REVISED FEBRUARY 2020

LORETO CONVENT SCHOOL

AMDG

DISCIPLINE POLICY

1. PREAMBLE

1.1 The Code of Conduct and Catholic School Ethos of Loreto Convent School are the guiding documents for all discipline issues for the training and education of all learners. All parents, learners and teachers are expected to sign the Code of Conduct.

1.2 The Code of Conduct of Loreto Convent School acknowledges the Constitution of the Republic of South Africa (Act No 108 of 1996), the National Education Policy Act, 1996 (Act No 27 of 1996), the South African Schools Act, 1996 (Act No 84 of 1996) as well as Loreto Convent School's Vision and Mission statements.

1.3 The Code of Conduct of Loreto Convent School informs learners of the way in which they should conduct themselves regardless of where they are, whether in school uniform or in civvies, as they represent their school and in preparation for their conduct and safety in civil society.

1.4 In order to achieve this objective, the following is important:
- 1.4.1 self-discipline and obedience
- 1.4.2 responsible behaviour
- 1.4.3 mutual and self respect
- 1.4.4 basic rights of educators to teach
- 1.4.5 basic rights of learners to learn

2. DEFINTION AND PURPOSE

2.1 Discipline is the process whereby a child is guided to follow a morally and ethically correct behaviour.

2.2 Discipline creates an environment for positive learning experiences.

2.3 Discipline creates an environment of safety where the rights of people and property are respected.

2.4 Discipline applied consistently and fairly produces character.

3. PRIMARY SCHOOL (Gr. RR – 7) DISCIPLINE PROCEDURES

3.1 **Corrective Actions**: when rules are broken

3.1.1 1st time: verbal reminder (on tracking sheet, brief explanation written on back)

3.1.2 2nd time: time out at a desk or at the door

3.1.3 3rd time: behavioural journal

3.1.4 4th time: refer learner to SMT

3.1.5 5th time: SMT to contact parents via a letter or a phone call

3.2 Severe Clause:

3.2.1 The following are seen as severe misdemeanours and severe action will be taken: swearing, violence, absolute defiance, absolute disruption, racism, theft, vandalism, cheating in exams, stealing

3.2.2 Send immediately to management – each situation is dealt with at management's discretion

3.3 Detention procedures

3.3.1 Detention for the Senior Primary takes place on a weekday afternoon for a period of one (1) hour.

3.3.2 A monitor will be assigned to each class in the Primary School.

3.3.3 Record is kept of detentions by the teachers in charge of detention and will be noted in the learner's Profile

3.3.4 Detention is given after 5 homework demerits or after appearing on the tracking sheet 5 times.

3.3.5 After three (3) detentions, a behavioural guidance meeting is held with management and parents during where a warning letter will be issued.

3.3.6 Three (3) warning letters result in a full disciplinary hearing which could result in the learner being suspended or expelled.

4. HIGH SCHOOL DISCIPLINE PROCEDURES

Learners will be issued slips for positive and negative criteria. These are known as merit and demerit slips.

4.1 Merits (see Annexure A)

4.1.1 Each merit is allocated a number of positive points.

4.1.2 Learners start with zero (0) points at the beginning of each year. Positive points are carried over from term to term.

4.1.3 Learners who accumulate a number of positive points throughout the year will be given the following rewards:

1st 50 points: R5 tuck shop voucher
2nd 50 points: R10 tuck shop voucher
3rd 50 points: R15 airtime
4th 50 points: R30 airtime
5th and following 50 points: raffle tickets towards R500 voucher draw (to be drawn at the Awards Ceremony)

4.1.4 The learner with the most merit points collected throughout the year will also be awarded a certificate of meritorious achievement at the annual Awards Ceremony and will be given a R500 voucher to spend at a mall.

4.2 Demerits for Minor Offences (see Annexure B)

4.2.1 Minor offences may include: homework not done, disturbing learning during any school activity, verbally offending other learners, incorrect uniform, talking, chewing gum, etc

4.2.2 Each demerit is allocated a number of negative points.

4.2.3 Positive points do not cancel negative points.

4.2.4 Learners start with zero (0) points at the beginning of each year. Negative points are carried over from term to term.

4.2.5 Learners will be issued with detention letters once they have obtained forty (40) negative points. These are sent home no later than Wednesday and the reply slip must be returned by Friday to the Deputy Principal. Detention slips not returned will result in further negative points.

4.2.6 Detention takes place on a Friday from 14h00 to 16h00. A teacher is allocated to supervise the learners. Prefects are present to administer the detention.

4.2.7 Should a learner fail to attend the detention, she will be allocated an extra detention over and above the one already issued.

4.2.8 If a learner should fail to attend these, it will result in her suspension pending a disciplinary meeting.

4.2.9 Learners who accumulate more than two (2) detentions will be given two (2) warning letters at various stages for a scheduled meeting. The 3rd warning letter will result in a Disciplinary Hearing.

4.3 SMS notifications

Parents will be notified daily regarding:

4.3.1 Absenteeism

4.3.2 Homework not done

4.3.3 Assessments not handed in

4.3.4 Date of detention

4.4 Warning Letters

4.4.1 Learner's parents will be notified verbally or in writing and will be invited to meet with relevant Principal or Deputy Principal.

4.4.2 Meeting: Parent(s) and Deputy Principal meet to decide on a course of action best suited to deal the misdemeanours. The aim is to help the learner to avoid repeating the same misdemeanours and to make the right choices.

4.5 Major Offences

4.5.1 Major offences are: possession of a dangerous weapon, fighting, theft, vandalism, cheating in an exam/test, possession of drugs/intoxicants, bringing the school's name into disrepute, in possession of or accessing pornographic or prejudiced material and/or distributing such material, testing positive in a random drug screening test, cyber bullying, etc.

4.5.2 Learner will be suspended and appear before a Disciplinary Hearing.

4.5.3 The hearing can result in a further suspension or expulsion or other corrective intervention.

4.5.4 Repeated minor offences result in a major offence.

4.6 Suspension Process

4.6.1 <u>Suspension from class</u>

a) Suspension will not exceed one (1) week.

b) The learner sits at a desk in a separate, supervised venue. The learner will continue with class work, homework and studies forwarded by the educators.
c) The learner will work in silence and give full co-operation to supervisors.
d) The learner will leave the room only with the permission of the supervisor.
e) At the end of the school day (14h00), the learner must be picked up by a parent.

4.6.2 Suspension from school

a) Suspension will not exceed two (2) weeks.
b) The learner is sent home for supervision by the parent(s)/guardian. The parent(s)/guardian will be notified before the learner is released. The learner will only be released into the hands of an approved person.
c) Homework will be emailed/sent home on a daily basis where learner can continue with her studies.

4.7 Disciplinary Hearing

4.7.1 The Disciplinary Hearing will consist of SMT, learner and parent and chaired by the chairperson of the Governing Body.

4.7.2 All parties meet and are given the opportunity to be heard.

4.7.3 The final decision will be made by the disciplinary committee.

4.8 Expulsion

4.8.1 This will occur when the safety of other learners is at risk.

4.8.2 This will occur when the offence is serious and learners' rights have been infringed.

IMPLEMANTATION AND REVIEW

This policy will be reviewed by the academic committee at the start of each year to ensure that it complies with the changing legislation.

Signatures:

Mrs Truter
School Principal

DATE: 12.02.2020

Ms Alves
HS Deputy Principal

DATE: 12 Feb. 2020

ANNEXURE B – DEMERIT SLIP

LORETO CONVENT SCHOOL								
Code	DEMERIT SLIP	Points	Code	DEMERIT SLIP	Points	Code	DEMERIT SLIP	Points
1	Any violation of dress code	-10	48	Damaging / destruction of property	-40	16	Late for school without a letter	-10
49	Assault	-50	34	Dishonesty in general	-25	40	Lending work for copying by another learner (cheating)	-15
35	Assembly/line up disruption	-20	27	Disobedience	-15	17	Littering	-15
57	Assessment tasks not handed in	-40	36	Disrespecting / Back chatting a teacher / staff member	-15	18	Loitering in corridors and toilets and between classes	-5
23	Being at tuck shop during class hours	-10	63	Disrespectful behaviour towards a staff member / elder / parent / visitor	-40	30	Misbehaving during school outing or sport event / outside of school in uniform	-15
37	Being in out of bounds areas	-20	7	Disruption in corridor during changeover	-10	25	Negligent in school duty	-5
42	Being in the presence of smokers	-20	38	Disruption of class	-20	19	No name tag	-10
26	Being out of class without a permit	-5	8	Doing another subject's work in class	-5	41	Learner did not attend an afternoon sport or club or lesson	-15
3	Books in locker/not in class	-10	9	Eating in class / at line-up / changeover of classes	-10	44	Prohibited use of any electronic device during school time.	-15
4	Books / notes /equipment not at school	-10	47	Fighting / pushing /shoving another learner	-40	20	Sleeping in class	-5
50	Bullying/cyber-bullying / harassing/victimising /defaming/slandering	-40	62	Forgery of any documents / signatures	-50	64	Smoking on school grounds or anywhere in uniform	-50
29	Bunking class/line-up/assembly/chapel/detention	-25	10	Foul or inappropriate language in general	-20	32	Swearing or abusive language/behaviour to another learner	-20
59	Bunking school	-50	11	Hair violation – colour, style and length	-10	21	Talking Non stop	-10
60	Chapel/Cathedral disruption/disrespect	-50	12	Homework not done	-10	22	Tests not signed/important info not returned	-5
61	Cheating in tests / examination	-50	18	Homework incomplete	-10	51	Theft of any nature	-50
5	Chewing gum	-5	13	Important reply slips/detention slips not returned	-5	45	Throwing objects out of windows, balconies, spitting	-15
38	Class disruption	-20	55	Inappropriate material or literature (possession or distribution via Social Media)	-50	56	Vandalism	-20
6	Class work not done	-10	14	In class at break without permission	-10	24	Wilfully endangering oneself and fellow pupils	-10
39	Copying homework	-25	15	Late for class/assembly/line up	-10			

DESCRIPTION OF OFFENCE:					
TEACHER		**PREFECT**		**DATE**	
LEARNER	**Name:**	**Surname:**		**CLASS**	

ANNEXURE A – MERIT SLIP

LORETO CONVENT SCHOOL					
Code	Merit	Points	Code	Merit	Points
18	No detention in a term	10	10	80% and above for tests, portfolio tasks, exams	15
15	RESPONSIBILITY Any leadership role completed (Class Captains/RCL/House Captain etc.) Task/class duty done without fail	10		RESPECT Making way/greeting educators and visitors on a constant basis Helping educator to carry something or lightening his/her burden of any task without being asked	15
	TRUSTWORTHINESS / FAITHFULNESS Constant positive attitude Continuous hard work Any action a learner does showing an educator that the learner can be trusted/keep her word Forwarding a message accurately and timeously Showing up and on time for an extra mural, outing or event	15	3	CARING Showing compassion / loving towards others Taking care of another learner's possession Communicating lost work or homework to a sick learner Giving/sharing of food/paper/materials for a task Speaking up for what is right Peacemaker	15
	COURTESY Saying please, thank you, you're welcome or excuse me – growing in speech Being a good listener, not speaking over another while they are speaking Patiently waiting her turn Working co-operatively with others	10		CITIZENSHIP: Acts of school/community/environmental service Reporting a water leak or any broken device Reporting any dangerous situation Picking up papers without being told Keeping an environment (class/field/bathroom) clean and leaving it in a better state than found	15
	HONESTY Handing in of valuable items lost by another learner Taking responsibility for own actions Truthfully reporting serious misconduct of learners that proves to be true	15			

TEACHER		DATE	
LEARNER		CLASS	