



*Learner Discipline
Management*

Northcliff House College

LEVEL 1

LEARNER INFRINGEMENTS

- Copying of homework.
- Late arrival for class.
- Loitering/disruption during off-periods.
- Talking unnecessarily in class and/or during instructions.
- Not following reasonable instructions, e.g. does not work in class.
- Schoolbooks (Including Textbooks)/memory sticks not brought to school.
- Wearing inappropriate clothing.
- Vandalism including littering, breaking of windows, writing on desks, walls etc.
- Misuse and/or unauthorised use of school equipment including computers, fire extinguishers, taps, alarms system etc.
- Leaving school/classroom without permission.
- Use of humiliating and suggestive language, signs and swearing.
- Disrespectful actions towards educators.
- Deliberate disruption of class. Eating in class, chewing gum in class, interrupting lesson, outbursts.
- Absence without reason. Bunking of classes.
- Flouting of school/class and computer room rules.
- Inciting fighting, bullying behaviour (needling/unnecessary teasing).
- Loitering outside the school property.
- Cellphone not handed in.
- Smoking without permission and/or in undesignated area/time.

RESPONSE AND SUPPORT

- **School/Class Code of Conduct to be displayed in the classroom at all times.**
- **Learners to be made aware of the School/Class Code of Conduct.**
- **Educators to act professionally at all times.**

Procedure:

- Educator completes Infringement Form
Reflecting: Level of infringement, Transgression, Date, Educator signature, Learner signature.
- Educator gives slip to Vice-Principal
- To be signed by Principal / Vice - Principal.
- Filed in learners file.

If 3 x Level 1 infringements are received by a learner:

- Parents are to be notified by phone/email.
- Learner to do specific work around the school for 1 week 14h00 – 14h30.

LEVEL 2

LEARNER INFRINGEMENTS

- Repeated Level 1 infringements.
- Racist, sexual and discriminatory comments and behaviour.
- Possession and distribution of pornographic, racist, sexist material; or viewing of and/or downloading of such on any computer at school.
- Fraud including falsification of documents, plagiarism, forging of parent's signature, cheating in examinations.
- Fighting and causing injury.
- Gambling.
- Serious disruption of class including disrespect of content of lesson, refusal to take part in lesson.
- Refusal to submit to corrective measures.
- Testing positive in a drug test.
- Possession of a cellphone after repeatedly ignoring cellphone rule.

RESPONSE AND SUPPORT

- If the learner has 1 x Level 2 infringement and then repeats 3 x Level 1 infringements results in automatic suspension.
- If the learner has no Level 1 infringements but 2 x Level 2 infringements are transgressed, Level 2 punishment applies.

Procedure:

- Educator completes Infringement Form Reflecting: Level of infringement, Transgression, Date, Educator signature, Learner signature.
- Educator gives slip to Vice-Principal
- Learner is taken to the office.
- Administrator to call Senior Educator.
- Principal / Vice-Principal signs & form filed in learners file.

If 2 Level 2 infringements:

- Senior educator to contact parents to come in to discuss ASAP.
- Learner is to be suspended for 1 week and collect work missed between 14h00 – 14h30 daily.

LEVEL 3

LEARNER INFRINGEMENTS

- Repeated Level 2 infringements.
- Repeated serious misconduct.
- Under the influence of alcohol or drugs.
- Theft of a serious nature/burglary.
- Arson.
- Serious vandalism.
- Sexual abuse (harassment of peer learners).
- Sexual misconduct (such as flashing)
- Physical assault of peer learners (fighting, throwing of objects, etc.)
- Sexual misconduct in which learners are the perpetrators.
- Threatening of peer learners or educators.
- Involvement in gang-related activities.
- Disruption of school programme through rebellion or demonstrating without permission.
- Trespassing on school grounds while suspension is still in effect.
- Making bomb threats.

RESPONSE AND SUPPORT

- If the learner has 2 x Level 2 infringements and then repeats 3 x Level 1 infringements results in Level 3 action.
- If the learner has no Level 1 or Level 2 infringements but a Level 3 infringement is transgressed then Level 3 punishment applies.

Procedure:

- Educator completes Infringement Form
Reflecting: Level of infringement, Transgression, Date, Educator signature, Learner signature.
- Educator and learner takes form to office.
- Learner remains in office.
- Administrator to call Senior Educator.
- Principal signs and sets in motion a Disciplinary Hearing.

If 1 x Level 3 infringement:

- Disciplinary Hearing to include the Principal, Parents, Learner, Head of Phase, representative/s from Governing Body, Circuit 2 representative.