



ST STITHIANS COLLEGE DISCIPLINARY PROCEDURE: PARENT(S)

Step 1: Consultation (Parent & Head)

1. Set up a meeting with the parent to discuss the issue causing friction.
2. Define the problem rationally, while acknowledging the emotional dimension. (Make the parent feel heard).
3. Invite the parent's solution.
4. Remain solution-centred, building for a maximum win-win situation (us against "the problem" rather than school vs parent).
5. Record the interview in writing and follow up with a letter to the parent summarising the key aspects of the interview.

Step 2: Calling To Account - A Written Warning

6. Should the negative behaviour continue or become worse, it is suggested the Head write a formal letter to the parent that includes the following:
 - 6.1. A description of the behaviour causing concern.
 - 6.2. A summary of previous conversations/meetings and the school's attempts to resolve the issues causing the behaviour.
 - 6.3. The reasons that the continued negative behaviour is unacceptable from the school's point of view, perhaps with reference to the school's Motto, Honour Code, Statement of Strategic Intent and School Charter (draft).
 - 6.4. A request that the parent acknowledge receipt of the letter within 7 days and make an appointment with the Head should s/he wish to discuss the matter further.
 - 6.5. A statement that further action (internal or legal) against the parent might be taken should the negative behaviour not cease immediately. This action could be in the form of a formal hearing.

Step 3: The Hearing

7. Should no response be received from the parent and should the negative behaviour continue regardless, the parent should be called in to a Disciplinary Hearing with the Head. The conditions for conducting a Disciplinary Hearing need to be strictly adhered to:
 - 7.1. The parent must be given reasonable notice (7-14 days) that the interview will take the form of a formal hearing.
 - 7.2. S/he must be notified of the time and venue for the hearing in writing.
 - 7.3. S/he must be informed of the details as to why the hearing is considered necessary, including details of the behaviours causing concern.
 - 7.4. S/he must be made aware of the fact that the outcome of the hearing may result in further action being taken against him/her.
8. S/he must also be notified of his/her rights during the hearing:
 - 8.1. To be fully informed of the charges against him/her.
 - 8.2. To have a friend or relative accompany him/her to the hearing.
 - 8.3. As this is an internal matter, legal representation may only be allowed at the discretion of the Chairperson.
 - 8.4. To call witnesses or question witnesses from the school.
 - 8.5. To present evidence in mitigation.

- 8.6. To appeal, should s/he feel that the hearing has been unfair.
9. In addition, the parent must be informed that the purpose of the hearing is:
 - 9.1. To hear all relevant evidence concerning the matter.
 - 9.2. To reach a just and balanced conclusion.

Step 4: The Follow-Up:

10. Once the hearing has been completed and a decision has been reached, this needs to be communicated to the parent.
11. Should the parent accept the findings of the hearing, and wish to reach reconciliation, this should be allowed within certain pre-agreed parameters.
12. Should the parent not be prepared to abide by the findings of the hearing, the following further action is recommended.

Step 5: Possible measures aimed at the resolution of intractable grievances

13. The Head may need to seek legal advice. (This would need to have been communicated with the Rector.)
14. Prior to doing so, the Head may attempt to invoke one or both of the following actions (these may only be embarked upon with the permission of the Rector):
 - 14.1. Revoking the right of admission to the school to prevent the parent harassing the staff, students or other parents.
 - 14.2. Cancelling the educational contract (Refer to ISASA communication from Cliffe Decker Attorneys relating to “Contract with Parents” – 21 January 2004).

APPROVED & ADOPTED BY THE COLLEGE EXECUTIVE ON: 04 APRIL 2005