



Discipline Philosophy and Policy

The image a school portrays is often determined by the behavior of its students, the school uniform and the physical appearance of the building. This policy is to regulate the relation between students, teachers and administrators, as well as help us make our school a better place in which to learn and work.

This discipline policy aims to provide all students the opportunity to develop positive self-control, successful interpersonal skills, self-discipline and self-direction.

This policy applies while on school premises, school buses or any other school property, during school activities at or away from school. Students will be given due process before a disciplinary action is taken.

Behavioral Patterns and Consequences

Students and situations will be handled in a thoughtful manner which allows them to process the incident and close the issue with integrity and dignity intact. We do not administer any form of punishment with the intention of causing pain or discomfort, nor do we condone any kind of humiliating or hurtful treatment to any student in our care. Appropriate behavior is encouraged through positive reinforcement of good behavior, providing space and time for self-reflection and awareness. The real key to good discipline is prevention. Parents will be kept informed of on-going discipline issues. Staff has access to activity tracking so that we may input how a student handled a situation and what plan was made should another incident occur.

Discipline Actions Come In Two Categories

Type A

For serious offenses, which involved direct administration action and probably lead to suspension from school e.g. fighting, use of vulgar language, smoking, willful destruction of school property, misuse of internet, disrespect towards others and severe disturbance of learning environment.

Type B

Are less serious in nature and lead to a progressive correction procedure e.g. persistent tardiness, class disturbance, not having materials in class, not completing assignments, possession, violation of school uniform policy and failure to follow directions.

Behavioral Management Stages and Interventions

When dealing with misbehavior, our first approach is to counsel the students in question, believing in the importance of communicating mistakes openly in order to avoid making them again in the future.

Level 1

1st Offence: If a student displays inappropriate behaviour he/she will be given a verbal reminder of classroom expectations and rules.

2nd Offence: Student is given a verbal warning followed by a one to one discussion with the Student.

Level 2- Yellow Card

The class teacher will issue the student a yellow card, record the incident, inform the parents and send the yellow card home with the student. Parents must sign a Yellow Card for the following day.

Please note that teachers will not issue a yellow card unless they have not seen any signs of improvement after applying different consequences and giving several constructive verbal feedback.

Yellow cards may be issued for the following (Type B):

- Consistently not following instructions
- Continuous calling-out/talking in class
- Consistent interruption of teacher
- Disrupting the class/Bad language
- Play-fighting / Throwing objects
- Shouting /Misbehaving on the bus
- Littering

Level 3- Orange Card

Orange Cards are given by the teacher for persistent yellow card misbehavior (3 yellow cards). **The student will receive detention.**

Parents are contacted and must sign and return the Orange Card the following day. In collaboration with the Class Teacher and Head, a behavior intervention plan is set.

Detention Procedures

Teachers may assign detentions for up to 30 minutes during the break for inappropriate behavior in the Detention Room. Teachers fill out a Detention Slip which is submitted to the Head. The Office ensures that the student is sent during the break to the Detention Room. If the offence is after the break, the student must report to the Detention Room the following school day.

Level 4- Red Card

1st Red Card: The student will receive detention. Students are sent to the Head with the Red Card and parents are contacted. Parents are contacted and must sign and return the Red Card the following day. In collaboration with the Teacher, school psychologist and Head, a behavior intervention plan is set. This may include targeted/monitoring reports, counseling sessions. Parents may sign a written contract.

Subsequent Red Cards: The student is immediately referred to the Principal and a parental conference is arranged. Depending on the offence, either a formal written warning or a suspension is given.

Our normal 'behavioral management stages' do not apply to the following violations. These violations are considered major infractions and will be immediately referred to the Head and/or Principal for investigation. Violations of this nature may result in suspension or permanent expulsion.

- Continued disruption to class after levels 1 – 3 of the Behavior Management stages have been applied by the teacher, to the extent that the teacher cannot teach the class and other students cannot learn.
- Insubordination/disrespect towards any teacher or staff member
- Vandalism
- Obscenity or swearing
- Fighting /Stealing
- Bullying/harassing/threatening
- Obscenity and Swearing: The use of offensive language, gestures, or activities that can be considered vulgar, indecent or inappropriate to the school environment and values.
- Fighting: Actions that involve physical, aggressive body contact.
- Smoking on campus