

ANNEXURE C

LEVELS OF TRANSGRESSION: SANCTIONS

ACADEMIC: LEVEL A + B		SERIOUS MISCONDUCT LEVEL C		SERIOUS TRANSGRESSION LEVEL D		SUBSTANCE ABUSE POLICY LEVEL E	
1.	Complete record.	1.	Subject teacher contacts secretary.	1.	All D transgressions are referred to the disciplinary committee of the Governing Body.	1	Transgression involving the possession, use, dealing in tobacco products, alcohol and banned substances are dealt with according to the substance abuse policy.
2.	Place in computer in-tray to be entered.	2.	Principal / deputy principal/ secretary will fetch learner from class.	2.	Formal tribunal.		
3.	Educator receive record back	3.	Learner is suspended from classes and placed under supervision until the matter has been dealt with.	3.	All correspondence handled by the administrative staff.		
4.	Place on own file for record keeping.	4.	Subject teacher must complete Level C transgression form.				
.		5.	Subject teacher must contact the learner's parent (s); (liaise with grade mentor / deputy principal or principal for support)				
		6.	If parents are contacted by telephone, a standard letter must be sent home with the learner to confirm the telephonic conversation.				
		7.	Should the subject teacher require a meeting with the parents, the standard letter sent home with the learner will serve as notice of this meeting.				
		8.	Learner may only return to class after the afore-mentioned consultation with parents and after all forms/letters have been signed and returned to subject teacher.				
		9.	Subject teacher must place reply slip of the signed letter in the grade mentor's pigeon-hole.				
		10.	Level C transgression form is placed in computer pigeon-hole to be placed on record.				
		11.	After recording, the Level C transgression form will be placed in the grade mentor's pigeon-hole to be filed.				

