	<b>STANDARD OPERATING PROCEDURE</b>	LEARNER DISCIPLINE
	<b>LEARNER DISCIPLINARY PROCEDURE</b>	<b>Document Number: DIS 001 E</b>
	<b>Managing Director</b>	Rainer Freise

## PURPOSE:

To align all Polly Shorts learners and parents with reference to the Disciplinary Procedure. The primary objective of the disciplinary procedure is to initiate corrective action, where work performance is unsatisfactory, or where the learner's behaviour is unacceptable.

## APPLICABILITY:

This procedure will be applicable to all Polly Shorts learners and parents and Polly Shorts staff. The Disciplinary Procedure aims to prevent conflict in the school environment, to protect the interests of both the learner and staff and to promote the practice of sound school relations. The Procedure recognises the right of each learner and teacher.

## OVERVIEW:

- 1.1 It should be noted that the seriousness of the offence shall determine the level at which disciplinary action will be taken.

## DISCIPLINARY PLAN FOR LEARNERS

### 1. We differentiate between three types of discipline points:

- ✓ **Punishment points** (for wilful disobedience),
- ✓ **Correction points** (for transgressions such as forgetfulness, accidents, irresponsibility, emotionally immature behaviour, attention seeking behaviour and misbehaviour towards other)
- ✓ **Crisis points** for any worrisome or deviant behaviour.

### 2. Punishment Points

- ✓ Parents will be contacted after two **punishment points**, because the school will not tolerate any wilful misconduct.
- ✓ **Punishment points** are not given lightly, but any disrespectful behaviour towards authority figures will result in **punishment points**.

### 3. Correction Points

- ✓ Parents will be contacted after ten **correction points** because the misdemeanours penalized by **correction points** are the type of behaviour that results not from poor attitude, but is the result of inadequate skills or from personal crisis and it takes time to change this behaviour.

	Polly Shorts Academy			<b>Original Issue Date:</b>	1 November 2016
<b>Document Name:</b>	Disciplinary Procedure - Learners	<b>Document Owner:</b>	Head Master / Mistress	<b>Version:</b>	
<b>Document number:</b>	<b>DIS 001</b>	<b>Document Approver:</b>	Head Master / Mistress	<b>STATUS:</b>	ACTIVE
<b>Review Date:</b>	1 November 2017	<b>Effective Date:</b>		<b>Next Review date:</b>	1 November 2018

#### 4. Crises Points

- ✓ One **crisis point** will result in an immediate phone call to the parents and the child will only be readmitted to school activities, school grounds, sports fields or classroom when an urgent appointment has been made for the parents to come to school. Furthermore, the ruling for children in crisis states that within 7 days of the parents' visit to school the school must be in possession of a letter as proof of an appointment made to visit a professional person or a report as proof of visit to a professional person.
- ✓ **Support and aid is the motif – not punishment.** The parents are primarily responsible for the child. The disregard of the crisis point ruling or the awarding of three **crisis points** within one year are grounds for expulsion. However, no child may be expelled for misconduct for which he has not received professional help.

#### List of Contents

1. Manipulation (Pg. 3)
2. Attention seeking or disruptive behaviour (Pg. 4)
3. Accidents and Inability (Pg. 5 - 7)
4. Irresponsibility regarding time, money, responsibilities, privileges and property. (Pg. 8 - 11)
5. Misconduct towards other (Pg. 12 - 14)
6. Emotionally immature behaviour (Pg. 15)
7. Disobedience and wilful misconduct (Pg. 16)
8. Deviant or dangerous conduct (Pg. 17 - 19)
9. Related documents, resources and tools (Pg. 19)


	Polly Shorts Academy			Original Issue Date:	1 November 2016
Document Name:	Disciplinary Procedure - Learners	Document Owner:	Head Master / Mistress	Version:	
Document number:	DIS 001	Document Approver:	Head Master / Mistress	STATUS:	ACTIVE
Review Date:	1 November 2017	Effective Date:		Next Review date:	1 November 2018

## 1. Manipulation

<u>Misconduct</u>	<u>Recommended consequence</u>	<u>Explanation</u>
<b>1.1</b> The learner complains or threatens the teacher in order to get away with bad behaviour or to escape consequences or responsibility.	Correction Point	<p>Stick to your guns: “You are trying to manipulate me with what you are doing now. This is not allowed. If you do it again you will be given a punishment point for disobedience. My decision will not change, and my decision is the following.....(e.g. write ten sentences, despite not being in the mood to do it/arrange the desks during break because you made a mess in the class.)</p> <p>In case the learner still resists obedience, respond with: “I see you were not taking a chance, you are actually refusing to accept my authority. That’s disobedience and I am giving you a punishment point. Nothing has changed, you still have to.....</p> <p>If the child responds with aggression, you answer: “I see you choose to test my authority. I now authorise two punishment points. A second punishment point means that your parents will now receive a letter requesting them to meet with the principal. I will have to give you the letter today.</p>
<b>1.2</b> The child sighs, stomps his foot, clicks his tongue, hits his table, turns his back or tries to “punish” the teacher in one way or another.	Correction Point	
<b>1.3</b> Learners falsely accuse you of being unfair or attempt to make you feel stupid.	Correction Point	
<b>1.4</b> Learners compare you with a teacher who is “nicer” than you are in order to make you feel you owe them something.	Correction Point	

	Polly Shorts Academy			<b>Original Issue Date:</b>	1 November 2016
<b>Document Name:</b>	Disciplinary Procedure - Learners	<b>Document Owner:</b>	Head Master / Mistress	<b>Version:</b>	
<b>Document number:</b>	<b>DIS 001</b>	<b>Document Approver:</b>	Head Master / Mistress	<b>STATUS:</b>	ACTIVE
<b>Review Date:</b>	1 November 2017	<b>Effective Date:</b>		<b>Next Review date:</b>	1 November 2018

## *2. Attention seeking or disruptive behaviour*


<u><i>Misconduct</i></u>	<u><i>Recommended consequence</i></u>	<u><i>Explanation</i></u>
<b>2.1</b> The child eats, drinks, writes or sends letters or does late homework during assembly or other get-togethers in the hall, grounds or classroom.	Correction Point X 2	Two correction points
<b>2.2</b> The child talks while the teacher is talking or during announcements over the intercom, in such a way that others cannot hear important announcements.	Correction Point	One correction point.
<b>2.3</b> The child makes a noise or is a disturbance while changing classrooms	Correction Point	One correction point
<b>2.4</b> The child brings an unauthorised but harmless item to school which leads to disrupting the lesson. E.g. insect, spider, reptile, bird, disturbing dead animal or plant material, photos of or any other picture or object which breaks any child's or teacher's concentration. Also, any toy which makes a noise, perform actions or has bright lights.	Correction Point x 3  Notice.docx	Three correction points of which one can fall away provided the object is removed from school before first break. If the object cannot be removed in time, a "Bill of Notice" is sent home with the same provision as all other forms: Return signed on or before the Friday following the incident. One correction point is allocated for every day the form is late.

	Polly Shorts Academy			<b>Original Issue Date:</b>	1 November 2016
<b>Document Name:</b>	Disciplinary Procedure - Learners	<b>Document Owner:</b>	Head Master / Mistress	<b>Version:</b>	
<b>Document number:</b>	<b>DIS 001</b>	<b>Document Approver:</b>	Head Master / Mistress	<b>STATUS:</b>	ACTIVE
<b>Review Date:</b>	1 November 2017	<b>Effective Date:</b>		<b>Next Review date:</b>	1 November 2018

### 3. Accidents and Inability

<u>Misconduct</u>	<u>Recommended consequence</u>	<u>Explanation</u>
<b>3.1</b> Forgetfulness: Left something at home which should have been at school.	Correction Points x 3	<p>If you are sure that the item was forgotten at home and not on purpose left at home, you have to teach the child memory strategies. The child makes a mark on his hand or arm or ties a brightly coloured ribbon or pipe cleaner to his bag. Older children in possession of a cell phone can set the alarm for 7:30, a good time to remember to pack for the next day. The child must bring the forgotten item the next day, even if it was meant for the previous day, even if he does not need it that day to learn not to forget and that leaving your work at home is not acceptable. The learner must practice remembering and use memory strategies.</p> <p>If the desired item is not at school the next day, a correction point is awarded for every day it is late.</p> <p>(Keep a stash of ribbons and pipe cleaners at hand and let the child choose which colour he will notice to remember,</p> <p>As soon as the child remembers, the ribbon is removed and returned to stock. Remember that some children do not forget, but does not have the means to acquire said item! The correction linked to such a case should be appropriate. Children must be given the opportunity to work for items they cannot afford. As teacher, you can stock extras of certain items (e.g. magazines) and then decide how a child can “work” for the use of such an item if you suspect that these items are not available at home because of financial</p>

	Polly Shorts Academy			<b>Original Issue Date:</b>	1 November 2016
<b>Document Name:</b>	Disciplinary Procedure - Learners	<b>Document Owner:</b>	Head Master / Mistress	<b>Version:</b>	
<b>Document number:</b>	<b>DIS 001</b>	<b>Document Approver:</b>	Head Master / Mistress	<b>STATUS:</b>	ACTIVE
<b>Review Date:</b>	1 November 2017	<b>Effective Date:</b>		<b>Next Review date:</b>	1 November 2018

		constrictions.
<b>3.2</b> Child forgets to bring money for a privilege on the day.		<p>He can choose (it is the right age for making limited choices!)</p> <ul style="list-style-type: none"> <li>• To forgo the privilege – then no correction point will be given</li> <li>• To ask the class or teacher to lend him the money (if not returned the next day, a correction point will be given for every day the loan is overdue – a good way of teaching children not to get into debt!)</li> <li>• To do a job / task on the day to earn the money (Empty the dustbin/sweep for e.g. R5 or to charge R1 per learner and wait in line and buy their tuck for the day.)</li> </ul>
<b>3.3</b> A child accidentally breaks something but cannot fix it or afford to replace it.	 Accident form - Damage to Property	<p>At first no correction point is given. The child is given a “Claim Form” as soon as the school has determined the cost of replacement, which must be returned signed on or before the Friday following the incident. In this case, there is no other correction. The case is now between the parent and the school and late payment will not be placed on the child’s account. However, a correction point will be allocated for every day the form is late.</p>
<b>3.4</b> A child accidentally hurts someone or damages the other’s property or school uniform.	Accident Form	<p>If one party insists it was an accident while the other says it was not, bystanders are called to witness. If there is doubt the incident is treated as misconduct against other.</p> <p>If both parties agree that it was an accident, a “Accident Form” is sent home and a copy is sent to the parents of the wronged party.</p> <p>As above, it must be returned, signed, to school before or on the Friday following the incident. A correction</p>

	Polly Shorts Academy			<b>Original Issue Date:</b>	1 November 2016
<b>Document Name:</b>	Disciplinary Procedure - Learners	<b>Document Owner:</b>	Head Master / Mistress	<b>Version:</b>	
<b>Document number:</b>	<b>DIS 001</b>	<b>Document Approver:</b>	Head Master / Mistress	<b>STATUS:</b>	ACTIVE
<b>Review Date:</b>	1 November 2017	<b>Effective Date:</b>		<b>Next Review date:</b>	1 November 2018

		point is allocated for every day the form is late.
<b>3.5</b> The child under achieves, his marks are inconsistent or his achievement is inexplicably poor or unacceptably poor in a certain area, task, test or exam.	Correction Point	Give one correction point which falls away as soon as the parents supply the school with report from either an educational psychologist, remedial teacher, occupational therapist or any other professional academic aide.


	Polly Shorts Academy			<b>Original Issue Date:</b>	1 November 2016
<b>Document Name:</b>	Disciplinary Procedure - Learners	<b>Document Owner:</b>	Head Master / Mistress	<b>Version:</b>	
<b>Document number:</b>	<b>DIS 001</b>	<b>Document Approver:</b>	Head Master / Mistress	<b>STATUS:</b>	ACTIVE
<b>Review Date:</b>	1 November 2017	<b>Effective Date:</b>		<b>Next Review date:</b>	1 November 2018

#### 4. Irresponsibility regarding time, money, responsibilities, privileges and property

<u>Misconduct</u>	<u>Recommended consequence</u>	<u>Explanation</u>
<b>4.1</b> The child arrives late for school without any acceptable excuse. (Acceptable excuses are e.g. big motor accidents causing many children to be late).	Correction Point	Own choice: One correction point for every 10 minutes or part thereof late OR Detention to the amount of four times the time late on the same day as the misconduct.
<b>4.2</b> The child arrives late for class or school activity.	Correction Point	One correction point for every three minutes or part thereof OR Ten times the time late or detention on the same day as the misconduct.
<b>4.3</b> The child leaves the class without the teacher's permission or goes to the cloakroom without a pass (each class should have one for the boys and one for the girls. Only one child at a time to go to the bathroom.	Correction Points x 3	Three correction points. (The stricter points are allocated because it is difficult to forget to ask for permission to leave the classroom. It is thus regarded as disregarding the rules on purpose.)
<b>4.4</b> The child is absent during school, cultural or sport activities as a result of making appointments outside school but did not follow the correct procedure in time to make arrangements for his absence.	Correction Points x 3	Three correction points of which one can fall away the following day, if the child produces the necessary letter to explain his absence.
<b>4.5</b> The child is absent as a result of illness but no notice thereof is given to the school on the first day after the absence.	Correction Points	One correction point for each day without a letter of explanation.
<b>4.6</b> The child is absent for one, two or three days but does not produce a letter of proof from his parents on the day of his return to school.	Correction Points	One correction point for each day the letter is not produced. Use memory enhancing strategies.
<b>4.7</b> The child is absent for four	Correction Points	One correction point for each day the

	Polly Shorts Academy			Original Issue Date:	1 November 2016
Document Name:	Disciplinary Procedure - Learners	Document Owner:	Head Master / Mistress	Version:	
Document number:	DIS 001	Document Approver:	Head Master / Mistress	STATUS:	ACTIVE
Review Date:	1 November 2017	Effective Date:		Next Review date:	1 November 2018



or more days but does not produce a letter from a doctor on the first day of his return.		letter is late. One punishment point if no doctor's letter is produced.
<b>4.8</b> The child misses a scheduled test or exam as a result of his absence.	Correction Points	A 0-mark is given for the test or exam missed unless a doctor's letter is produced on return to school. One correction point for each day the letter is late.
<b>4.9</b> Cell phone use outside the school rules, no matter the depth of the crises. A child may ask the teacher for the use of his cell phone in case of an emergency. Without such permission, no exemptions will be made.	Correction Points x 3	Three correction points, because there is no way this could have been an accident or the parent's responsibility. OR The SIM-card is impounded to the Friday following the misconduct. A child who refuses to hand over the phone card receives a correction point for misuse of the cell phone and a penalty point. If the child still refuses to hand it over a second penalty point is given and a letter is sent to the parents.
<b>4.10</b> The child damages school property or other property during e.g. an excursion on purpose or as a result of irresponsible behaviour.	Penalty Point  Claim Form.docx	One penalty point and the "Claim Form" for irresponsibility is sent home. If the signed form is not returned on or before the Friday following the incident, a correction point will be given for every day the form is late, and if the claim process, is not completed satisfactorily by the parents.
<b>4.11</b> The child wastes water in the bathroom or on the school grounds by opening taps too big or leaving them open.	Correction Point	One correction point
<b>4.12</b> The child brings medicine to school without informing the teacher.	Correction Point x 2	Two correction points
<b>4.13</b> The child throws or kicks balls or other objects on the school grounds without the necessary permission.	Correction Point	One correction point in the case of damage.
<b>4.14</b> The child brings more money than needed to school for school activities or tuck.	Correction Point	One correction point and the "Money Form" is sent home. Follow rules for forms sent home.

	Polly Shorts Academy			<b>Original Issue Date:</b>	1 November 2016
<b>Document Name:</b>	Disciplinary Procedure - Learners	<b>Document Owner:</b>	Head Master / Mistress	<b>Version:</b>	
<b>Document number:</b>	<b>DIS 001</b>	<b>Document Approver:</b>	Head Master / Mistress	<b>STATUS:</b>	ACTIVE
<b>Review Date:</b>	1 November 2017	<b>Effective Date:</b>		<b>Next Review date:</b>	1 November 2018





<b>4.15</b> The child engages in swop transaction or trading, buying or selling items or play with dice.	Correction Point	One correction point and all money is returned immediately. Dangerous items may be confiscated.
<b>4.16</b> The child litters inside or outside the classroom, on the school grounds or anywhere the child attends a school activity. Paper, plastic, bottles, tins, left overs, peels, shells, and chewing gum is included.	Correction Point  Punishment Point	One correction point and the child must clean up immediately displaying a friendly attitude. If the child displays a poor attitude a punishment point is given.
<b>4.17</b> The child's homework is not up to standard (considering the child's previous achievement, therefore not in relation to other's work but according to his own abilities) Or not completed.	Correction Point	One correction point AND The child completes or corrects the work before the end of the school day, e.g. by working during breaks; else, a second correction point is given. (If the work is incomplete because the child does not understand the work, the correction point ensures the problem is brought to the parent's attention timeously.
<b>4.18</b> The child copies homework from another learner.	Correction Point x 3	Both learners get three correction points each and the copier has to redo the work within 24 hours.
<b>4.19</b> The child copies work for marks.	Correction Point x 3	Because they shared the work, they also share the marks. If the work is valued at 70%, they will each get 35%. If this drops their term or year mark to a fail mark the alternative is to redo the work to earn separate marks. However, a penalty of 10% is in order.
<b>4.20</b> The child's homework is not handed in on time.	Correction Point x 2	Two correction points for forgetfulness and one for incomplete work. However, if the child hands in the work before the end of the day, complete and correct, one correction mark falls away.
<b>4.21</b> The child hands in work late. The work counts for marks.	Correction Point	10% penalty for each day the work is late. If the work is very late and the mark causes the child to fail, the child is given the opportunity to complete another assignment of which the

	Polly Shorts Academy			<b>Original Issue Date:</b>	1 November 2016
<b>Document Name:</b>	Disciplinary Procedure - Learners	<b>Document Owner:</b>	Head Master / Mistress	<b>Version:</b>	
<b>Document number:</b>	<b>DIS 001</b>	<b>Document Approver:</b>	Head Master / Mistress	<b>STATUS:</b>	ACTIVE
<b>Review Date:</b>	1 November 2017	<b>Effective Date:</b>		<b>Next Review date:</b>	1 November 2018



		deadline is fixed. If the child produces a valid written excuse with the parent or guardian's signature on the date of the deadline the penalty can be postponed for one or more days according to the teacher's discretion. Every day after the 10% penalty will be deducted per day till the work is handed in.
<b>4.22</b> The child did not catch up on the work he fell behind in during his illness. The demand is that for every day the child is absent that day's work must be caught up in one day's time. Thus, three days' work must be caught up in three days without falling behind with the new work.	Correction Point	A correction point for each day the work is late.
<b>4.23</b> The child does not contribute during group work	Correction Point	

	Polly Shorts Academy			<b>Original Issue Date:</b>	1 November 2016
<b>Document Name:</b>	Disciplinary Procedure - Learners	<b>Document Owner:</b>	Head Master / Mistress	<b>Version:</b>	
<b>Document number:</b>	<b>DIS 001</b>	<b>Document Approver:</b>	Head Master / Mistress	<b>STATUS:</b>	ACTIVE
<b>Review Date:</b>	1 November 2017	<b>Effective Date:</b>		<b>Next Review date:</b>	1 November 2018

## 5 Misconduct towards other

<u>Misconduct</u>	<u>Recommended consequence</u>	<u>Explanation</u>
<b>5.1</b> The child insulted a teacher, other staff member, learner, coach, opponent at a sporting event or a visitor at school by calling them a name or making any offensive remark regarding appearance, intellect, race, language, culture, faith, disability, weight or any other aspect regarding the person. It is a transgression whether said directly or indirectly or whether the person heard it or not. Whether the person has been emotionally influenced is not the issue. It is unacceptable.	Punishment Point   Letter of Acknowledgement -	One Punishment Point AND the learner must make a written apology for what he had said. Also, the "Letter of Acknowledgement" with the parent/guardian's signature must be handed in the Friday following the incident. If needed the letter will be handed to the person involved. A correction point for forgetfulness will be given for each day the letter is late. Use memory enhancement strategies.
<b>5.2</b> The child swears at another child. A swear word is a word or phrase making a sexual or coarse connotation to another person's bodily function or part of his body. It is used in an aggressive or provoking manner, whether verbal, written or by means of a sign. Whether the person sees or hears it is not of consequence.	Punishment Point Written Apology   Letter of Acknowledgement -	One Punishment Point. AND the child must make a written apology for what he said. Also, the "Letter of Acknowledgement" with the parent/guardian's signature must be returned to school before or on the Friday following the incident to be handed to the insulted person if necessary. For each day, the letter is late a correction point will be given for forgetfulness. Use memory strategies.
<b>5.3</b> The child intimidates or threatens any adult or child on the school grounds or at a school function or sport event with violence – with or without the use of an object that can be construed as a weapon.	Punishment Point Written Apology   Letter of Acknowledgement -	As above
<b>5.4</b> The child physically hurts any adult or child with or without an object that can be construed as a weapon.	Punishment Point Written Apology   Letter of Acknowledgement -	As above

	Polly Shorts Academy			<b>Original Issue Date:</b>	1 November 2016
<b>Document Name:</b>	Disciplinary Procedure - Learners	<b>Document Owner:</b>	Head Master / Mistress	<b>Version:</b>	
<b>Document number:</b>	<b>DIS 001</b>	<b>Document Approver:</b>	Head Master / Mistress	<b>STATUS:</b>	ACTIVE
<b>Review Date:</b>	1 November 2017	<b>Effective Date:</b>		<b>Next Review date:</b>	1 November 2018


<p><b>5.5</b> The child humiliates any adult or child in any of the following ways:</p> <ul style="list-style-type: none"> <li>• Spreads false rumours.</li> <li>• Takes photo's that can hurt a person's image and/or distributes or displays such photos taken by someone else.</li> <li>• Pass on insulting cell phone messages, or receives such but do not erase it immediately.</li> <li>• Dirties a person, writes, or sticks something on a person or on such a person's property or clothes.</li> <li>• Lies to a person about something resulting in that person's humiliation. (E.g. sends a child to the office with the message that the principal is looking for him but this is not true.)</li> </ul>	<p>Punishment Point Written Apology</p> 	<p>One Punishment Point AND the child must make a written apology for what he has said, also a "Letter of Acknowledgement" must be signed by the parent/guardian and returned before or on the Friday following the incident to be handed to the humiliated person if need be. For each day, the letter is late, a correction point will be given for forgetfulness.</p>
<p><b>5.6</b> The child on purpose, brings another child in trouble.</p>	<p>Punishment Point Written Apology</p> 	<p>One Punishment Point AND the child must make a written apology for what he has said, also a "Letter of Acknowledgement" must be signed by the parent/guardian and returned before or on the Friday following the incident to be handed to the humiliated person if need be. For each day, the letter is late, a correction point will be given for forgetfulness.</p>
<p><b>5.7</b> The child spoils the group's marks of achievement by not doing his part during group work or by not turning up to do his part of the group's work.</p>	<p>Correction Point</p>	<p>One correction point and he must <b>apologise</b> to each member of the group for neglecting his part.</p>
<p><b>5.8</b> The child does not return a greeting.</p>	<p>Correction Point</p>	<p>One correction point. (Greeting is a basic building block of acknowledgement and respect. Some children are too shy to greet fist but nobody is allowed not to return a greeting</p>

	Polly Shorts Academy			<b>Original Issue Date:</b>	1 November 2016
<b>Document Name:</b>	Disciplinary Procedure - Learners	<b>Document Owner:</b>	Head Master / Mistress	<b>Version:</b>	
<b>Document number:</b>	<b>DIS 001</b>	<b>Document Approver:</b>	Head Master / Mistress	<b>STATUS:</b>	ACTIVE
<b>Review Date:</b>	1 November 2017	<b>Effective Date:</b>		<b>Next Review date:</b>	1 November 2018

<b>5.9</b> The child spats on the school grounds or sport fields or chews gum. (It is regarded as misconduct towards other because it is bad manners, offensive to others and disrespectful.	Correction Point and written apology.	One correction point.
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	Polly Shorts Academy			<b>Original Issue Date:</b>	1 November 2016
<b>Document Name:</b>	Disciplinary Procedure - Learners	<b>Document Owner:</b>	Head Master / Mistress	<b>Version:</b>	
<b>Document number:</b>	<b>DIS 001</b>	<b>Document Approver:</b>	Head Master / Mistress	<b>STATUS:</b>	ACTIVE
<b>Review Date:</b>	1 November 2017	<b>Effective Date:</b>		<b>Next Review date:</b>	1 November 2018

## 6 Emotionally immature behaviour

<u>Misconduct</u>	<u>Recommended consequence</u>	<u>Explanation</u>
<b>6.1</b> The child loses self-control and explodes emotionally or verbally without hurting himself or others and without insulting anybody.		Use the guideline in the chapter for emotionally immaturity. The parents have a responsibility to get help in terms of a psychologist. One correction point must also be awarded.
<b>6.2</b> The child swears out of frustration, fright, or pain. The swear word does not refer to anybody else.	Correction Point Public Apology	One correction point and a public apology to those who were forced to listen.
<b>6.3</b> The child lies to escape the consequences of neglect.	Correction Point x 3   Letter of Acknowledgement -	Three correction points of which two can fall away if he returns a signed "Letter of Acknowledgement" the next day to school in which the child corrects the lie in his own words and is accompanied by the child's parent/ guardian's signature.

	Polly Shorts Academy			<b>Original Issue Date:</b>	1 November 2016
<b>Document Name:</b>	Disciplinary Procedure - Learners	<b>Document Owner:</b>	Head Master / Mistress	<b>Version:</b>	
<b>Document number:</b>	<b>DIS 001</b>	<b>Document Approver:</b>	Head Master / Mistress	<b>STATUS:</b>	ACTIVE
<b>Review Date:</b>	1 November 2017	<b>Effective Date:</b>		<b>Next Review date:</b>	1 November 2018

## **7. Disobedience and wilful misconduct**

<b><u>Misconduct</u></b>	<b><u>Recommended consequence</u></b>	<b><u>Explanation</u></b>
<b>7.1</b> The child refuses to execute a reasonable task given by an authority figure at school or elsewhere during a school activity.	One penalty point	
<b>7.2</b> The child ignores a reasonable request from a staff member on the school grounds or elsewhere during a school event.	One penalty point	
<b>7.3</b> The child responds with a bad attitude to a request.	One penalty point	
<b>7.4</b> The child incites others to mass action or demonstration or takes part in such action.	One penalty point	
<b>7.5</b> The child encourages other children to ignore an assignment or order from a teacher.	One penalty point	

	Polly Shorts Academy			<b>Original Issue Date:</b>	1 November 2016
<b>Document Name:</b>	Disciplinary Procedure - Learners	<b>Document Owner:</b>	Head Master / Mistress	<b>Version:</b>	
<b>Document number:</b>	<b>DIS 001</b>	<b>Document Approver:</b>	Head Master / Mistress	<b>STATUS:</b>	ACTIVE
<b>Review Date:</b>	1 November 2017	<b>Effective Date:</b>		<b>Next Review date:</b>	1 November 2018














## **8. Deviant or dangerous conduct**

<b><u>Misconduct</u></b>	<b><u>Recommended consequence</u></b>	<b><u>Explanation</u></b>
<b>8.1</b> The child cannot physically sit still in class, cannot manage to do something after it has been explained repeatedly or despite his best efforts achieves weak results for a test of assignment/task.	Crises Point	One crisis point which falls away as soon as a report is received from one of the following: an educational psychologist, professional academic advisor, a paediatrician specialising in learning disabilities or behavioural problems, an occupational therapist specialising in the same field or a remedial teacher.
<b>8.2</b> The child does not respond to the teacher's attempts to help him correct his behaviour. The child appears uneducable.	Crises Point	One crisis point, which falls away as soon as a report is received from one of the following: a psychiatrist, children's psychologist, a professional academic advisor, paediatrician, a social worker or play therapist, or a remedial teacher.
<b>8.3</b> The child threatens to injure himself or someone else or to kill himself or someone else.	Crises Point	One crisis point, which falls away as soon as a report is received from one of the following: a psychiatrist, clinical psychologist, educational psychologist, registered pastoral counsellor, social worker or a play therapist.
<b>8.4</b> The child starts a fire or destroys by means of vandalism expensive equipment or a large quantity of property.	Crises Point	As above
<b>8.5</b> The child participates in hate speech or incites others to violence or pestering of members of a different race, faith, or sexual orientation.	Crises Point	As above
<b>8.6</b> The child makes a sexual gesture or movement seen by others; or makes a sexual remark about someone – whether provoking, complimentary or insulting (all are humiliating in public) expose or touch their own or someone else's under garments or any part of somebody's body which is normally covered by clothes in	Crises Point	As above

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which the person is clothed at that moment; the child shows (or plays) pornographic or sexual suggestive jokes, drawings, video's or sound recordings to another person or is in possession of such without showing it.		
<b>8.7</b> The child removes school property from the school grounds.	Crises Point	As above
<b>8.8</b> The child is in possession of stolen goods.	Crises Point	As above
<b>8.9</b> The child takes part in making out or sexual deeds with another child, with or without the other's permission or offers money or receives money for sexual deeds.	Crises Point	As above
<b>8.10</b> The child forges letters or signatures or is cheats in tests or exam.	Crises Point	As above
<b>8.11</b> The child is in possession of a forbidden or dangerous object at school, including any kind of weapon or object which can be used as a weapon or which looks like or sounds like a weapon; any highly flammable or explosive materials, any drug, alcoholic beverage, tobacco product or product which can be smoked, any lighter or matches, any needle or such sharp objects except which is needed for projects.	Crises Point	As above
<b>8.12</b> The child uses any forbidden item as above on the school grounds or during school activities other than at school, whether he brought it to school or it belongs to someone else. Bystanders closer than 5 meters without informing an adult is also guilty because their silence counts as approval.	Crises Point  Correction Point to bystanders	One crises point to the offender and three correction points to the bystanders. The child, in case of smoking, drug, or alcohol use, must bring a report from a professional person as well as proof of a rehabilitation plan set in motion
<b>8.13</b> The child races with a vehicle on the school grounds in such a way that he may injure himself or another seriously.	Crises Point	One crises point and the vehicle is impounded until the parents can remove it.

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8.14 The child takes part in Satanism or other occult rituals.	Crises Point	One crisis point and a report form a pastoral counsellor, psychologist, social worker or such person to prove that the child is given support and guidance.
<b><u>RELATED DOCUMENTS, RESOURCES AND TOOLS:</u></b>		
 Notice Detention (9).docx	 Notice (1).docx	 Money Form (8).docx
 Letter of Acknowledgement -	 E-Law Vorm.pdf	 Claim Form for Irresponsibility (7).d
 Claim Form (5).docx	 Accident Form - Injury to Another Ct	 Accident form - Damage to Property
 Notice Disobedience and V	 Discipline Card per Learner.pdf	

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