

THE TRAINING ACADEMY

DISCIPLINARY POLICY

Introduction and Objectives

The school fully supports the principles of Fair Discipline, and the consistent application of appropriate and corrective disciplinary measures where necessary.

This procedure for learners indicates the broad **standards of behaviour** that are expected of all learners at the school, and encourages a responsible and self-disciplined approach, rather than a punitive one based on fear. Should expected norms of conduct not be met by any learner, corrective action will be initiated by the school's management. Corrective action may or may not include the application of formal disciplinary measures; any formal steps only being applied to prevent further occurrences of unacceptable behaviour or to restore the educator/learner relationship.

Further, the Procedure and Code are documented and issued to ensure that corrective action and discipline are administered consistently, promptly and fairly. This procedure and code are considered to be an important element of TTA's Code of Conduct and are applicable to all learners. It should also be noted that this document may also have a bearing on the behaviour of the learner outside of normal school hours, should the learner's conduct impact negatively on the educator/learner relationship or image of the school.

The maintenance of discipline and ensuring orderly classroom behaviour are an integral part of every educator's job. **The onus therefore lies with the school's educators and management** to apply this procedure in an effective and equitable manner, in the interests of the well-being of the school and all its stakeholders.

This document will be made readily available to every educator at the school, and any learner or parent wishing to view the procedure.

Please note that this procedure is not intended as an exhaustive guideline to cope with any disciplinary-related issue. Rather it is intended to indicate fundamental values and principles according to which corrective action and discipline are to be effectively implemented by the school.

The school has a number of specific rules which define the kinds of behaviour expected of its learners. Learners will be advised of these rules and expected to conduct themselves within the rules provided.

It is impossible for this procedure to list every possible rule infringement and this guideline, therefore sets out the principles of fair discipline at the school. The educator and Principal are entitled to apply action that they believe is appropriate in the circumstances, within the guidelines provided by this procedure.

Disciplinary Measures

The school reserves the right to exercise both informal and formal disciplinary measures as it deems appropriate. The decision as to which procedure to follow will depend on the seriousness of the alleged infringement and any mitigating or aggravating circumstances.

Disciplinary measures that may be applied by the school include the following:

Verbal reprimand, Demerits, Break detention, Formal detention, Saturday detention, Parent contact or meeting, Withdrawal of privileges or awards, Disciplinary Inquiry, Disciplinary Hearing, Suspension, Expulsion.

Discipline should be appropriate to the offence and applied progressively.

Repeated committing of similar or related offences will result in progressively more severe action being taken, particularly where a clear pattern or trend is indicated by the learner's continued misconduct.

A serious first incident may, however, justify a severe penalty, including expulsion, and mitigate against the imposition of a lesser form of action.

A serious offence will be recorded in a learner's file for an appropriate period.

Disciplinary process

Ours is a relatively simple system of discipline, based on the notion of "respect" which is heavily emphasised in our Code of Conduct. This section outlines the procedures that will be followed by the school when taking disciplinary action:

Minor infringements (LEVEL 1)

Infringements that are not considered serious, or do not require formal disciplinary action in the opinion of the relevant teacher, will be dealt with directly by the educator. These may receive demerits and recorded on the learner's record, but may still require communication with the learner's parents. These informal disciplinary measures may be implemented by educators without reference to the Principal. Repeat offences must, however, be referred to the Principal who will decide on the appropriate punishment.

LEVEL 1 offences are dealt with by the teacher in the class room as they occur. Repeat offenders will be placed on a Formal Detention (Friday) by the Principal. Not attending a Formal Detention will result in the Detention time being extended. Repeated Detentions could result in more serious action being taken against the learner.

LEVEL 1 infringements include behaviour that impedes on teaching such as:

- Being late for class.
- Leaving books at home.
- Being disruptive in class.
- Not using the homework diary.
- Homework/test not being signed.
- Minor insolence/cheek.
- Eating or drinking in class.

Academic diligence infringements include:

- Incomplete homework, SBA Tasks, projects etc not being handed in on time.
- Homework etc left at home.
- Work copied/minor plagiarism.
- No doctor's note for missed tests/exam.

Code of Conduct offences include:

- Being absent without an excuse note/doctor's note.
- Showing respect and manners towards adults.
- Uniform infringements.
- Behaviour outside the classroom.
- Minor vandalism.
- Foul language.
- Inappropriate public display of affection.

Recommended action: Demerits as per ANNEXURE A, Verbal reprimand, Break detention, Parent contact, compulsory Extra lesson attendance.

Serious infringements (LEVELS 2, 3, 4)

When a more serious infringement occurs or is alleged, the educator concerned and the Principal should investigate the complaint in order to determine the appropriate disciplinary procedure to be followed. At this stage, before the validity and details of the complaint have been established, the school will not necessarily advise the parents of a learner that a complaint is being investigated. The parents will be informed if the matter is to proceed further.

The school reserves the rights to discipline its learners according to the principle of natural justice prior to expulsion.

If the circumstances warrant it, the infringement will be subject to the demerit system summarised in ANNEXURE A and will be recorded on the learner's record. The learner's parents or guardian will be advised of the misconduct.

Parents will not be informed of all infringements of school rules. They will be informed, preferably in writing, in the circumstances listed below. As much detail as necessary will be communicated to the parents:

- Where there has been a continued infringement of minor school rules.
- Where there has been an act of serious misconduct.
- Where a learner is to be suspended for the investigation of an act of Serious Misconduct.
- Where a learner is to be suspended pending the outcome of a Disciplinary Hearing.

When a learner is suspended, either as a form of punishment or pending an investigation into an alleged incident or pending the convening of a Disciplinary Hearing, a letter from the Principal will be sent home with the learner. It will:

- Be addressed to both parents, explaining to the parents the status of the learner.
- Request an meeting with the parents as soon as possible. The meeting, however, can be postponed to enable the school to complete any investigations that may be required into the act of alleged serious misconduct.

Any public statements by a school official will only state that an incident is alleged to have taken place, and that it is under investigation, and that as soon as the matter is concluded it will be communicated to the school community.

The authorities may be contacted when criminal offences have taken place.

LEVEL 2 offences are referred to the Principal who will investigate the incident and decide on the appropriate punishment and parent contact. The Principal will keep a record of all LEVEL 2 offences and action taken.

LEVEL 2 infringements include:

- Repeated LEVEL 1 offences.
- Portfolio work not completed after 1st warning and deadline.
- Major insolence/cheek.
- Plagiarism.
- Vandalism/Damage to learner property.
- Truancy from school or any lesson or College activity at which attendance is compulsory.
- Disregard for teacher punishment.
- Major academic diligence issues.

Recommended LEVEL 2 action: Demerits as per ANNEXURE A, Detention (Friday) to complete portfolio items, Detention and parent contact if required, Compulsory extra lesson attendance, Detention and Daily report, Letter of final warning, Detention and Daily subject report, Saturday detention, Parent contact or meeting.

Formal detentions not completed (more than three) may be referred to the Disciplinary Committee for a Disciplinary Inquiry.

LEVEL 3 and 4 offences are referred to the Principal who will do the necessary investigation of the incident and then refer the matter to the Disciplinary Committee for a Disciplinary Inquiry.

LEVEL 3 infringements include:

- Repeated LEVEL 2 offences.
- Insubordination.
- Bullying or any form of initiation.
- Victimisation.
- Infringement of exam rules and cheating.
- Smoking 1st offence.
- Fighting.
- Racism.
- Conduct which brings the school into disrepute.

- Repeated formal or Saturday detentions.
- Knowingly and wilfully supplying false information or falsifying documentation to gain an unfair advantage.
- Seriously threatening, disrupting or frustrating teaching or learning in a class.
- Engaging in a conspiracy to disrupt the proper functioning of the school through collective action.
- Insulting the dignity of or defaming a staff member or learner.
- Distributing any test or examination material that may enable another person to gain an unfair advantage.
- Fraud, including the forging of any other person's signature.

Recommended LEVEL 3 action after a Disciplinary Inquiry has been held: Formal detentions, Saturday detention(s), Community service, Parent contact or meeting, Withholding or withdrawal of privileges or awards, Referral to a Disciplinary Hearing with the possibility of Suspension and Expulsion.

LEVEL 4 infringements include:

- Repeated LEVEL 3 offences.
- Criminal offences.
- Possessing, consuming and/or distributing any substances prohibited by law, e.g. Drugs.
- Possessing, consuming and/or distributing any Alcoholic products.
- Possessing and/or using any weapons, dangerous toys or other dangerous items.
- Smoking 2nd offence.
- Major LEVEL 3 offence.

Recommended LEVEL 4 action: Demerits as per ANNEXURE A or a Disciplinary Inquiry/ Hearing will be held. Formal detentions, Saturday detention(s), Community service, Parent contact or meeting, Withholding or withdrawal of privileges or awards, the possibility of Suspension and Expulsion.

The Principal must be notified, who may involve the Committee members, for all recommendations for suspension or expulsion.

Disciplinary Committee (DC)

The DC is constituted as follows:

1. A senior member of staff, or a suitably qualified or experienced person appointed by the school as Chairperson.
2. A relevant member of staff.
3. A friend, family member or other teacher, chosen by the accused learner to be present in a supportive capacity (if appropriate).
4. Any other person, at the discretion of the Chairperson.
5. No legal representative is allowed, unless both the school and the parents agree that it is appropriate for BOTH parties to be professionally represented.

The Chairperson will conduct the inquiry or hearing, indicate to the school representative beforehand what investigation, written statements and parent communication will be required before and during the inquiry or hearing, and appoint a staff member to take minutes.

Disciplinary Inquiries (DI) or Hearings (DH)

- After the learner has accumulated **Twenty (20)** demerits, for all LEVEL 3 (DI) and LEVEL 4 (DI or DH) offences.
- A suitably appointed person will investigate any incident that has been brought to his attention, and follow up by:
 - interviewing and attaining written statements (signed and dated) of the incident from the staff member and/or all other witnesses who were involved in the incident.
 - interviewing and attaining written statements (signed and dated) of the incident from the accused learner(s).
- Notifying the parents/guardian of the accused and victims of the details of incident, and that the incident is being investigated. (no later than 24 hours after the incident).
- Notifying the Principal and Discipline Committee of the incident.
- After the investigation and confirmation of the disciplinary action to be taken, notifying the parents/guardian and the accused learner of the inquiry or hearing detail. In the case of a hearing, notification must be in writing. Parents will receive an original and a copy to be signed by the parents and accused learner and returned to the school.
- Prepare and present the required documentation at the inquiry or hearing.
- Prepare and present the school's case at the hearing.
- Follow up on decisions made at inquiry/hearing.

- Meeting the parents of accused and any victims after action has been taken (possibly with the assistance of the School Counsellor).
- **Where necessary, a written notification of a Disciplinary Inquiry or Hearing will be given to the learner and parents/guardian (at least two working days' notice). The notification must:**
 - State when and where the inquiry/hearing is to be held.
 - State the name of the person chairing the Inquiry.
 - State the substance of the complaint or complaints against the learner.
 - Advise the learner and his/her parents or guardian that they are expected to attend the hearing as their non-attendance may prejudice their case and result in the Hearing being held in their absence.
 - The principles of natural justice will apply to both parties at the Hearing, ensuring that both parties can lead evidence, cross-examine and call witnesses.
 - The conducting of the formal Disciplinary Hearing is of great importance and must be chaired by an objective senior school official or a suitably qualified or experienced third party. The Hearing chairperson will be responsible for leading and managing the Hearing process, and making the critical decision as to:
 - the guilt or innocence of the learner relative to the allegations made; and
 - the appropriate penalty/action to be taken, ONLY after due consideration of mitigating and aggravating factors.

To ensure that this crucial procedure is properly and fairly conducted, all Disciplinary Hearings should be conducted in such a way as to ensure that the rules of natural justice are complied with, i.e. the learner and parent:

- Must properly understand the allegations being made before commencing with the hearing.
- Should be presented with all the relevant facts and information relating to the allegations.
- Must be given the opportunity to question information provided and evidence led.
- Are entitled to present their own perspective and explain/defend the learner's actions, and if appropriate, lead evidence in support of the learner's defence.
- Must be treated with dignity and respect throughout the Hearing.
 - Are to be assured of the greatest confidentiality possible.
 - Must be advised of the outcome [verdict] of the Hearing, the decision made regarding penalty and the reasons for such decisions.
 - Must be offered the right to appeal against any decisions made by the chairperson.

- Legal representation is not permitted at an internal Disciplinary Inquiry or Hearing (to limit legal costs and to maintain privacy).
- Decisions taken shall be guided by the Disciplinary Code, but shall reflect the individual merits of each unique case.
- The chairperson will have a broad discretion to determine the manner in which evidence is led and in which the proceedings are to be conducted.
- The school reserves the right to suspend the learner pending the Hearing.

Factors to consider in the convening and outcome of a Disciplinary Hearing:

The learner's best interest must be considered at all times. This must be tempered by the responsibility of the chairperson of the Hearing to the rest of the school community.

The strictest confidentiality must be adhered to as most Hearings will be dealing with minors. In this regard the school undertakes to inform only those school employees and officials as is necessary for the continued smooth functioning of the school. The amount of information to be given to other members of the school community is left to the Principal's discretion.

The chairperson of the Hearing must be impartial. He/she cannot have been involved in any way in the investigation of the alleged offence, and if he/she is materially affected in any way, he/she may not chair the Hearing.

The Hearing will be conducted in the language of instruction of the College, English. If any translation or interpretation is required by the learner(s) or his/her/their parents they may provide it at their own expense.

Separate Hearings may be convened to hear the case of different learners involved in the same alleged act of misconduct.

The investigator will inform the learner(s) and his/her/their parents in writing of the charge against the learner(s). Details of the time and venue of the Hearing will also be provided.

The Hearing will be convened within seven working days of the alleged offence having been reported to the Principal, unless there are circumstances that make this impossible.

The learner(s) has/have a right to have his/her/their parents present at the Hearing. If this is impossible, the parents(s) may request in writing that another adult be present in their place. Their absence, unless with good cause, will not be allowed to delay the Hearing unnecessarily.

The chairperson's findings should be based only on evidence presented at the Inquiry.

At the conclusion of the evidence on the merits, the chairperson must determine whether the learner is guilty of the misconduct alleged in the notification of the Disciplinary Hearing. No finding of misconduct should be made in respect of infringements for which prior notice was not given or where there was not a proper opportunity to challenge the allegations. In the case of such a secondary complaint(s) a second Inquiry, conducted in the same informal manner and subject to the same principles as the first, should be held to determine the appropriate sanction for that complaint.

After the completion of the Disciplinary Hearing, any findings made should be communicated in writing to the learner's parents or guardian by the chairperson. If the learner is found guilty of any misconduct, the chairperson must briefly state the reasons for the finding and the

sanction imposed. In the event that the sanction is expulsion, this notification must include a reminder that the learner has the right to appeal to the Principal in writing within five days of the hearing's outcome being communicated. An appeal will be conducted by a person or persons appointed by the Board.

The chairperson must ensure that a record or summary of the evidence led at the Inquiry is kept. The school must keep copies of the record and all documentation used at the Inquiry for at least three months after the conclusion of the Inquiry.

If the learner has been suspended pending the completion of the Hearing process, the submission of an appeal will not affect the suspension which will remain in place until the appeal has also been concluded.

The appeal should be conducted within five school days of receipt of the appeal motivation.

When a decision has been made by the appeal tribunal, after giving due consideration to the matters raised in the appeal, the written finding must be provided to the parents or guardian of the learner within five days of the finding having been made.

Decisions taken shall be guided by the Disciplinary Code, but shall reflect the individual merits of each unique case.

A decision shall be reached within five working days of the Hearing, and presented, in writing, to the parties concerned. Students shall have five working days to respond to the decision of the Disciplinary Committee, such time commencing on the date of receipt of the letter. The student shall sign for such letter.

Parents shall receive an original and a copy of the original letter. The copy is to be signed by the parent and returned to a member of the Disciplinary Committee the next school day.

All correspondence is to be filed in the student's file, and copies of such correspondence shall be given to the relevant House Directors and all concerned parties.

Collective Disciplinary Action

- The above disciplinary procedure is principally designed to deal with instances of misconduct by individual learners. Allegations of misconduct by a group or groups of learners, or involving several alleged infringements of a similar nature, constitute collective misconduct.
- Collective misconduct may be dealt with more effectively on a collective basis. A single investigation and Disciplinary Hearing may then be held, subject to the principles set out above, adapted where necessary.
- In a collective Disciplinary Hearing, individual learners still should be given the opportunity to demonstrate that his or her circumstances differ from the rest of the group.
- The school reserves the right to adopt either individual or collective procedures as it deems appropriate.

Appeal Review Process

- The Principal or Head of College will in all results act and chair the “Appeal Court”.
- The learner’s parents have the **right to appeal** against any formal disciplinary action imposed by the school.

Lodging an appeal against a decision to suspend or expel the learner, after a Disciplinary Hearing has been conducted, only entitles the learner to an appeal review. Typical grounds for such an appeal review may include:

- The disciplinary procedure was not properly followed.
- The decision on guilt was not considered correct or fair.
- The decision regarding action to be taken was considered inappropriate.
- Mitigating factors were not properly considered.
- The Enquiry chairperson was considered to be biased, did not apply his/her mind, or supposedly made a subjective decision.
- The learner was not in a position to properly present his or her case.
- New and relevant evidence can be presented which may affect the decisions made.

The parent[s] wishing to appeal must motivate their appeal in writing, detailing in full their grounds for appeal. The request for appeal must be submitted to the school within five days of the Hearing chairperson’s decision having been communicated to the parents so as not to delay proceedings.

If the learner has been suspended pending the completion of the Hearing process, the submission of an appeal will not affect the suspension which will remain in effect until the appeal process has also been concluded. In the case of any other formal disciplinary action being imposed by the Hearing chairperson, the imposition of such action will be held in abeyance pending the appeal process.

1. The learner’s basic right to an appeal against disciplinary action does not ordinarily mean that all the matters raised at the Disciplinary Hearing will be “re-heard”. The appeal procedure is generally limited only to reviewing the decisions made, and is based on the grounds and motivations lodged in the appeal motivation. A full appeal re-hearing is **ONLY** necessary when the Disciplinary Hearing process is considered to have been materially defective by the person responsible for the appeal review, or if the decisions reached at the Hearing are considered to be potentially suspect.

Should it become obvious that a full re-hearing for a fair appeal, usually due to a defective Disciplinary Hearing process or substantial new evidence having come to light after the Hearing, a full Appeal Re-Hearing should be conducted in accordance with the principles highlighted above, chaired by a **new chairperson**.

2. The school will elect an appropriate person or panel to conduct the appeal review, or re-hearing if considered necessary. The review, or re-hearing, should wherever possible be conducted within five (school) days of receipt of the appeal motivation. When a decision has been made by the Review or Hearing chairperson/panel, after consideration of the matters raised in the appeal, a written finding must be provided to the parents within a further five

days, and a copy of the finding placed on the learner's file for safekeeping. The findings should indicate the review's response to the specific matters raised in the appeal motivation.

The conclusion of the school's appeal procedure is the final step in the school disciplinary process and marks the exhaustion of internal disciplinary measures.

Head of School's request to withdraw the learner from the school

- If the punishment contemplated is expulsion from the school, the Principal may request an meeting with the parents/guardian. The purpose of the discussion is to determine whether or not The Training Academy is the best environment for the learner given the incident of Serious Misconduct and considering the rest of his record at the school.
- The Principal may ask the parents/guardian to remove the learner from the school. If the parent/guardian agrees they will then inform the school in writing that they intend to remove the learner from school. The Head will confirm this request in writing to the parent. In this situation, the school will take all reasonable steps to aid the learner and parents to find a place for the learner at another school.
- If the parent refuses to remove the child as requested above, the school may continue with convening a Disciplinary Hearing dealing with the matter.
- In any meeting discussion with parents, the school should have a witness present, e.g the Principal's Personal Assistant/School Secretary can play this function.

The amount of information to be given to other members of the school community is left to the Principal's discretion. The Principal will announce the findings and sanctions of all Disciplinary Inquiries and Hearings during an assembly to the learner body, as well as through the school newsletter to the parent body.

ANNEXURE A**SUMMARY OF SCHOOL MERIT / DEMERIT SYSTEM**

The Training Academy Merit System will focus on positive behaviour and preventative measures rather than corrective actions to improve discipline. In some cases, the shift has been associated with conscious whole school efforts to praise and reward acceptable behaviour so that it becomes the norm throughout the school.

The Demerit System Educators themselves should, in the first instance, attempt to correct learner behaviour. If this is inappropriate or ineffective, then the demerit system may be put into effect. The demerit system emphasizes consequences and accountability. Learners must be informed of the demerit points at the time of the misdemeanour. The number of demerit points given depends on the seriousness of the incident.

Learners who demonstrate the following POSITIVE BEHAVIORS can earn MERITS: Some of the following have examples, but are not limited to them.

NOTE: Merits do not cancel out Demerits.

Level A – 1 Merit point

- Improvement of more than 10% per subject (**Not applicable to term 1**)
- Academic performance (60 – 69% average in a subject per term)
- Demonstrating Responsibility (returning important documents, reporting incidents)
- Demonstrating Kindness (assisting a classmate)
- Demonstrating Good Manners towards visitors (Greeting visitors, holding the door, saying please and thank you)
- Demonstrating Integrity (honesty, returning lost items)
- Excellence in classwork
- Homework done every day

Level B – 2 Merit points

- 100% school attendance.
- Academic performance (70 - 79% average in a subject per term)
- Assistance at school functions.
- Demonstrating Citizenship (pride in school)
- Achieving 80% and above for a test, Examination
- Receiving school colours or award

Level C – 3 Merit points

- Academic performance (80% and above in a subject per term)
- Receiving Provincial Colours for any sporting or cultural (Dance, Drama etc) activity
- Participating in a major stage production

Level D – 4 Merit points

- Receiving National colours for any sporting or cultural (Dance, Drama etc)
- Clean record for full term.
- Demonstrating Citizenship (Pride in the school)

- Crime prevention – supply information that leads to the prevention of a crime and/or breaking the school Code of Conduct.

There is no maximum number of merits a learner can accumulate. However, once a learner has accumulated 100 merits he/she will receive an award at the annual prizegiving.

Students who demonstrate the following NEGITIVE BEHAVIORS can earn DEMERITS: Some of the following have examples, but are not limited to them.

INFRINGEMENT

LEVEL 1 (Minor infringements – 1 Demerit point)

- Being late for school
- Leaving books at home
- Being disruptive in class
- Not using homework diary
- Minor insolence/cheek
- Not getting tests signed
- Eating and drinking in class
- Incomplete homework
- SBA tasks not being handed in on time
- Homework being left at home
- Work copied/minor plagiarism
- No doctor's note for missing tests/examinations
- Being absent without an excuse note/doctor's note.
- Not showing respect and manners towards adults
- Behaviour outside the classroom
- Sleeping in class.

LEVEL 2 (2 Demerit points)

- Repeat of level 1 offences
- SBA work not completed after 1st warning and deadline
- Major insolence/cheek
- Disregard for teacher's punishment
- Major academic diligence issues
- Foul language
- Being untruthful or dishonest

LEVEL 3 (3 Demerit points)

- Repeat of level 2 offences
- Uniform infringements
- Insubordination
- Victimisation
- Temper outbursts
- Infringement of exam rules
- Failure to carry out an instruction
- Conduct which brings the school into disrepute
- Repeated formal or Saturday detention
- Knowingly and wilfully supplying information or falsifying documentation to gain an unfair advantage.
- Disrupting the teaching and learning process

- Insulting the dignity or defaming a staff member of learner
- Distributing a test or examination that may enable another person to gain an unfair advantage.
- forging another person's signature.

LEVEL 4 (4 Demerit points)

- Repeat of level 3 offences
- Criminal offences
- Possessing, consuming and/or distributing any substance prohibited by law
- Possessing, consuming and/or distributing any alcoholic products
- Possessing and/or using any weapons, dangerous toys or other dangerous items.
- Unauthorised use of a cell phone during school hours.
- Truancy bunking class/school
- Failure to attend detention.
- Bullying and any form of initiation
- Inappropriate display of affection.

Level 5 (5 Demerit points)

- Arrogance towards a teacher
- Disrespect towards a teacher
- Smoking at school or in school uniform
- Possession of cigarettes
- Misuse of school equipment

Level 6 (7 Demerit points)

- Public indecency
- Fighting or instigating fighting
- Racism
- Dishonesty during tests
- Plagiarism
- Being in possession of pornographic material
- Distribution of pornographic material
- Threatening a learner or teacher.
- Harassment

Level 7 (8 Demerit points)

- Assault
- Engaging in a conspiracy to disrupt the teaching and learning process.
- Failure to comply with suspension as a correctional measure
- Distributing illegal substances
- Swearing at a teacher
- Being under the influence of alcohol.

Level 8 (10 Demerit points)

- Stealing/theft
- In possession of stolen goods
- Gambling on school property
- Sexual harassment
- Fraud
- Any other criminal activity

maximum of 50 demerits will be permitted for a learner who joins the school at the start of Grade 1. A sliding scale applies for learners enrolled at the school after the start of Grade 1.

Grade	Maximum Demerits	Interview 1 Principal / Deputy Principal	Disciplinary Hearing
1 - 6	50	25	40
7 - 9	40	20	32
10	30	15	24
11	20	10	16
12	10	5	8

- When a learner accumulates 50% of the maximum demerits he/she will be interviewed by a Principal / Deputy Principal. The learner's parent/parents will be required to attend this meeting.
- A learner who has accumulated 80% of the maximum demerits will appear before a disciplinary committee convened by a Principal. The Learner's parents will be required to attend this disciplinary hearing.
- Following this disciplinary hearing, a Notice of Final Warning must be issued to the learner and their parents. A copy of this letter must be placed in the learner's personal record file.
- At the discretion of the Headmaster and disciplinary committee, a learner who accumulates the maximum demerits as per the above table the learner may be asked to leave the School.
- Demerits are not carried from one grade to the next. However, if a learner leaves the school and then returns, previous demerits will be re-instated.