



## DIE HEUWEL PRIMARY SCHOOL

### POLICY - DISCIPLINE

No system can be successful if everybody does not work together to make it work. It is of the utmost importance that all staff members is consistent in their actions . A positive approach will result in success and will bring about general discipline based on a merit point system. The teacher must take note that there is no other ways of punishment.

The teacher must also realise that the example we set as teachers is really important. There is no sense in expecting learners to meet certain standards and requirements if we, as educators are not prepared to achieve those same standards.

It is important to give attention to the following :

1. To be on time at the rows before school
2. To be outside your classroom door and maintain order when learners change to the next period
3. To go to your class **IMMEDIATELY** after the end of break and not hang around to chat
4. To excuse the children from your class at the second ring of the bell at the end of the school day. The first bell is only for the leaders and scholar patrol..
5. To be an example for the leaders at all times.

Remember that discipline covers a wide area. It thus also includes the following :

- \* Homework and homework books
- \* Line up, leave and exchanging between classes
- \* The learners' behaviour, whether positive or negative.

As mentioned, **EVERYBODY** is responsible for maintaining discipline in your immediate area.

The duties is as follows :

- \* Principal :
  - To help with discipline.
  - To be present in any disciplinary hearings. It is applicable to learners as well as staff members.
- \* Deputy Principal :
  - To see to it that the system is functioning smoothly
  - To the admin work concerning the discipline system
  - Communication with parents
  - Meetings with parents
  - Disciplinary hearings and expulsions
- \* Head of departments : Each floor is represented by an HOD.
  - HOD's Senior : To see to it that effective discipline is practised on first floor during changing of classes, and guidance to less experienced teachers and teachers who cannot cope.
  - HOD Foundation : To see to it that the existing system as in the senior phase are implemented in the Foundation Phase and that it is running smoothly.
- \* All staff members
  - You are the most important link in the discipline chain.
  - It is important that you always act as prescribed in this policy.
  - To be able to apply this, the teacher must have 100% knowledge of the contents of this policy as well as the code of conduct.
- \* Governing Body
  - Members will be present with a disciplinary hearing :
  - where it concerns learners.
  - where it concerns staff members who is paid by the Governing Body

#### 1) HOMEWORK :

- Every learner **MUST** have a homework book which is provided by the school.
- At the beginning of the year, the register teacher must ensure that the dates are added to the homework books.
- The learner must have the homework book in his/her possession at all times. If this is not the case, it is punishable with -50 penalty marks.
- The register teacher must check the homework books of the learners at least once a month and the teacher must sign the book and state the date.

- Teachers must also ensure that all relevant information is written in these books.
- One of the black boards must have all the homework for the day written short and clear. This applies to all phases in the school. ( Right hand top of the board )  
The HOD is responsible for the compilation of a homework schedule. It must be compiled in such a way that homework is divided proportionally throughout the week.
- The homework books must be checked at the end of the quarter by the HOD, where after a report must be send to the deputy principal.
- If a homework book is lost, it must be replaced at the learner's expense.

## 2 LINE UP, LEAVING AND EXCHANGING OF CLASSES :

### 2.1) Assembly in the mornings :

- At the first bell the learners and staff members assemble.
- At the second bell the learners must be in their lines, there must be silence in order for the principal or responsible teacher to do the announcements.
- **STAFF MEMBERS MUST BE AT THEIR CLASSES' LINE WHEN THE SECOND BELL GOES**
- Before doing the announcements, the learners must be told to pick up papers lying around them.
- The learners can then be adjourned after which they will walk to their class with their teacher in ONE line. **The teacher in front and the leader at the back.** Class captains will also be one in front and the other one at the back.

### 2.2) Assembly after break :

- At the first bell the learners and staff members assemble.
- At the second bell the learners must be in their lines, there must be silence in order for the principal or responsible teacher to do the announcements.
- **STAFF MEMBERS MUST BE AT THEIR CLASSES' LINE WHEN THE SECOND BELL GOES**
- The learners can then be adjourned after which they will walk in ONE line to their class with their teacher. When they pass the bins, they throw their papers in. **The teacher will walk in front and the leader at the back of the row.** Class captains will also be one in front and the other one at the back.

### 2.3 ) Arrival at class :

- The class captain in front will unlock the class and the learners will enter the class, all in silence
- They stand behind their tables and wait until the teacher greets them and they greet the teacher in an orderly fashion.
- They then take their seats and immediately take out their books to be ready to start work..
- When a teacher is not in class, the learners must enter the class and immediately take their seats.
- When the teacher then enters, only the class captains rise and greet the teacher.

### 2.5) At break and at the end of the day :

- The learners on the ground floor leaves with the second bell at 13:40.
- The learners on the first floor leaves with the third bell at 13:45.
- The teacher must come down with the learners. They must be accompanied until they are out of the building. The teachers must then come back up to help with discipline.
- All the learners walk on the left hand side in a single file.
- Staff members must help with the discipline.
- Staff members near the steps on the ground- as well as the first floor must help with the discipline on the steps ensuring that the learners come down in a orderly way.
- No learner may leave the school building through the wooden doors near the office block.

I believe that, if everybody work together, we can ensure that the noise levels in the building is brought down to a satisfactory level.

## 3) THE DISCIPLINE FILE :

The DISCIPLINE FILE is used to record the learners' behaviour, whether positive or negative. All interviews with learners and parents are also recorded in this file as well as any events that occurred during the day. A true reflection of the learners are thus recorded. These reports are filed in the Profile files at the end of the year.

- \* Every teacher must have a discipline file. Please ensure that this file is marked with your name and the class.
- \* The file is kept in your class.
- \* The teacher must make sure that he/she is in possession of the newest updated class lists.
- \* If a learner has to get - or + marks in the class or on the playground, it is noted on the report card.

- \* The date, learners admission number, misdemeanour- and Staff code and your signature is shown on the report card.
- \* More serious misdemeanours must also be noted in the discipline file. If a parent wants some more information, we can easily give it to them.
- \* You and not a learner, should at the end of each day, when the school comes out hand the record sheet over to the deputy principal.
- \* The marks will then be fed into the computer, sign it and put it back in your postbox.
- \* When you have an interview with a parent or a learner, whether personal, by letter or telephone, all information must be written down. It can be handy for future references. Just make sure you fill in the correct form.. The forms should be placed in the profile files at the end of the year.
- \* Codes : See list in discipline file.

#### 4) BEHAVIOUR OF THE LEARNERS :

- Aspects of different criteria is recorded in the homework book by the teacher according to marks on the report table
- Awarding or penalising can take effect at the discretion of the teacher, whenever the learners outperforms of underachieves.
- The abovementioned implies that learners will still be motivated or rephended in the standard ways before turning to adding or deducting marks from the learner.
- The following steps can be taken by either the register teacher, subject teacher, coach or facilitator at the end of the quarter:
- A letter to the parents/guardians (already typed in the form of a certificate) for:
  - Outstanding honesty
  - Outstanding neatness
  - Outstanding good behaviour
  - Outstanding school work
  - Outstanding good manners
  - Outstanding empathy
  - Outstanding scholastic performance
- It is signed by the principal and handed to the learner. The event is recorded in the discipline file for further reference.
- The abovementioned actions should be taken in compliance with the learner's comments and marks on his/her report card
- A certificate - "card" (already typed and available in the office) is issued to the learner and handed to him/her at hall assembly when 250 or more marks are earned.

The certificate can be used by the learner as an award of credit when needed. It is also recorded in the file.

A word of congratulations for the attention of the parents is printed on the back of the certificate and they must sign to acknowledge the award. (It can be considered to reward the "Golden Swallows". )

Staff members must further give continuous support by ways of the following :

- 23.1.1 Personal communication with parents regarding learners' work, behaviour etc.
- 23.1.2 Comments in learners' books and homework books.
- 23.1.3 Verbal encouragement and complimenting.

As soon as a learner qualifies for a merit certificate, in other words received + 50 points, and thereafter every 50 points he/she receives a certificate. As soon as a learner accumulated 300 points, he/she will receive a "Golden Swallow" lapel badge with privileges as indicated on the certificate and his/her name will be entered in the book of GOLDEN SWALLOWS. **Golden swallows will be determined on the first Friday in November.**

Negative behaviour, work or lack of co-operation of learners are recorded on the report cards and filed in the discipline file. At the end of each day the teachers hand the report forms to the office. The office staff will then capture it on the computer. The moment the learner qualifies, the Deputy Principal will then take the following steps :

#### CATEGORY 1 :

- The parents are contacted to come to school \ Immediately
- The learner may be suspended
  - The disciplinary hearing procedure will start

#### CATEGORY 2 :

- One warning - parents are contacted and notified
- Second misconduct - meeting with parents – learner moves to category 1

**CATEGORY 3 :**

- 50 - Letter to the parents, notifying them. The further steps are also listed on this letter. The parents must read, sign and send it back to school. The letter is kept in the discipline file.
- 100 - Parent notified in writing that there is no improvement, and also what will be done in future. The parents must read, sign and send it back to school. The letter is kept in the discipline file.

NO LEARNER WILL PARTICIPATE IN ANY TRIPS AFTER HE / SHE REACHED -100

- 150 - The parent will be contacted by the office, in the form of a letter, to make an appointment with the principal. (Intervention). This may lead to a disciplinary hearing as well as permanent expulsion from the school depending on the outcome of the disciplinary hearing.

**NB.** It is only through recommendation of the SGB and the DC that a recommendation can be made to the HOD for suspension of a learner.

**5 DISCIPLINARY HIERARCHY :**

The identifying and handling of learners with problems must be done in the following way:

- The leaders first take the learner to the head boy/girl if problem happened on the terrain.
- If the head leaders see it as necessary to report the learner, it must be done with the register teacher. It is then the responsibility of the register teacher to handle and solve the problem.
- If a problem occurs in a teacher's class the teacher must solve the problem by him / herself. The teacher must then act as the policy describes by giving - points. Please do not give -50 once, rather break it up in 5 x 10 with the necessary code and remark.
- If no solution can be found, the problem must be referred to the Deputy Principal.
- If the Deputy Principal thinks it is necessary for a disciplinary hearing, it is the responsibility of the Deputy Principal to report it to the Principal. This can only happen if the register teacher can present ALL the relevant documentation of the process to the principal.

The school may override the above system if necessary. We can then act accordingly to the code of conduct by suspending a learner immediately for seven days.

**General:**

- Learners can be given responsibilities and can be given merit points if they successfully complete the assignment. This should however not be only to earn + points.
- Plus points for good behaviour e.g. honesty, must be given only if a learner proves himself/herself over a period of time in this regard..
- This system will only work if the educators apply good judgement and use their discretion in the discipline of the school.
- Consistency in the application of the system is a prerequisite for the success of the system.
- **Although educators are allowed to make mistakes as all humans do, it is better to think a matter through before giving a minus point, rather than having to go back on the initial action.**

**6. DISCIPLINARY COMMITTEE FOR SERIOUS MISCONDUCT.**

- 6.1 When notified by the principal that disciplinary action must be taken against a learner in accordance with provincial regulation 6(2), the SGB must appoint a Disciplinary Committee to evaluate the matter of serious misconduct..
- 6.2 Subject to sub regulation (3), the Disciplinary Committee, who is appointed by the SGB, must consist of three persons, who are members of the SGB or who qualify to be elected as SGB members.
- 6.3 The appointment of persons to the Disciplinary Committee is subject to the following conditions:
  - 6.3.1 the Chairman of the Disciplinary Committee must be a parent of a learner from this school or a community member of the school
  - 6.3.2 the remaining two members of the Disciplinary Committee can not be the Principal or a learner of the school; and
  - 6.3.3 no person may be appointed to the Disciplinary Committee if he/she is directly involved with the matter.

## 7. PROCEDURE OF A HEARING ON SERIOUS MISCONDUCT BEFORE THE DISCIPLINARY COMMITTEE

- 7.1 A learner who is accused of serious misconduct has the right to a hearing before the Disciplinary Committee;
- 7.2 A learner who is accused of serious misconduct must receive a written notice of the hearing before such a hearing where his/her behavior will be investigated, unless:
  - 7.2.1 the SGB can give the order, with good reason, that the notice period be reduced and
  - 7.2.2 that the shorter period will not put the learner at any disadvantage.
- 7.3 The notice that must be done in sub regulation (2) should :
  - 7.3.1 have sufficient details regarding the date, time and nature of the alleged misconduct in order for the learner to identify the incident and react on it ;
  - 7.3.2 inform the learner of the date and time of the hearing; and
  - 7.3.3 inform the learner of his/her rights in accordance with these
- 7.4 The SGB must give the notice mentioned in sub regulation (2) to the learner and a copy must be given to the learner's parents.
- 7.5 The learner may insist that the hearing be held on a date that is earlier than specified in the letter, by given two school days' written notice to the principal before the date of preference. The principal will accordingly inform the SGB of such a request.
- 7.6 The learner has the right to be represented by his/her parents, a legal representative or a fellow learner during the trial. No other person may represent the learner at the trial.
- 7.7 At the beginning of the trial, the Chairman of the Disciplinary Committee must establish whether the learner, his/ her parents or representative or a member of the Disciplinary Committee the services of interpreter;
- 7.8 Before delivering any testimony, the chairman must ask the witness whether he or she need the service of an interpreter;
- 7.9 If the services of an interpreter is needed by any of the abovementioned parties, the trial can not commence before acquiring the services of someone who is able to communicate in the languages in question. If agreed by everybody present, the interpreter has no need to be a professionally trained interpreter.
- 7.10 The prosecutor must start the trial by stating the case against the learner and detailing the complaint brought against the learner;
- 7.11 The Chairman of the Disciplinary Committee must ask the learner if he/she confirms or denies the complaint brought up against him/her. The learner must reply on this question.
- 7.12 **If the learner confirms the complaint, the following procedure must be followed:**
  - 7.12.1 The Chairman must question the learner in regards to the alleged fact as set out by the prosecutor in order for the Disciplinary Committee to ensure that the learner is guilty of the misconduct;
  - 7.12.2 If, during the questioning, it comes to light that the learner is not guilty of the misconduct, the Chairman may note a denial of the misconduct on behalf of the learner.
  - 7.12.3 If the Disciplinary Committee or a majority of the Committee is satisfied that the learner is indeed guilty of the misconduct, the Committee must find the learner guilty of the misconduct as set out.
- 7.13 **If the learner denies the charge:**
  - 7.13.1 the prosecutor may call witnesses or present other evidence in regards to the allegations against the learner;
  - 7.13.2 the learner or his/her representative may question any witness and any evidence submitted by the prosecutor is investigated;
  - 7.13.3 after all the evidence is presented to the Committee, the learner may call witnesses or present other evidence to support his/her denial of the complaint. The prosecutor may question any witness called by the learner or investigate any other evidence presented to the Committee by the learner;
  - 7.13.4 the Disciplinary Committee can question any witness at any stage or investigate any evidence;
  - 7.13.5 after all the evidence is presented tot the Committee, the prosecutor may address the Committee first and then the learner or his/her representative;
  - 7.13.6 the Disciplinary Committee must then dismiss the trial to a specific date and time, during which the Committee must decide whether the learner's guilt was proven without a doubt; and
  - 7.13.7 on the date and time as decided upon as referred to in the previous paragraph, the Disciplinary Committee must inform the learner and his/her parents or representative of their decision.

- 7.14 If the learner is found not guilty by the Disciplinary Committee, this findings can be published in the school if requested by the learner, with or without mention of the learner's name in accordance with the request of the learner;
- 7.15 If the learner was found guilty, the learner or his/her representative may present evidence to the Disciplinary Committee in regards to imposing a suitable punishment, including taking the learner's personal circumstances, general conduct in the past, the nature and seriousness of the misconduct and the interest of the school community into regard.
- 7.16 After any evidence which was presented in accordance with sub regulation (16), was taken into account, the Disciplinary Committee must impose a suitable punishment onto the learner, authorised in accordance with the code and regulations and the learner and his/her parents and representative be notified of such punishment in writing.
- 7.17 If the Disciplinary Committee decides that the learner must be suspended, a recommendation must be done to the HOD of the Department of Education in this regard. The learner must be suspended pending a decision from the HOD of the Department of Education on whether the learner must be permanently suspended or not.
- 7.18 A suspension which is imposed in accordance with sub regulation (18), takes immediate effect.
- 7.19 Further stipulations in regards to suspension as corrective measure :
- Where the Disciplinary Committee imposes a suspension as a corrective measure, the Committee must in writing:
- 7.19.1 inform the learner and his/her parents, his/her representatives and the principal of the period of the suspension, which may not be more than 7 days; and
- 7.19.2 inform the learner and his/her parents that they have the right to appeal to the HOD against the decision of the Disciplinary Committee, as stipulated in this regulation.
- 7.20 A learner or his/her parents may appeal to the HOD about any conviction by the Disciplinary Committee of which a suspension was used as a corrective measure .
- 7.21 A learner or his/her parents who want to appeal on a decision as referred to in sub regulation (2) or want the decision to be revised, must do so within 14 days from receiving the notice as referred to in sub regulation (1). "A notice of Appeal" must be submitted to the Department of Education together with the reasons for the appeal.
- 7.22 Unless the HOD gives other instructions with good reason, the submitting of the appeal will suspend the punishment which was imposed by the Disciplinary Committee until the HOD has reached a decision on the appeal.
- 7.23 Within three days of receiving the "Notice of Appeal", the HOD must inform the prosecutor and the Disciplinary Committee that an appeal was submitted and also supply them with a copy of the appeal.
- 7.24 Within five days of receipt of the "Notice of Appeal" from the HOD:
- 7.24.1 the prosecutor must submit the record of witnesses and evidence and the decision of the Disciplinary Committee to the HOD; and
- 7.24.2 may the prosecutor and the Disciplinary Committee react in writing on the appeal and supply reasons why the appeal should not be granted.
- 7.25 The HOD must within 14 days from receipt of the "Notice of Appeal" organize an appeal trial.
- 7.26 During the appeal trial the learner or his/her representative and the prosecutor has the right to address the HOD.
- 7.27 After the appeal was considered, the HOD must:
- 7.27.1 deny the appeal;
- 7.27.2 a lesser punishment be imposed on the learner, in accordance with the authorized code and regulations; or
- 7.27.3 the learner must be found not guilty and be informed together with his/her parents and/or representative of the decision.
- 7.28 The Head of Department's decision regarding the appeal will be final.