



## Disciplinary process: School and Hostel

In cases of misconduct the following procedure is followed:

- Register teachers and the hostel father & mother will receive weekly printouts of the disciplinary records of learners / boarders in their care.
- 3 Minor offences: the register teacher or hostel parents inform the parents and keep record of this communication (date, time, manner of communication). These records will be handed in at the office on Fridays.
- 9 Minor/ 2 serious offences: The Head of Discipline contacts the parents. This serves as a written warning. The written warning to be signed by the parents and sent back to the register teacher.
- 12 Minor/ 4 serious/ 1 very serious offences: Disciplinary Meeting with Parents, principal/Head of Discipline, register teacher and senior staff.
- 14 Minor/ 5 serious/ 2 very serious offences: SGB Disciplinary Hearing, held in accordance with the guidelines set out in the SA Schools Act 84/1996 and following the generally accepted process for hearings. Present at these hearings will be:

The presiding officer(s) – members of SGB

The Initiator – Head of Discipline / Principal or designated senior staff member

The Learner and his/her parent representative.

Procedure:

1. Welcome
2. Reading of Charges
3. Plea
4. Presentation of evidence by Initiator
5. Cross examination
6. Presentation of evidence by Learner / Representative
7. Cross examination
8. Presentation of mitigating and aggravating circumstances
9. Finding
10. Sanction

# Christiaan de Wet Combined School

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- Parents will be informed by phone of the disciplinary hearing and to arrange a date. The letter, with all the details of the hearing as well as the misconduct, will also be sent to the parents before the Hearing.
- According to the SA Schools Act 84/1996 and the Code of Conduct of the school a learner may be suspended awaiting a hearing or to protect other learners and staff in certain circumstances.
- If a boarder of the hostel is suspended from the hostel the parents need to fetch the learner for the time of suspension.
- Suspension from the hostel does not equal suspension from the school and learners may continue attending school.
- Suspension from school results in the learner not being allowed to attend school for the duration of the suspension. Accommodation in the hostel for boarders suspended from school, is not available.

**NOTE: A disciplinary record of each learner will accompany his/her report every term.**