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Discipline, Suspension and Expulsion Policy

School discipline, suspensions and expulsions

The policy outlines what the school will do if your child's behaviour falls below these standards.

THE FOLLOWING ARE THE SCHOOL RULES THAT WERE SIGNED BY PARENTS IN THE APPLICATION FORM UPON REGISTRATION AT DA SILVA ACADEMY PRIMARY SCHOOL:

At our School learners will, at all times, aim to uphold the principles and code of conduct of the School, as these are the acceptable norms of behaviour in society. The learners will aim to bring credit to our School by their courtesy and behaviour, especially when in School uniform.

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1. BEHAVIOUR

The demerit system is in place:

- Politeness to teachers, visitors and one another is always expected from learners.
- Learners should greet an Educator or visitor first.
- Abusive language, swearing, whistling, or chewing of gum will not be tolerated.
- No aggressive behaviour, playful or otherwise will be tolerated.
- No undesirable literature, pictures or articles are to be brought to School.
- Cell Phones are not allowed at School.
- Speaking home language at school are not allowed.
- No sexual harassment, bullying, assault, or theft are tolerated at school.
- Failing to attend class on time.
- Leaving class without permission.
- Cheating on a class test.
- Failing to complete homework.
- Dishonesty with minor consequences.
- Wrong school Uniform.
- Showing disrespect towards a teacher.
- Failing to follow class rules.
- Disrupting class.
- Failing to have Stationary.
- Speaking home language at school.
- Ignoring a prefect.
- Possession or use of tobacco.
- Verbally threatening safety of another person, fighting at school or Injury to another person.
- Possession or use of alcohol/ narcotic substance.
- Severely disruptive behaviour.
- Possession of a dangerous weapon.
- Gambling.

2. SCHOOL DISCIPLINE

Your child and detention:

The demerit system works as follows:

- Each learner will get 3 verbal warnings, after that, learners will receive a demerit slip which parents need to sign to show their acknowledgement. This demerit slip **MUST** come back the following day.
- After 3 demerit slips the learner will have to attend detention on the misconduct the learner made.
- Detention for different grades will be on the following days:

COVID-19 SCHOOL YEAR:

Tuesdays: Grade 1 and 4 from 14:00pm-15:00pm.

Thursdays: Grade 2 and 5 from 14:00pm-15:00pm.

Fridays: Grade 3, 6 and 7 from 14:00pm-15:00pm.

NORMAL SCHOOL YEAR:

Fridays: Grade 1-7 from 14:00pm-15:00pm.

- Detention letters will be sent to parents in advance informing parents of the date that the child will need to attend detention.
- We will imply this system to ensure that each learner and their parents know exactly what is tolerated and what is not.

Detentions take place after school. If your child fails to be there without a reasonable excuse, the school may give them a more severe punishment.

You are entitled to 24 hours' written notice of a detention that takes place outside normal school hours so you can make arrangements for transport or childcare. The notice should tell you why the detention was given and how long your child will have to stay at school.

If your child cannot be at the detention, you can explain your reasons to your child's teacher or headteacher. They may reschedule the detention in certain circumstances, such as:

- The detention falls on an important religious day for your family.
- You are concerned about the length and safety of the route between school and home.
- You cannot reasonably make alternative arrangements for collecting your child from school.

3. PROMOTING GOOD BEHAVIOUR

The merit system is in place.

All pupils in a school benefit when behaviour is good. High standards of behaviour are important in helping children to feel safe and learn well, and parents and carers play a key part in this.

The government advises schools to focus on promoting positive behaviour, helping to build self-discipline, and encouraging respect for others. But schools also need sanctions to deter pupils from misbehaving.

Schools should review their discipline/positive behaviour policies regularly and publicise them to parents, staff, and pupils. The precise content of a school's policy is a matter for each school to decide in consultation with parents.

Discipline/positive behaviour policies should include a code of conduct for pupils. Rules on conduct can apply before and after school, as well as during the school day. They can set expectations for how pupils will behave in corridors, in bus queues and at lunch and break times as well as in the classroom.

Merit slips will be issued out to learners who obtain good behaviour at school:

- Helping a teacher out.
- Formal task submitted.
- Homework done for a whole week.
- Good and proper manners.
- Show respect.
- Helpful in class.
- 100% weekly attendance.
- Sport / extra mural- 100% attendance.
- Picking up papers.
- Helpful during a school function.
- Honesty- Handing in of any valuables.
- Special effort in classwork, assessments or projects.
- Received 90% and above for formal assessment.
- Mark improvement (10% or more) in tests.
- Sensitivity to needs and feelings of others.
- Detention attended.

4. SCHOOL UNIFORM

- a) Official School uniform must always be worn between School and home and at all School functions.
- b) Plain white or black takkies must be worn with the Physical Education uniform (PE).
- c) Learners may not wear coloured vests or T-shirts which show above their shirts/blouses.
- d) No jewellery, except a plain neutral coloured wristwatch and small stud/ring earrings may be worn.
- e) All property must be clearly marked, including school bags.
- f) No graffiti allowed on school bags, sports bags or other personal belongings used for school.

5. HAIR (Learners may not have coloured hair at school.)

Girls: No hair extensions of any sort are allowed at school/Hair extensions are permitted on condition that it is neat and tidy, if they are long it has to be tied for school at all times Long hair must be tied back neatly away from the eyes. No more than two ponytails are allowed. All hair styles must be neat and appropriate for school.

Bands and accessories must be orange and black.

Boys: Must be cut above the ears and collar. Steps and styled hair are not permitted. Hair may not be shaved off completely (no shorter than number 3) – if done so for medical or religious reasons, a note from a doctor and/or parent is required.

Boys & Girls: No tinting or highlighting of hair is permitted. Earrings may not be worn at school.

6. GROUNDS AND BUILDINGS

- a) Before School or during breaks, learners may not enter the buildings or corridors, but are to remain outside on the playing area.
- b) No learner may leave the School grounds at any time without the prior permission of the Principal.
- c) The School grounds must be kept free of litter.
- d) Learners must not damage School or personal property. Graffiti/Vandalism is not permitted.
- e) No learners may remain in a classroom at break unless an Educator is present.
- f) All movement along the corridors must be quiet and orderly. Children must be quiet when going to and leading off to Assembly as well as rotating classes.
- g) Learners must queue quietly in front of the Tuck Shop.
- h) Theft will not be tolerated.
- i) Behaviour in public areas of the school may be monitored by CCTV for discipline purposes and safety. Please note that CCTV is video and audio.

7. DISCIPLINARY CODE

- a) No corporal punishment will be administered.
- b) Learners will be counselled and disciplined. Parents will be consulted if the School counselling should fail to elicit a response from the learner.
- c) A learner will be suspended by the Principal for serious misdemeanours, e.g. anti-social behaviour.
- d) The Executive of the Board of Governors reserves the right to expel a child if he/she does not fit into the Code of Behaviour of this School

8. SANCTIONS

Schools have a legal right to impose reasonable sanctions if a pupil misbehaves.

Sanctions a school might use include:

- A reprimand.
- A letter to parents or carers.
- Removal from a class or group.
- Loss of privileges.
- Confiscating something belonging to your child if it's inappropriate for school (for example, a mobile phone or music player).
- Detention.

Teachers cannot punish pupils physically. They can physically restrain them where it is necessary to stop a pupil injuring him or herself or someone else, damaging property or causing serious disruption.

9. SUSPENSIONS

A child who gets into serious trouble at school can be suspended for a fixed period of time. Schools can suspend a child if:

- They have seriously broken school rules.
- Allowing them to stay in school would seriously harm their education or welfare, or the education or welfare of other pupils and staff.

Some other points to bear in mind are that:

- Only the Principal can suspend a pupil.
- An initial suspension must not exceed five days.
- The Principal cannot extend a period of suspension without the previous approval of the Chair of the Board of Governors.
- Your child can only be suspended for a maximum of 45 school days in any one school year.
- Your child's school is responsible for providing them with suitable work to do and mark it although you may be asked to collect the work from the school and return it when you're your child has completed it.
- The school should call you on the day your child is suspended. The Principal must also provide immediate written notification to you, the Chair of the Board of Governors and the Department of Education (DOE) in your region.
- **The letter should set out the period and reason for the suspension.**

10. EXPULSIONS

A school will usually only expel a pupil as a last resort after trying to improve the pupil's behaviour through other means. However, there are exceptional circumstances in which a school may want to decide to expel a pupil for a 'one-off' offence.

The decision to expel your child can only be taken by the expelling authority. In the case of Public schools, this is the DOE, and in the case of all other Independent schools, it is the Board of Governors of the school.

A decision to expel can only be made after a consultation meeting takes place between the Principal, the Chairperson of the Board of Governors, you, your child, a representative from the DOE in your region.

There should be a written record of the meeting and your child's future education should be part of the discussion.

If the expelling authority decides to expel your child, they must explain in writing your right to appeal to the Expulsions Appeals Tribunal.

The DOE in your region is required to make arrangements for suitable education for your child until they go to another school.