are informed immediately. Parents are held liable for any damages caused.



### CORRECTIVE MEASURES

1. Letter should inform parent. Detention during 2<sup>nd</sup> break. Time table to be worked out in the grade.
2. Detention during 2<sup>nd</sup> break. Time table to be worked out in the grade. Learner(s) must be occupied academically eg. Writing essay
3. Parent is informed.
4. Enforcing of agreement reached between parent and educator.
5. Books should be covered with newspaper and work should be re-written on folio page and re-pasted into book.
6. Write out the section of Code of Conduct (which is applicable) at home. If nothing done, detention implemented on the same day during the 2<sup>nd</sup> break.
7. School furniture must be repaired by learner involved. Expenses incurred should be covered by parent.
8. Detention : Re-write applicable section of Code of Conduct.

## TRANSGRESSIONS

9. Leaving without permission - School  
- Class
10. Use of humiliating and suggestive language and signs.
11. Disrespectful action towards staff and the community at large.
12. Deliberate disruption of class e.g. :
  - 12.1. Cell phone
  - 12.2. Eating in class
  - 12.3. Deliberate disruption of class
13. Absence without leave / Truancy
14. Flouting of class rules / Disobeying
15. Misconduct on buses to and from school. ( School Outings )
16. Dishonesty
17. Reply slips not handed in.
18. Entering the Parking Areas and Gardens without permission. This also include the entering of demarcated areas e.g. Cricket area, Mini-soccer field, Netball field and any part of the building without permission.

## PROCEDURE FOLLOWED BY EDUCATORS

9. Parents are informed immediately. Verbal warnings. Three transgressions educators must contact parents.
10. Verbal warning. Parents are informed immediately.
11. Parents are informed immediately.
12.
  - 12.1. Confiscate phone at educator's own risk.
  - 12.2. Verbal warnings. Three transgressions educators must contact parents.
  - 12.3. Parents are informed immediately.
13. If learner was absent due to illness and, he/she should have proof at all times.
14. Verbal warning.
15. Parents are informed immediately.
16. After 3 verbal warnings, educator must contact parent.
17. Inform parent by letter / telephone call.
18. There will be 3 verbal warnings. However, if damage was done to any property, parents will be held liable.

## CORRECTIVE MEASURES

9. Detention : Re-write applicable section of Code of Conduct.
10. Both verbal and written apology by transgressor.
11. Verbal and written apology from transgressor and detention during second break.
12.
  - 12.1. Handing in of cell phone.
  - 12.2. Sweeping of class.
  - 12.3. Detention while writing out applicable section of Code of Conduct .
13. Detention while copying the lost work.
14. Writing out the class rules thrice.
15. Learner to miss next class/school activity.
16. Detention while writing out applicable section of Code of Conduct :
17. Detention while writing out applicable section of Code of Conduct :
18. Enforcing of agreement reached between parent and educator.

## TRANSGRESSIONS

19. Dangerous play, back flips, wrestling
20. Fail to listen to announcements.
21. Playing near the fence
22. The private selling of goods on school property.
23. Disturbing the peace (outside) while classes are in progress.
24. Inviting unauthorised people onto the school premises.
25. Ignoring the school rules.

## PROCEDURE FOLLOWED BY EDUCATORS

19. There will be 3 verbal warnings after which parents are informed that school will not take any responsibility if learner hurts him/herself.
20. Educators must enforce that learners listen to announcements. Announcer will buzz twice. On the first buzz, learners should keep quiet and on the second, the announcement will be made. A verbal warning is given to transgressor. If no improvement, it will be noted in file.
21. Verbal warnings. After three transgressions, educators must contact parents.
22. There will be 3 verbal warnings. Thereafter, the parents will be contacted
23. There will be 3 verbal warnings after which parents are informed.
24. Verbal warnings. After three transgressions, parents will be contacted.
25. The educator will provide learner with the relevant transgression to be written out.

## CORRECTIVE MEASURES

19. Writing out applicable section of Code of Conduct.
20. Writing out the class rules.
21. A project on school safety/personal safety must be completed by the learner.
22. Learner will hand over goods to educator for safekeeping until the end of the school day.
23. Write an essay about the learners' rights to be educated.
24. An essay on school/personal safety must be completed by the learner.
25. Writing out the class rules.



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**LEVEL 2 INFRINGEMENTS**

**TRANSGRESSIONS**

Repeated Level 1 Infringements

1. Racist, sexist and discriminatory comments and behavior.
2. Possession and distribution of pornographic, racist, sexist material; or viewing of and/or downloading of such on any computer or cell phone at school.
3. Fraud (falsification of documents, cheating during examinations, etc.)
4. Vandalism : Graffiti, writing on desks, breaking of windows, etc.
5. Fighting and causing no/minor injuries.
6. Gambling
7. Smoking cigarettes and/or possession thereof.
8. Serious disruption of class.
9. Refusal to submit to corrective measures.
10. Possession of fireworks, etc. (Nugget, eggs, blades, etc.)
11. Bullying or Blackmail.

**PROCEDURE FOLLOWED BY EDUCATORS**

- No written or verbal warnings are given for Level 2 infringements.
- A report, with concrete proof / witnesses, must be written by the class and or educator involved.
- Parent will be informed in writing to meet with the educator (DP 02). Minutes of meeting must be kept and signed by educator and parent.
- If no improvement, class educator will inform the Disciplinary Head (DH) of the grade.
- DH will inform parent in writing to meet with him / her and the educator (Form DP 03). At this meeting, parent is informed of positive corrective measures which must be taken. Minutes of meeting must be kept and signed by DH, educator and parent.
- If no improvement is shown after corrective measures, DH will refer case to School Management Team (SMT).
- SMT will refer matter to Disciplinary Committee (DC) if very severe, otherwise they will refer case back to DH and class educator with recommended interventions.

**CORRECTIVE MEASURES**

1. Racism: Re-write applicable section of Code of Conduct.  
Sexism: Re-write applicable section of Code of Conduct.  
Discriminatory Comments: Re-write applicable section of Code of Conduct.
2. Confiscate materials from learner as proof of evidence. Learner will be told to attend a workshop session with a relevant NGO (arranged by educator involved, class educator and parent)
3. Police (Adopt a Cop) to address learner.
4. Police (Adopt a Cop) to address learner.
5. Involvement of the Police/Write paragraph of "Dangers of Fighting"
6. Confiscate materials from learner as proof of evidence. Learner will be told to attend a workshop session with a relevant NGO (arranged by educator involved, class educator and parent)
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**TRANSGRESSIONS**

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**PROCEDURE FOLLOWED BY EDUCATORS**

**CORRECTIVE MEASURES**

8. Learner should be removed from the class for at least one full day. To be sent to another class or if supervision is available, to the staffroom. Academic work should still be made available.
9. Learner should be removed from the class for at least one full day and to be sent to another class or if supervision is available, to the staffroom. Academic work should still be made available.
10. The relevant goods will immediately be confiscated. Learner should design a poster depicting the “Dangers of playing with fireworks/blades, etc.
11. Involvement of the Police/Write paragraph of “Dangers of Bullying”. Police (Adopt a Cop) to address learner.



## LEVEL 3 INFRINGEMENTS

### TRANSGRESSIONS

Repeated/Serious Level 2 Infringements.

1. Under the influence or in possession of alcohol and drugs.
2. Theft of a serious nature/Burglary.
3. Arson
4. Sexual harassment of peer learners.
5. Fighting and causing serious injuries.
6. Threatening of peer learners or educators.
7. Involvement of gang-related activities.
8. Trespassing while suspension is still in effect.
9. Making bomb threats.
10. Being in possession of dangerous weapons.

### PROCEDURE FOLLOWED BY EDUCATORS

- A report, with concrete proof / witnesses, must be written by the class educator.
- Class educator will inform the Disciplinary Head (DH) of the grade
- The DH will investigate the matter to determine the seriousness of the offence.
- If infringement is serious, the class educator will contact parent telephonically to set up an urgent meeting.
- The DH, educator and parent will be present while minutes are taken. The parent will be informed that matter will be referred to the School Management Team (SMT).
- SMT will refer matter to Disciplinary Committee (DC) if very severe, otherwise they will refer case back to DH and class educator with recommended interventions.

### CORRECTIVE MEASURES

Learner must be removed from the class environment. The Police will be contacted for assistance and support.