

Benjamin Preparatory School



Always Seek God First

•Pre-school •Pre-Primary •Primary •High

Recognitions & Violations

Benjamin Preparatory Recognition and Violation Layout

General Recognitions:

Recognition	Description	Value
Servant-hearted	A student who is always willing to assist others	2
Loving behaviour	A student who acted with care towards another student or staff member.	2
Courteous and respectful	A student who is well-mannered and respectful toward parents, teachers, fellow students and strangers on school premises	2
Exhibiting self-control	A student that exhibits self-control in a specific situation	2
Showing patience	A student that showed patience in a specific situation	2
Showing humility	A student who acted humbly	2
Being a Peacemaker	A student who stops a fight instead of looking on or encouraging other students to fight	2
Faithful	A student who was faithful in the completion of a task or in the attendance of an activity	2
Handed in lost goods or money	A student hands in money at the office or any other valuable item they might have picked up	2
Honesty	A student tells the truth in a specific situation	2
Obedient	A student listens and obeys in a specific situation	2
Exhibiting good discipline	A student that is generally able to use self-control	2
Working quietly without being told	A student is able to focus on the work at hand without teacher intervention.	2
Helpful	A student who helped a staff member or parent in a specific manner	1
Break duty of prefects	A prefect or monitor is identified for exceptional duty during break	2
Participation	A student participated well in an activity	1
Well behaved	A student was generally well behaved	1
Correct and neat dress code	A student is always correctly and neatly dressed in the school uniform	1
Well mannered	A student was well mannered	1
Returned report	A student returned a signed report card to the registration teacher	5

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Sports & Cultural Recognitions:

Recognition	Description	Value
Participation in sports or culture	A student who participates in a specific sporting and/or cultural event.	1
Participation in variety concert	This student participated in the variety concert and did not miss any of the practices	2
Participation in Eisteddfod per item	1 recognition will be given to a student for every Eisteddfod item he/she participates in	1
Item winner in Eisteddfod	Student is an item winner in Eisteddfod	5
Regional Athletics GDE	This student participated in the GDE's regional athletics event	4
District Athletics GDE	This student participated in the GDE's district athletics event	3
Nationals GDE	This student participated in the GDE's national athletics event	5
Nationals SACSSA	This student participated in SACSSA's national athletics event	4
Faithful participation in sport	A student who faithfully attended all sports practices and events for a term	10
Excellence in Eisteddfod (Diploma)	This student received a diploma for his/her efforts in the Eisteddfod	5
Excellence in Eisteddfod (Gold certificate)	This student received a gold certificate for his/her efforts in the Eisteddfod	3
Excellence in Eisteddfod (Silver/bronze certificate)	This student received a silver or bronze certificate for his/her efforts in the Eisteddfod	1

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Violations:

Violations are assigned to students according to the following three levels: Level 1, Level 2 and Level 3. These levels are based upon the severity of the violation.

Level 1 violations:

Violation	Description	Value
Forgot books, stationery, or equipment	A student forgot books, stationery or equipment required for a lesson, at home	-1
Ate in class	A student ate or drank in class	-1
Provoking A	Provoking A (invading someone's personal space)	-2
Threw objects in class	A student threw an object in class	-1
Threw objects from the balcony	A student threw objects from the balcony	-1
Homework not done	A student's homework was not done or incomplete	-1
Late for class	A student was late for class	-1
Kept on talking in class	A student kept on talking in class	-1
Backchats leaders	A student talked back to or argued with a leader	-1
Disruptive	A student was disruptive during line-up, assembly, or class	-1
Continually shouts out	A student continually shouts out during line-up, assembly, or class	-1
Test not signed	A student's test is not signed	-1
Was in prohibited area	A student was in prohibited area	-1
Dress code incorrect	A student's dress code was incorrect	-1
Left class without permission	A student left class without permission	-1
Was disobedient	A student was disobedient	-1
Ran on the corridors	A student ran on the corridors	-1
Name-calling and disrespect towards others	A student disrespected others by calling them names and/or insulting them	-1
Copied homework	A student copied down a fellow classmate's homework	-1
Corrections not done	A student did not correct his/her wrong answers	-1
Littering	A student was caught littering in class, on the playground or while on an outing	-1
Homework not done in English	A student did not complete his/her English homework	-2
Homework not done in Afrikaans	A student did not complete his/her Afrikaans homework	-2
Homework not done in Maths	A student did not complete his/her Mathematics homework	-2
Homework not done in Technology	A student did not complete his/her Technology homework	-2
Homework not done in Social Sciences	A student did not complete his/her Social Sciences homework	-2
Homework not done in EMS	A student did not complete his/her EMS homework	-2
Homework not done in Creative arts	A student did not complete his/her Creative arts homework	-2
Homework not done in Life Orientation	A student did not complete his/her Life Orientation homework	-2
Homework not done in Arts and Culture	A student did not complete his/her Arts and Culture homework	-2
Homework not done in Life Skills	A student did not complete his/her Life Skills homework	-2
Homework not done in Bible Education	A student did not complete his/her Bible Education homework	-2
Homework not done in Nastech/NS	A student did not complete his/her Nastech/NS homework	-2
Late for school	A student was late for school	0
Diary, project or test not signed	A student did not have his/her diary, project or test signed	-1
Bad attitude	A student was displaying a bad attitude	-1
Inappropriate Behavior	Inappropriate behavior 1	-2
Rebellious attitude	A student was displaying a rebellious attitude	-1

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Level 2 Violations:

Violation	Description	Value
Stayed away from extra-curricular activities	A student chose to stay away from extra-curricular activities he/she signed up for	-5
Provoking B	Provoking B (Invading someone's personal space)	-5
Used cell phone during school hours	A student used cell phone during school hours	-5
Dishonesty A	A student displayed a moderate degree of dishonesty in his/her dealings with a teacher, leader, or member of the ground staff	-5
Interrupted lessons	A student was disrupting the class to such an extent that he/she interrupted the teaching process	-5
Gross disrespect towards teachers	A student showed gross disrespect towards teachers	-5
Damaged property	A student damaged property	-10
Swearing / abusive language / verbal assault	A student was heard swearing, using abusive language and/or verbally assaulting another person	-10
Bullying / belittling / mocking / insult	A student was caught bullying, belittling, mocking, and/or insulting another person	-5
Assessment not handed in	A student did not hand in an assessment on the due date	-5
Fought with another student	A student was caught fighting with another student	-5
Inappropriate photographing of teachers and students	A student was photographing a teacher and/or other students without their knowledge and/or permission	-5
Victimisation / intimidation	A student was caught victimising or intimidating a fellow student	-10
Inappropriate content	A student was caught with inappropriate content in his/her possession, whether on a cell phone, tablet or any other medium	-5
Threatening other students	A student was caught threatening another student	-5
Inappropriate behavior	Inappropriate behavior 2	-5
Dishonesty B	A student displayed a serious degree of dishonesty in his/her dealings with a teacher, leader, or member of the ground staff	-10
Inappropriate behaviour	A student was behaving inappropriately	-2
Went knowingly to the wrong substitution teacher	A student went to the wrong substitution teacher on purpose	-5

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Level 3 Violations:

Violation	Description	Value
Provoking C	Provoking C (Invading someone's personal space.)	- 10
Left school without permission	A student left school without permission	-15
Is truant	A student stays away from school without a valid reason	-15
Let school down (sport / culture)	A student let the school down by not participating in a sporting or cultural event he/she was due to attend	-15
Smoked	A student was caught smoking	-15
Assaulted a student – causing injury	A student physically assaulted another student, causing the other student injury	-15
Was involved in theft	A student was involved in theft	-15
In possession of narcotics	A student was in possession of narcotics	-15
In possession of dangerous weapons	A student was in possession of a dangerous weapon	-15
Racism	A student was racist in either word or deed	-15
Sexual harassment	A student sexually harassed another person through speech or action	-15
Threatened other students (dangerous object)	A student threatened another student using a dangerous object.	-15
Inappropriate material, literature, or behaviour	A student was caught with disturbingly inappropriate content in his/her possession, whether on a cell phone, tablet or any other medium	-15
Threw stone/s at students	A student was caught throwing stones at other students	-15
Inappropriate behaviour e.g. pulling pants off another	A student behaved inappropriately towards others, injuring, or embarrassing them in the process	-15
Inappropriate behavior 3	Inappropriate behavior - 3	-10
Bullying / belittling / insulting (continuous / ongoing)	A student was habitually (continuously) bullying, belittling, mocking, and/or insulting another person	-15
Vandalism	A student caught deliberately damaging private property	-15
Did not attend detention	A student received detention, but did not attend the detention	-15

Level 3 Violations:

All '3rd Degree' violations must be reported to the principal as soon as possible. The principal will include the disciplinary committee if necessary to investigate the matter thoroughly. Parents will be contacted, and a disciplinary inquiry will be conducted.

All visible evidence (including videos, pictures, lyrics, and graffiti) will be confiscated. If there is no visible evidence, but only witnesses, a list of witnesses will be presented.

Students who received 'Level 3' violations will be always treated with dignity and the situation will be kept confidential as far as possible.

Depending on the severity of the violations mentioned and any re-occurring transgressions – detention, counselling, temporary suspension, or expulsion may result from the inquiry. This decision rests with the Disciplinary Committee.



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Rewards and consequences based on recognition and violations for students.

Recognitions:

- 20 - Friday civvies
- 40 - Ice Cream
- 60 - Tuck shop Voucher
- 80 - Merit Scroll
- * Highest in Grade, Merit Badge

Violations:

- 20 - Friday Detention

- Any incident may lead to final warnings, suspension, or even expulsion, depending on past behavior and the seriousness of the situation.*

- 40 - Disciplinary Hearing- Suspension / Expulsion
- 60 - Disciplinary Hearing –Suspension / Expulsion
- 80 - Disciplinary Hearing – Suspension / Expulsion

We, the parent/guardian of _____, agree to the above.

Mom name: _____ Sign: _____

Dad name: _____ Sign: _____