



GLENOAKS SCHOOL
Where learning is nurtured and
potentials are reached

DISCIPLINE POLICY

Twelfth Policy Revision January 2025

Glenoaks School is a Remedial and Special Needs School

** The word 'School' in this document refers to 'Glenoaks Remedial and Special Needs School'*

** Mention of school hours or activities include those where Academy students are at work sites.*

** Child may refer to children as necessary. The words child and learner may be used interchangeably.*

INTRODUCTION

Further to the Code of Conduct, this policy outlines rewards and consequences related to the School Rules and Code of Conduct. Every staff member employed by Glenoaks is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measures or disciplinary action will correspond with and be appropriate to the offence.

It should be noted that Glenoaks is not an institution specialising in behavioural management and while every effort is made to correct and adjust behaviour, this will be closely monitored. We need to ensure the well-being of all of our learners and will provide alternative referrals for learners who pose a risk to others (as per the consequences and offences schedule).

We try as much as possible to put focus on noticing and rewarding positive behaviour, however negative behaviours cannot go without consequence and intervention. This will require a thorough understanding of the situation at hand, and then dedicated teamwork between home and school.

We have Achievement Awards that are presented at assembly to learners throughout the year when they reach their goals. These goals are set by the teaching and therapy staff in consultation with the child.

Learners can also earn merits in the following ways:

- for being a role model
- for abiding by the school rules and code of conduct (act recognised as deserving of mention)
- positive behaviour
- positive work ethic
- overcoming a challenging task
- community service
- acts of random kindness
- when a staff member feels that a child is deserving in line with their abilities
- achieving a personal goal

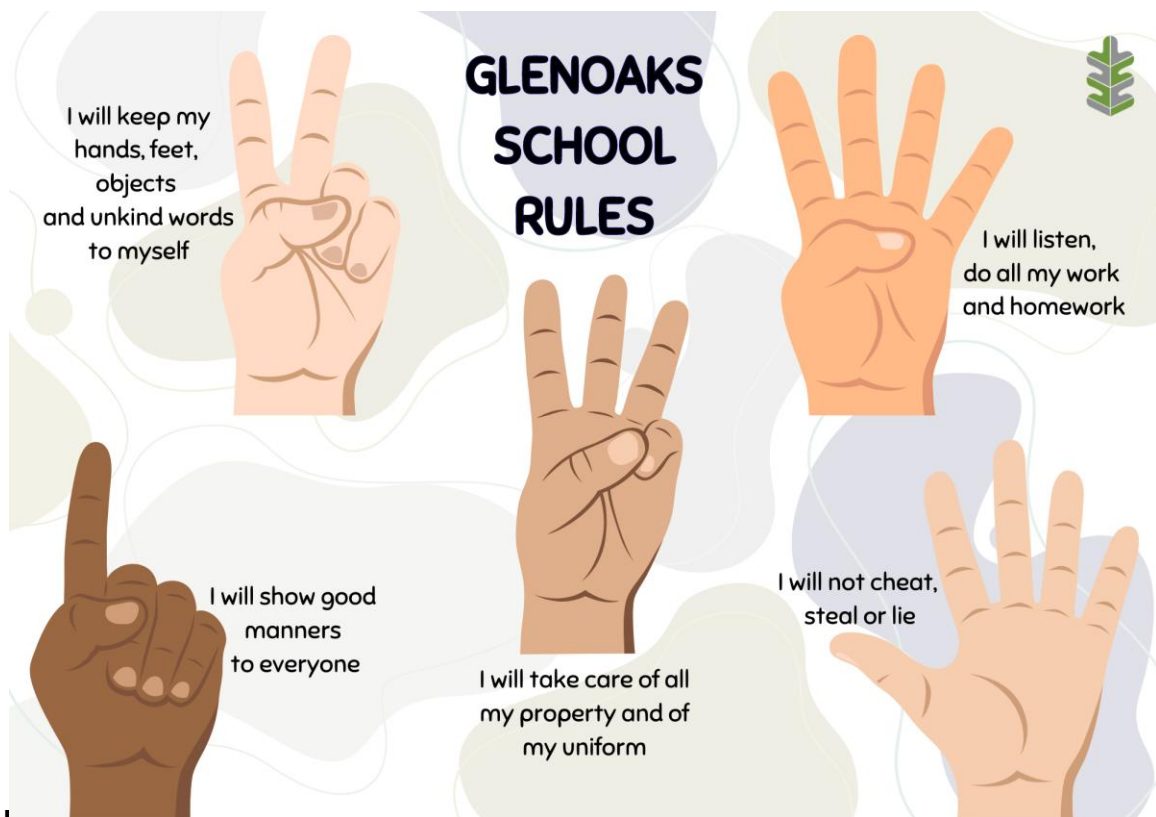
- at the discretion of staff members

Merits are added up annually and learners are awarded merit badges at 25, 50, 75, 100 ... points.

Learners who are awarded a merit badge also earn a reward.

These badges can be kept by the learners and worn daily in recognition of their commitment to upholding The School Rules and Code of Conduct of Glenoaks.

Merits are accumulated over the course of a year. Merits cannot be taken away, but will be reverted back to zero at the start of each new school year. Demerits work separately from merits.



Procedure.

1. All members of the Glenoaks Community will have access to the Code of Conduct and various other relevant policies from the school office, but will also be able to access certain policies on our website (www.glenoaks.org.za)
2. Each learner will receive a copy of the school rules in their homework diaries. Learners will also receive the code of conduct and discipline policy. Parents will read through these with their children and will sign them together in acknowledgement of their content.
3. Each staff member will receive a copy of the merit and demerit record page for each learner, and merit and demerit slips. Teachers and therapists may choose to use a star chart merit system where learners are given a star on their chart, sticker, marble in their jar, etc, rather than a merit slip.

4. When a learner is given a demerit or merit slip it must be filled in and given to the child to show his/her class teacher (if given by another staff member) and then to be placed into the homework diary.
5. Demerits require follow up with parents to inform them that a demerit slip is being sent home.
6. These merit or demerit slips are recorded by the class teacher on the learner's merit/demerit record.
7. The merit and demerit slips are then placed into a learner's diary for parents/guardians to sign.

Offences and Consequences

Demerit slips are given for parents to sign in keeping a record of offences and consequences. Demerit slips must be signed on the date of issue and returned to school the following school day. These remain in a learners' diary. Please note that it is usually after warnings or chances are given, discussions are had between learners and teachers/therapists/HOD/principal, that a demerit slip is given.

Below is a table outlining the consequences for offences.

Consequences for offences committed that are not specifically outlined in the below table are subject to the discretion of the staff member concerned. Mediation will always be implemented as the first step. In cases of neurodiverse children, extreme cases will be dealt with by the team. Negative behaviour is taken seriously. Records of incidents must be kept.

Time-Out takes place in the *hall at break*. During a break a staff member may also ask a learner to sit with them or in the calm zone designated to that playground in an attempt to diffuse a situation and allow a learner to calm down, rather than sending them to break Time-Out in the hall. The child may be given a puzzle, colouring in or other activity to help regulate them, as a preventative strategy before a consequence is needed.

During Time-Out in the hall a learner may be asked to:

- Sit, take time out and reflect on the offence that they committed or school rule that they broke

Friday time outs are spent in the office reception area.

GLENOAKS CONSEQUENCES SCHEDULE

<u>Level</u>	<u>Rule</u>	<u>Offence</u>	<u>Consequences</u>
1/6	1 3 P4	● Homework not done ● Classwork not done ● Book / Diary left at home ● Incorrect uniform	At first action a warning, there after two more may be given, after which: Demerit slip issued

		• Playing in the incorrect place • Not listening or disobeying an instruction • Having bad manners • Late for school more than once in the week • Bringing toys to school • Bringing cellphones to school • Being late for class • Test not signed	1 break Time-Out Toys, cellphones and other non-allowed items will be confiscated and parents will be required to collect them. If a pattern of this offence occurs parents will be called in and further interventions will be discussed. A restorative process will be implemented as necessary.
2/6	1 2 4 5	• Using inappropriate / bad language / swearing / blasphemy • Lying/dishonesty • Disrupting a lesson/activity/break • Unkind behaviour: Teasing or humiliating someone (one incident) • Being argumentative • Being disrespectful or rude • Bunking/truancy • Selling items at school without permission • Repeated level 1 offence	Demerit slip issued Senior Academy Year 3-5 Warning Letter issued 2 break Time-Outs If a pattern of this offence occurs parents will be called in and further interventions will be discussed. A restorative process will be implemented as necessary.
3/6	1 2 3 4 5	• Damage to property / vandalism • Cheating in a test or exam • Repeated Bullying/unkindness ○ Verbal (taunting, teasing) ○ Emotional (intimidation, harassment, humiliation) ○ Physical (fighting, hitting, kicking, biting, scratching, pushing, shoving, throwing an object at a learner or staff member (one motion) ○ Cyber/Technology (on school property or on school trips and excursions) - governed by the school. ○ Threatening someone's safety or physical self. • Stealing / theft • Non-attendance for a Time-Out • Forging a parent's signature • Gambling • Repeated level 2 offence	Demerit slip issued Senior Academy Year 3-5 Warning Letter issued Break Time-Out for 5 days Friday Time-Out from 1-2pm (learners who need to attend mosque or the like, will be given an alternate day chosen by the school) HOD informed Principal informed Parents contacted Repeated offences of this nature will lead to an internal meeting and/or referral for outside intervention by a professional in the field, at the cost to the parent/guardian. Should the process recommended to the parents/guardians not be followed, or should it be deemed by the discipline committee that a learner's attendance at school is a risk to the other learners or staff, he/she will be asked to leave the school temporarily.

			For Senior Academy Year 3-5 learners: temporary suspension from work experience will be given pending further investigation. A restorative process will be implemented as necessary.
4/6	2	- Assault with intention to harm a fellow learner or staff member (repeated hitting, kicking, biting, scratching, pushing, shoving, throwing an object, etc.) - Racism, discrimination, hate speech	Demerit slip issued Senior Academy Year 3-5 Warning Letter issued Immediate collection from school Suspension the following school day Break Time-Out for 5 days Friday Time-Out from 1-2pm (learners who need to attend mosque, or the like, will be given an alternate day chosen by the school) HOD informed Principal informed Parent meeting called Counselling as necessary for parents and child, referral to external professionals, external counselling or behaviour modification program recommendation. This is at the cost to the parent. Should the process recommended to the parents/guardians not be followed, or should it be deemed by the discipline committee that a learner's attendance at school is a risk to the other learners he/she will be suspended pending the disciplinary hearing. For Senior Academy Year 3-5 learners: temporary suspension from work experience will be given pending the disciplinary hearing. A Restorative process will be implemented as necessary.
5/6	2	- Having inappropriate videos, pictures, visual material at school / attempting to search for inappropriate material (physical or on a device) This material may include pornography, violence, drug taking. - Exposing oneself or making sexual gestures.	Demerit slip issued Senior Academy Year 3-5 Warning Letter issued Immediate external suspension for a week HOD informed Principal informed Parent meeting called on the day of offence.

		Premeditated action to hurt or harm someone physically, emotionally or socially.	Counselling as necessary for the child (with parent involvement), referral to external professionals, external counselling or behaviour modification program recommendation. This will be at a parent's cost. Should the process recommended to the parents/guardians not be followed, or should it be deemed by the discipline committee that a learner's attendance at school is a risk to the other learners he/she will be asked to leave the school temporarily or permanently. A disciplinary hearing will take place in this case. For Senior Academy Year 3-5 learners: temporary suspension from work experience will be given pending the disciplinary hearing. A restorative process will be implemented as necessary.
6/6		- Having weapons at school - Having vape, electronic cigarettes, cigarettes, drug paraphernalia, alcohol, drugs at school - Selling cigarettes, drugs, substances, etc. - Being under the influence of drugs or alcohol - Actions of a sexual manner (inappropriate sexual behaviour) * Please see below information regarding searching of persons/bags and drug testing.	Demerit slip issued Senior Academy Year 3-5 Warning Letter issued HOD informed Principal informed Parent meeting called on the day of offence. Immediate suspension pending a disciplinary hearing. Further investigations as to this child's safety, and the safety of others, will require the expertise of outside professionals (police, child protection services, social workers ...) For Senior Academy Year 3-5 learners: temporary suspension from work experience will be given pending the disciplinary hearing. A restorative process will be implemented as necessary.

***The Need For Searching Learner Bags/Persons and Random Drug Testing**

As per the South African Schools Act (84 of 1996), no person may bring a dangerous object or illegal drug onto the school premises or have such object or drug in his/her possession on school

premises or during any school activity. This is in the best interests of all learners and staff at the school.

Glenoaks Principal and HOD's have the right to search a learner's person or bag should they have fair and reasonable suspicion to believe that he/she may have stolen, have weapons or dangerous items or substances with/on them.

Parents will be called to assist in this process, however should parents not be willing or able, the search may be conducted with a police officer, if deemed serious enough.

Should the school have fair and reasonable suspicion to believe that a learner is under the influence of a substance, we will contact parents to assist us with a random drug test.

Any withholding or refusal by parents may lead to further investigation and immediate suspension pending this process.

Searches or tests will only take place in a private space, out of the view of other learners. The principal or HOD must be the same gender as the learner. An adult witness of the same gender will bear witness to this process. Searches may extend to bags, lockers or pockets of learners. Learners will be asked to empty their bags, lockers and pockets in this private space. Should he/she refuse, then hopefully parents can assist. Should parents and learners not be available or willing to enable the search personally, then the principal or HOD will empty the bag or locker; alternatively, if deemed necessary, a police official may be contacted to assist.

In terms of section 31 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977), weapons, dangerous objects or substances will be handed over to the South African Police for destruction, accompanied by details of the learner, time and date, details of the lead up to and the search, including names of all staff involved.

THE DISCIPLINE COMMITTEE

- The discipline committee is composed of the principal, HOD and a board member. Where a conflict of interest arises this party will not be required to act in this regard.
- Where deemed necessary another staff member may be asked to join the committee (case dependent).

DISCIPLINARY HEARINGS

Procedure:

1. A disciplinary hearing must take place within 7 working days of an offence

2. Written notice will be provided to the parent/guardian of the learner 5 school days before the hearing.

3. Parents/guardians must be present at the hearing

4. A hearing will continue in a parent/guardian's absence (due to notice given)

5. The hearing will consist of

- Chairperson of the board
- A board member (not personally involved with the learner or his/her family)
- The principal
- Head of Department
- Class Teacher
- The parent/guardian /s
- The learner
- Witnesses to the event. Learners as witnesses will require parent/guardian consent and parents/guardians may be present in the interests of their child. If the witness is a learner (under 18 years old) and where their testimony may cause undue stress, the evidence can be given through an intermediary appointed by the Board. (As applicable)
- An internal representative chosen by the parent/guardian with the learner (parent/guardian, staff member or learner in the school). (As applicable)
- An interpreter (as necessary)
- An external professional called by the school (with expertise in the specific area in line with the offence). (As applicable)

No legal representatives may take part in this process

6. The process:

- a.** The chairperson will introduce those present and state their functions. Witnesses will only be present to present their evidence
- b.** The chair will remind the learner and his/her parent/guardian/s of their rights to a formal hearing, to be present, to be given time to prepare, to be given notice of the charges in advance, to be represented by one internal representative, to be accompanied by their parent/guardian/s, to ask questions when evidence is produced or stated, to an interpreter (if necessary), to appeal within 5 days, to call a witness to testify on his/her behalf
- c.** The chairperson explains the nature of the offence alleged to those at the hearing
- d.** The complainant and witnesses will be heard, the learner and his/her representative and parent/guardian/s will then ask questions about the evidence. The learner then gives their evidence and the complainant and committee may ask them questions
- e.** When the evidence has been heard, the chairperson will close the enquiry, dismiss the complainant, the accused and their representatives, the parent/guardian's and all of the witnesses

- f.** The disciplinary committee must discuss and weigh the evidence and come to a decision
- g.** The chairperson reconvenes all interested parties and communicates his/her decision
- h.** The chairperson must explain the decision of the committee and the reasons that the decision was made
- i.** The learner and his/her parent/guardian/s must be made aware of their right to appeal
- j.** The disciplinary process is signed by the learner or his/her parent/guardian/s or a witness signs – this does not mean admission of guilt

See addendum A, B, C, D, E, F, G, H and I to follow

POLICY: REVISION HISTORY

Version	Date	Comments
1	2010	First draft
2	January 2011	First Revision
3	March 2012	Second Revision
4	February 2014	Third Revision to include Oakhouse, Merit and Demerit Points and 5 Rules Revision
5	February 2019	Fourth Revision
6	February 2019	Fifth Revision (spelling, editing)
7	May 2019	Sixth Revision – added D6
8	October - January 2020	Seventh Revision – adapted consequences, removal of demerits points adding to increased consequences, rather each level standing alone Discipline policy review committee volunteers (Mrs Wanting, Mr Steyn, Mrs Mbete, Mrs Anderson, Heather, Brad, Julia Wood, Ivan, Savannah, Haneline, Julia Hutcheon, Kerry Caldeira) from October to November 2020 and then January 2020 Adding the disciplinary process and Annexures
9	October - November 2021	Parents were invited to an in-person and online review meeting. No parents attended or sent in emails. The review was run with only staff as a result.

		Detention was replaced with time-out to correctly reflect the purpose of it; time to reflect on the inappropriate behaviour and considering how one could deal with it differently, the consequences chart was review upon past experiences, school rules, merits and demerits sheets were updated, searching of bags and drug testing was included, websites reduced to one, changing levels of consequences and outcomes. Added to addenda
10	January & February 2023	Updating Glenoaks over Glenoaks and Oak House, updating dates, updating the consequences schedule to clarify unkind behaviour versus bullying, adding that repeated level 1 and 2 offences may incur the subsequent level's consequences.
11	October 2023	Clarity of may/will. Moving racism, hate speech and discrimination up a level. As per meeting minutes from parent input.
12	March 2024	Amended Goal stream and Oakhouse to Junior and Senior Academy.
	January 2025	Updated date to 2025, no amendments to policy

Annexure A – Merit and Demerit Slips



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DEMERIT SLIP

Name: _____ Date: _____

School Rule Offence:

1. I will show good manners to everyone.
2. I will keep my hands, feet, objects and unkind words to myself.
3. I will take care of all property and of my uniform.
4. I will listen, do all of my work and homework.
5. I will not cheat, steal or lie.

Offence/consequence level: _____

Offence: _____

Consequence given: _____

After School Time Out Session date (if applicable): _____

Demerits given by: _____ Teacher Signature: _____

Parent/Guardian name: _____ Signature: _____



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DEMERIT SLIP

Name: _____ Date: _____

School Rule Offence:

1. I will show good manners to everyone.
2. I will keep my hands, feet, objects and unkind words to myself.
3. I will take care of all property and of my uniform.
4. I will listen, do all of my work and homework.
5. I will not cheat, steal or lie.

Offence/consequence level: _____

Offence: _____

Consequence given: _____

After School Time Out Session date (if applicable): _____

Demerits given by: _____ Teacher Signature: _____

Parent/Guardian name: _____ Signature: _____



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MERIT SLIP

Congratulations - we are proud of you 😊



Name: _____ Date: _____

Reason for Merit/s: _____

Number of Merits awarded: _____

Merits awarded by: _____ Teacher Signature: _____

Parent/Guardian name: _____ Signature: _____

"Within a tiny acorn, a mighty oak is waiting"
Pearl Sanborn



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MERIT SLIP

Congratulations - we are proud of you 😊



Name: _____ Date: _____

Reason for Merit/s: _____

Number of Merits awarded: _____

Merits awarded by: _____ Teacher Signature: _____

Parent/Guardian name: _____ Signature: _____

"Within a tiny acorn, a mighty oak is waiting"
Pearl Sanborn





This record must be filed in the learner's file at the end of every year.

[illegible]



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Annexure C: LEARNER MERIT RECORD

This record must be filed in the learner's file at the end of every year.

Name: _____ Class: _____ Year: 20____

<u>Date</u>	<u>Rule / Reason</u>	<u>Number of Merits</u>	<u>Given By</u>	<u>Running Total</u>

Annexure D: Learner Warning Letter

Name of learner:

Learner ID number:

Class & Teacher:

The above learner has breached the disciplinary code/policy.

Date of offence:

Offence:

Nature of offence:

Learner's statement:

.....

Learner Signature

.....

Witness to the Event

.....

Head of Department

.....

Principal

.....

Parent/Guardian 1

.....

Parent/Guardian 2

.....

Date

- One (1) copy to learner, original to be kept by HOD or Principal for filing.
- Learner/Parent/Guardian's signature does not signify admission of guilt, but that the offence and consequences or action taken have been explained.

Annexure E: Learner Final Warning Letter

Name of learner:

Learner ID number:

Class & Teacher:

Please take note that this is a final warning. If the disciplinary code is breached again, in any way, it will lead to a disciplinary hearing.

Date of offence:

Offence:

Date of previous offence/s and warning letter:

Nature of offence:

Learner's statement:

.....

Learner Signature

.....

Witness to the Event

.....

Head of Department

.....

Principal

.....

Parent/Guardian 1

.....

Parent/Guardian 2

.....

Date

- One (1) copy to learner, original to be kept by HOD or Principal for filing.
- Learner/Parent/Guardian's signature does not signify admission of guilt, but that the offence and consequences or action taken have been explained.

Discipline Policy - Annexure F - Glenoaks School
Notice of Disciplinary Hearing

Name of learner:

Learner ID number/Date of Birth:

Class & Teacher:

A formal disciplinary hearing will be held, and you are obliged to be present.

Date of hearing:

Venue of hearing:

Time of hearing:

Date of notice:

Nature and date of offence/s:

Suspension from class pending the hearing:

According to the discipline policy, XX has been suspended from school from: XX XX 2025 until the date of this hearing.

During this period of suspension, XX will not be permitted on the School premises, unless written permission has been given to you by a senior member of management, or for attending this hearing.

Note: Learner receives one (1) copy of this page and the rights of learners facing a disciplinary hearing, and the signed copy must be kept and filed.



Annexure G: Rights of a Learner Facing a Disciplinary Hearing

Learner's rights (to be read in the disciplinary hearing):

- The right to a formal hearing.
- The right to be present at the hearing.
- The right to be given time to prepare for the hearing.
- The right to be given advance notice of the hearing and to be informed.
- The right to be represented at the hearing by an internal representative.
- The right to be assisted by parents/guardians.
- The right to ask questions on any evidence produced, or on the statements of witnesses (where applicable).
- The right to call a witness to testify on your behalf.
- The right to an interpreter (to be requested 3 days in advance, in writing).
- The right to appeal, within 5 (five) school days, against any consequence decided upon by the Disciplinary Committee
- If you do not attend, the hearing will be conducted in your absence.

I certify that the above rights have been read and explained to me.

.....

Learner Signature

.....

Witness to the Event

.....

Head of Department/Principal

.....

Parent/Guardian 1

.....

Parent/Guardian 2

.....

Date

- One (1) copy to learner, original to be kept by HOD or Principal for filing.
- Learner/Parent/Guardian's signature does not signify admission of guilt, but that the offence and consequences or action taken have been explained.



Annexure H: Record of Disciplinary Hearing

Venue:

Date:

Nature of alleged breach or misconduct (charge, date, place and brief description of the incident/s).

Type Record here:

The learner admits / denies the charge/s.

Outcome of the hearing:

.....

Learner Signature

.....

Witness

.....

Head of Department/Principal

.....

Parent/Guardian 1

.....

Parent/Guardian 2

.....

Chair of the Hearing

.....

Date

- One (1) copy to learner, original to be kept by HOD or Principal for filing.
- Learner/Parent/Guardian's signature does not signify admission of guilt, but that the offence and consequences or action taken have been explained.



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Annexure I: Disciplinary Process Appeal/Review Form

To be submitted within 5 school days of the hearing.

In terms of the School's disciplinary procedures, I wish to lodge an appeal against the decision of the Disciplinary Committee.

Name of Appellant:

Date of submission:

The appeal is made on the following grounds (mark appropriate block with an X).

- The disciplinary measure imposed was not in line with the grade of the offence.
- Disciplinary procedures were not followed.
- New or further evidence or witnesses are available, which could bring new facts to light and impact on the result of the previous hearing.

Further information to support this appeal:

.....

Appellant Signature

.....

Witness to the Event

.....

Head of Department/Principal

This form must be handed in - in person, to the HOD and Principal, or emailed to the principal and relevant HOD.

To be pasted into the homework diary/book and completed at the start of every year.

Year: 2025



These school rules need to be read and considered together with the most updated Code of Conduct and Discipline Policy. These can be found on our website under the admissions and then documents tab www.glenoaks.org.za. They have also been sent on D6 Connect and class WhatsApp groups.

Please go through these policies WITH YOUR CHILD and highlight to your children their rights and responsibilities in this regard. If you require anything clarified, please speak to your child's teacher or HOD.

By signing below, we confirm that we have read and understand the contents of the Glenoaks Code of Conduct and Discipline Policy. We further **confirm that as a member of Glenoaks, we are bound to the contents therein.**

Please complete each section below and return by no later than _____ 2025.

Name of learner: _____ Signed: _____ Date: _____

Name of parent/guardian: _____ Signed: _____ Date: _____

Name of parent/guardian: _____ Signed: _____ Date: _____