

ISLAMIC EDUCATIONAL CENTRE

CODE OF CONDUCT FOR LEARNERS: DISCIPLINARY PROCEDURES

LEVEL 1 MISDEMEANOUR

Action by: Educator

Action to be taken: There is no blueprint on which is the best action to be taken in a particular instance. However, depending on the actual circumstance, one or more of the following action can be taken. The educator is required to exercise discretion in applying the appropriate sanction:

1. Reprimand:

Since level 1 offences are of a minor nature, very often a stern reprimand takes care of the problem.

2. Menial tasks:

Such as the immediate picking up of litter or the removal of 'graffiti'.

3. Confiscation:

Items such as cellphones and toys should be confiscated and immediately lodged with the office for security reasons. Inexpensive items may be returned at the end of the day. More expensive items must be returned only to the parent, who should be called to school the following day.

4. Warning:

This is a more serious sanction and all instances of warning must be appropriately recorded in the "Learner Misdemeanour Record". A warning could be used in the first instance, or after reprimand has not achieved the desired outcome.

5. Further referral:

Should the inappropriate behaviour continue even after two warnings, this must be referred to the grade controller, who will then regard this as a level 2 misdemeanour.

The following list shows examples of level 1 misdemeanour. Please note that this list is by no means exhaustive.

Littering	Homework book/sheet not up to date
Horseplay	Late for class without good reason
Excessive noise	Not handing work on time
"Borrowing" without consent	Failing to report to relief educator
Chewing gum	Minor bullying
Enter a class without permission	Late for school
Out of bounds areas	Neglecting to bring absentee note
Minor uniform infringements	Unacceptable behaviour
Hair – Different Lengths	Not lining up properly
Disruptive behaviour	Not following instructions
Class-work not done	Loitering at the Toilets
Homework not done	Carrying of cellphones / toys
Disorganised files/notes	Failing to attend games/practices/matches
Not having work signed by parents	Failure to attend Tuition Classes
Shouting out in class	Running/Horseplay during break
Distracting other pupils	Remaining in class without permission
Forgetting to bring books	Leaving class without permission
Minor vulgarity	Late for school - punctuality
Misbehaviour in Musjid	

LEVEL 2 MISDEMEANOUR

Action by: Head of Department

Action to be taken: One or more of the actions listed below may be used. However, it is important for the Head of Department to keep a detailed record of all cases handled in the HoD's book.

1. Interview learner:

The learner to be interviewed and documented. This is to establish the reasons underpinning the misdemeanour.

2. Official reprimand:

Often, a stern reprimand from a person in authority effectively corrects inappropriate behaviour. Details of all official reprimands must be recorded in the HoD's book.

3. Menial tasks:

Such as the cleaning of walls to remove marks or unauthorised writing or 'graffiti'.

4. Confiscation:

Items being sold should be confiscated and immediately lodged with the office for security reasons. Such items must be returned only to the parent, who should be called to school the following day.

5. Compensation:

Besides taking any other form of action, all losses must be compensated for and repairs to damages must be paid for by the parent/guardian.

6. Inform parent/guardian:

Two methods to be used for this:

1. Use of diary/message book. Allow for 2 days for parent to respond by acknowledging receipt of message.
2. Call parent/guardian. This is only necessary in cases where the parent/guardian has not responded via the message book. Parent/guardian to pay for this call.

7. Further referral:

Should the inappropriate behaviour continue even after the above procedures have been implemented, such matter must be referred to the Principal.

The following list shows examples of level 2 misdemeanour. Please note that this list is by no means exhaustive.

Repetition of level 1 offences where disciplinary action has been deemed to be ineffective	Truanting from class
Swearing at a learner	Cheating in class
Disrespect/Insolence/Cheek/Arrogance	Copy another learner's work
Selling items at school	Graffiti
Minor damage to school property	Dishonesty
Pea-shooting, throwing chalk, paper or objects	Poor sportsmanship
Possession of inappropriate material	

LEVEL 3 MISDEMEANOUR

Action by: Deputy Principal

Action to be taken: One or more of the actions listed below may be used. However, it is important for the Deputy Principal to keep a detailed record of all cases handled in the 'Black Book'. Such records will play a pivotal role in the eventual suspension or expulsion of the learner.

1. Interview offender/witnesses/educators:

Since a level 3 misdemeanour is quite serious, it is essential for the Deputy Principal to get all the facts before taking any action. By interviewing others, a global picture of the offender may be elicited.

2. Counselling:

Depending on the nature of the offence as well as the character of the learner, counselling of the learner at school level may be necessary to solve the problem.

3. Confiscation:

The incriminating material must be immediately confiscated and held in safe custody. Such material may be used as evidence in a tribunal.

4. Call parent/guardian:

The parent/guardian must be called in as a matter of urgency. In cases where the telephone is used for this purpose, the parent/guardian shall pay for this call.

5. Compensation:

Besides taking any other form of action, all losses must be compensated for and repairs to damages must be paid for by the parent/guardian.

6. Further referral:

1. Should the desired outcome not be achieved even after the above procedures have been implemented, such matter must be referred to the Principal.
2. It may be necessary to refer certain cases to a social worker. This may only be done in consultation with the Principal.

The following list shows examples of level 3 misdemeanour. Please note that this list is by no means exhaustive.

Repetition of level 2 offences where disciplinary action has been deemed to be Ineffective	Gambling
Vandalism / graffiti	Attempted assault
Damage to school property	Indecent assault
Racism / Sectionalism	Forgery of parent's signature
The carrying of cigarettes/matches	Cheating in examination/test
The use of offensive gestures	Petty theft
Swearing at a staff member	Extorting money
Extreme vulgarity	Bribery
Flagrant lying	Bullying/Intimidation
Spitting / throwing spitballs	Sexual offence
Fighting	Possession of fireworks
Boy/girl relationship	Absconding from school
Possession of pornographic material	

LEVEL 4 MISDEMEANOUR

Action by: Principal / Shura / SAPS / Social Workers / NGO's

Action to be taken:

1. Confiscation:

The incriminating material must be immediately confiscated and held in safe custody. Such material may be used as evidence in a tribunal.

2. Call parent/guardian:

The parent/guardian must be called in as a matter of urgency. The parent/guardian shall pay for the call.

3. Compensation:

Besides taking any other form of action, all losses must be compensated for and repairs to damages must be paid for by the parent/guardian.

4. Suspension:

For a period not exceeding 7 school days. Parents/guardians shall be appraised accordingly.

5. Disciplinary hearing:

A tribunal shall be set up to decide on the final action to be taken. At this stage, all relevant evidence as well as the testimony of witnesses will be required.

6. Expulsion:

This is the most extreme form of all the sanctions.

7. Involvement of SAPS:

Certain types of offences, which are illegal, require the intervention of the police.

8. Referral to social worker:

In certain cases, especially where there is no co-operation from parents/guardians, such cases may be referred to a social worker.

9. Referral to NGO's:

Certain cases may need to be referred to certain professional agencies for intervention, such as Child Welfare.

The following list shows examples of level 4 misdemeanour. Please note that this list is by no means exhaustive.

Repetition of Level 1,2,3 offences where disciplinary action has been deemed to be ineffective	Posing a threat to others
Conviction of a crime by court	Discharge of fireworks
Possession of a knife or weapon	Bomb threats/Hoax telephone calls
Possession of a firearm or live ammunition	Forging official documents
Possession of drugs	Breaking and entering
The consumption or possession of alcohol	Wilful damage to property
Intoxication by drug	Wilful damage to motor vehicle
Smoking	Common assault
Major theft	Assault with G.B.H.
Violence	Attempted murder
Sexual / indecent assault or attempt	Murder
Intimidating others	Tainting the image of school