

# THE PENALTY SYSTEM

## INTRODUCTION

The code of behaviour which covers school affairs, school uniforms, rules regarding personal appearance, as well as disciplinary rules and punishment, has as its main aim the setting and promotion of a standard which will enable the school to fulfil its mission and to cultivate self-discipline amongst learners of the school.

## MISSION

"This educational institution utilises future orientated experts to discover and develop learners' potential". The code of behaviour has been compiled in such a way that the learners' behaviour in the school environment provides the ideal situation for them to achieve their pinnacle and to develop to their full potential in an orderly structure. It must be stressed that the development of self-discipline in a learner is not only the responsibility of the school, but is mainly a partnership between parent, community and the school, since "a child is the product of his/her circumstances". We believe that the penalty system will enable us to punish learners who do not abide by the school rules, and code of behaviour in general, in a fair manner. Learners who are prepared to work will then be provided with quality teaching. It is thus necessary for the learner and the parent who guides his child, to support the system and subject themselves to it to ensure that the rights of the learner, as well as those who share the school with him/her, are respected and protected.

## PROCEDURE

### A. Debits

1. If a learner transgresses, a form (penalty slip or class list) is completed by the teacher concerned.
2. Penalty points are allocated to certain transgressions.
3. The type of transgression determines the number of points to be deducted. For more serious offences learners will be sent to one of the deputy principals or the principal.
4. Every two weeks a statement of all transgressions will be printed. The last statement of each term will be attached to the report/mark sheet.
5. The number of points that have been deducted will be kept on record. Mistakes or queries have to be rectified in room 2 during breaks before the next statement is received. No queries will be dealt with if it is not reported within the two weeks before the next statement is handed out.
6. Demerits for appearance will be -10 for the first 2 times, thereafter it will be -50.
7. No queries with regard to demerits will be discussed during a disciplinary hearing.

## REPERCUSSIONS RESULTING FROM ACCUMULATING DEMERITS

1. When 50 demerits have accumulated, detention will be given and +50 will be earned.
2. An extra detention will be given if a learner fails to attend detention. An sms will be sent to the parent. The learner will receive an additional 50 demerits and therefore will have to attend detention twice.
3. As soon as 200 demerits have accumulated in the violations column of the demerit statement, the parents will receive an sms.
4. As soon as 400 demerits have accumulated in the violations column, the learner will be called in. The learner will also receive a written warning. Parents will be contacted by sms.
5. If any further demerits have accumulated in the violations column, the parent /guardian will be contacted to arrange a meeting with the learner and his/her parents/guardian to discuss the demerits. Hereafter the learner will be monitored. If the desired outcome is not reached and the demerits keep on accumulating, a disciplinary hearing will take place.
6. Learners should refrain from receiving demerits, just to work it off again.
7. It is the school's policy that all demerits have to be worked off. Therefore if a learner is recommended for suspension, he/she will still have to work it off.

## DETENTION

### Detention is compulsory.

- A learner will be notified of detention by receiving a detention letter to attend on a specific afternoon. Learners sign an acceptance slip after receiving this letter.
- Detention takes place Tuesday to Thursday from 14:15 – 16:15.
- **Detention may be given to any learner and detention takes preference over any other activity, eg sport activity.**
- A learner can only receive +50 for detention. To receive +50 for detention a learner has to sit the full two hours. Nobody will be excused before the end of the detention session. If a learner leaves before the end of the session, no positive points will be awarded.

- **Reasons for not attending detention:** Learners usually receive notification of detention one week before the detention date. If detention can not be attended due to medical or licence appointments which were made **before** the detention letter was received, or for any other reason, an arrangement has to be made with Mrs. Muller before the day of detention. Learners who have extra classes eg Maths on the day of detention must make arrangements beforehand. Detention takes preference over any other activities (that are not school related). Transport problems may not be used as a reason for not attending detention as learners receive the detention dates long before. Therefore learners and parents have ample notification to make transport arrangements. **Extra classes may not replace detention.**
- Learners may only go to Mrs Muller to excuse themselves from detention during register periods and break.
- If a learner is signed out during the school day and therefore can not attend detention, he/she must notify Mrs. Muller before leaving the school.

**LEARNERS MAY NOT BE LATE FOR DETENTION OR LEAVE EARLY.**

**The principal may use her discretion to give a detention on a Friday as an additional punishment. This detention will not be taken in consideration for the decreasing of demerits.**

**Any excuses/ correspondence concerning detention can be emailed to Mrs. Muller at sonikam@maraisviljoen.co.za.**

**B. CREDITS**

1. Learners can receive positive points (credits) as stipulated in the credits table.
2. If a learner didn't receive any demerits during the term, the proof thereof has to be taken to room 2, after which the learner will receive 50 positive points (credits).
3. Credits will be kept on record.
4. Positive points ÷ 3 = loyalty hours

<b>CREDITS' TABLE</b>		
1	Academic Progress (at least 5% Grade 8 - 12 average)	20
2	Academic Progress (at least 10% Grade 8 - 12 average)	50
3	No demerits	50
4	Loyalty scroll traded in for	100

- All queries have to be finalised within 2 weeks of receiving a printout.
  - No queries of demerits will be discussed or amended during a disciplinary hearing.
- Credits are handled by Mrs. L. Steenkamp. Learners must go to Mrs. L. Steenkamp themselves and provide proof of achievements. Claims for positive points have to be finalised within a term.

**SMT MAY USE DISCRETION TO ADAPT DEMERITS AS NECESSARY**

**SCHEDULE 1 (Serious misconduct that may lead to 150 demerits or disciplinary hearing)**

- (a) A learner will be guilty of serious misconduct if he/she, intentionally and without just excuse –
- (b) Seriously threatens, disrupts or frustrates teaching or learning in a class; Engages in a conspiracy to disrupt the proper functioning of the school through collective action;
- (c) Insults the dignity of or defames any learner or any other person, which includes racist remarks;
- (d) Distributes, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination;
- (e) Cheats in a test or examination or any other form of assessment such as assignments;
- (f) Engages in any act of public indecency;
- (g) Sexually harasses another person;
- (h) Is found in possession of or distributes pornographic material; or
- (i) Is under the influence or in the possession of alcohol.

## SCHEDULE 2 (Serious misconduct that may lead to Expulsion)

- (a) A learner will be guilty of serious misconduct if he/she – Is found guilty of misconduct contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions;
- (b) Fails to comply with the punishment or suspension as 'n correctional measure
- (c) Intentionally and without just cause-
- Forges any document or signature to the potential or actual prejudice of the school;
  - Trades in any test or examination question paper or in any test or examination material;
  - Attempts to bribe or bribes any person in respect of any test or examination to enable him/her self or another person to gain an unfair advantage therein;
  - Engages in fraud;
  - Engages in theft, or otherwise acts dishonestly to the prejudice of another person;
  - Is in possession of, consumes or deals in any illegal substance or other harmful substance;
  - Is in possession of, uses or transmits narcotic or unauthorized drugs or on visible evidence of such possession, use or transmission;
  - Is in possession of any dangerous weapon;
  - Assaults or threatens to assault another person;
  - Holds any person hostage;
  - Murders any person;
  - Rapes any person, or engages in any sexual activity which amounts to an offence in law; or
  - Maliciously damages property.

RULE	OFFENCE	DEBIT
1	Poor behaviour Hiding other's property Challenging authority Inciting a learner to break the rules or to undermine authority Disobeying a direct order	10 20 20 Schedule 1 10
2	Fighting, threatening, intimidating, bullying Deliberately causing injury Inciting a fight Recording a fight	Schedule 1 150 100 50
3	Being with smokers Being in possession of a cigarette lighter, matches, cigarettes, electronic cigarettes or hubbly Smoking in school uniform outside school or at school	50 100 and it is confiscated 200 and it is confiscated
4	Serious damaging of facilities Damaging property, accomplice Writing on desks Wet paper, Pritt sticks thrown against ceilings Graffiti, slogans, symbols on school bag or diary	Schedule 1 100 50 50 20
5	In possession of drugs, use thereof, or transmitting or visible evidence of possession, use or transmitting In possession of fire arms, other dangerous weapons, fireworks In possession of alcohol, use thereof, transmitting, under the influence thereof Gambling	Schedule 2 Schedule 2 Schedule 2 100
6	Leaving school without permission, signing out with forged letter, using someone elses diary Absent from school without permission "Bunking" Absent from class, inspection, line up, register without permission (Can get 20 demerits more than once per day if absent from more than one class)	50 50 20

7	Dishonesty Forging signature, stealing stamp Writing a letter on behalf of someone else, hoax telephone call	20 Schedule 2 Schedule 2
8	Lending homework to others to copy Copying homework Doing work for another subject in class Not working in class	10 10 10 10
9	Disrespectful towards LRC Member, Management Team Swearing and hurtful remarks amongst learners or towards staff	10 50
9	Disrespectful, racist, discriminating towards staff members, labourers, peers Speaking any other language than English or Afrikaans during class time or in the company of a staff member.	Schedule 1 50
10	Negative comments, defaming of character on social media	Schedule 1
11	Shaved eyebrows Appearance unacceptable, unneat, school uniform unacceptable Nails too long, wearing jewellery Hair not according to school rules, unshaven Not wearing school uniform at sports meetings Tinted hair	50 10 10 10 20 50
12	Absent from sport team, duty, cultural performance	30
13	Late for school, class	10
14	Littering inside or outside school property	10
15	Sitting in the wrong place in the classroom or exam venue	15
16	Prohibited areas during break (in between and above prefabs, tennis or netball courts, lapas, cars, car enclosures, between fence and athletics field, between A rugby field and fence, between A rugby field and netball courts) / Entering class through window In adults' cloakrooms / Inside living quarters of labourers Not waiting in the designated waiting area	10 20
17	Necking, inappropriate or indecent behaviour Holding hands in school uniform	50 10
18	Not returning documentation	5 per day
19	Textbooks, diary, exercise book, homework, instruments not at school. Homework not done Test not signed	10 10 5 per day
20	Disobeying a direct order Disrupting group, meeting, class (talking, making comments)	10 10
21	Eating, drinking in class. Chewing gum on school grounds	10
22	Spitting	30

23	Use of cameras, cellphone cameras, video cameras during school hours. Copy and use of software, games on school computers. Illegal use of school data, programmes	30 30 100
24	Riding a bicycle, skateboard on school premises	20
25	Manipulating of data projector, air conditioner	100
26	Schedule 1 transgressions of the Schools Act  Schedule 2 transgressions of the Schools Act	150 or disciplinary hearing Disciplinary hearing, possible Suspension or expulsion