



DISCIPLINARY SYSTEM

POLICY STATEMENT: This policy aims to set up boundaries (rules) to ensure that the behaviour of children at Dunatos is managed effectively in order for teaching and learning to be maximal.

POLICY PRINCIPALS :

- To develop a safe environment
- To develop an environment where the children will feel at home
- To develop an environment where teaching and learning can take place to its full potential.
- **ALL ROLE PLAYERS** – parents, teachers and children are expected to be kind, respectful, responsible, friendly, hardworking, willing, considerate, courteous and trustworthy.
- All disclosures and concerns from parents, teachers or children -
 - Must be done in good faith
 - Must be true and not allegations according to assumptions
 - Must not be for personal gain or be malicious. Should it be found after investigation that the informant was malicious or did it for personal gain, action against the informant may be taken.
 - Will be investigated properly by the HOD and / or LST. Should it be true, proper action will be taken.

DISCIPLINARY :

• **THE PARENT :**

- Parents' full support and co-operation to the school and their child is absolutely necessary for a successful outcome.
- Parents have to show respect, courtesy and kindness in all their dealings with staff and children.
- Parents have to encourage their children to work hard and do their best.
- Parents have to show interest in their children's school work as well as emotional well-being.
- Parents have to accept that the school cannot take away the child's disability, but can only support the child and teach the child alternative ways to function properly.
- Parents have to make sure their child is dressed according to the clothing policy.
- Parents have to make sure their child is on time for school
- Parents have to encourage their child to adhere to the school's disciplinary codes and not criticize the school or the teachers and in the process undermine their authority.
- Parents have to direct any questions, concerns or suggestions via email to the admin offices where it will be forwarded to the staff member responsible for the topic. All concerns will be treated with confidence.
- Parents are not to take conflict matters between children into their own hands by reprimanding other children or by calling their parents. Please report the matter to the secretary via an email to enable the school to handle the matter appropriately. No incitement is allowed.
- Parents should not make assumptions about what happens at school, but rather enquire via email to seek the truth. Always make sure of your facts – "hear say" is not acceptable.

• **THE CHILD :**



- Children have to show respect, courtesy and kindness in all their dealings with staff and other students.
- Children have to work hard, do their part and keep to deadlines.
- Children should ask for help when necessary.
- Children have to obey the school's rules.
- Children have to dress according to the school wear policy.
- Children have to be on time for school.
- Children must report all incidents to a responsible teacher and not take matters into their own hands.
- Children must be able to make progress in the grade or phase they are attending. If not, the parents will be contacted for a meeting in order to discuss alternative placement.
- Children are not allowed to disrupt the class or have unacceptable behavior that keeps the teacher from teaching and the other children from learning.

• **THE TEACHER :**

- Teachers have to show respect, courtesy and kindness in all their dealings with parents, students and colleagues.
- Teachers are responsible for the discipline in the class and on the playground.
- Teachers are expected to create a happy environment in the classroom.
- Teachers are responsible for presenting the curriculum in such a way that all learners will understand the content. Exceptions can occur when the learner's barrier to learning prohibits him from understanding.
- Teachers have to keep a paper trail of every incident in the class or on the playground, in the black behaviour book provided.

- Teachers have to adhere to their phase's disciplinary system as determined by their Phase's weekly meetings. This system must be set up according to the school's overall disciplinary system.
 - Teachers always need to be ready with appraisal, even for the smallest progress or improvement.
 - Teachers have to be in constant contact with parents when concerns arise or incidents occur.
 - Teachers are not allowed to give corporal punishment at all.
 - Teachers are not allowed to scream at children or treat them unfairly. Always make sure of your facts – “hear say” is not acceptable!!
 - Should a child have a meltdown or an aggressive outburst and in the process presents a physical and emotional risk to the individuals present anywhere in the school building or on the school premises and is not able to remove him or herself to the “safe room”, the closest responsible adult may physically remove the child from the scene and may call for help from other adults should this child be physically too strong. Such an incident MUST BE reported to the Vice Principal or Principal who HAVE TO start the necessary paperwork in order to start an intervention process. Parents of this child will be notified via telephone and confirmed via email. This child will not be allowed back in class or on the premises until this matter was tended to and the child is calm and focused.
- **HOD (Head of Department) :**
 - If a problem / conflict situation still occurs after the class teacher has tried to resolve it, the matter will be referred to the HOD.
 - Parents will be notified in writing via email, sms, whatsapp, telephone or homework book.
 - The HOD will report this incident at the weekly Learner Support Meeting to the LST(Learner support Team)
- **LST :**
 - LST members are the Principal, Vice Principal, HODs and the psychologist.
 - All matters reported by the HODs will be discussed and possible interventions will be planned.
 - All discussions at this meeting is noted in the LST file.
 - Very often parents will be called in for a meeting during which possible interventions will be discussed.
 - Interventions can be one or more of the following:
 - Therapy done by a professional therapist
 - Starting or adaptation of medication after professional evaluation done by a professional therapist or medical practitioner.
 - Alternative methods of teaching and learning.
 - Alternative placement at a more suitable educational facility.
 - Disciplinary procedures as indicated in the learners code of conduct for minor problems.
 - White card system to determine problem areas and improving behaviour.
 - Yellow card system for more serious behaviour problems.
 - Suspension can take place in serious cases or constant repetition of behaviour problems even after all previous interventions.

SIGNED AND CONFIRMED

	
Mrs. M L Stander	Mrs. S van Zyl
Managing Director / Owner	Principal