Vide Bouteille Primary School

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Discipline policy

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**School’s Motto**: Tomorrow Starts Today

Implementation of Disciplinary Action

Discipline is one of our core values here at Vide Bouteille Primary School we believe that without discipline students fall into chaos. Therefore, we have created a discipline policy for the school.

Disciplinary action may be taken for any behavior which is disruptive, violates the rights of others or is considered an offense.

A student may be removed from class or suspended from school for:

1. Willful conduct which infringes upon the rights of other students to an education.
2. Willful conduct which endangers the student himself and/or other students; and which damages the property of the school or of students.
3. Willful violation of any school policy and/or school rules.

Prior to assigning disciplinary consequences, the teacher (having had discussions with the principal) will attempt to intervene using the following techniques:

* Identify the problem
* Set up a plan of action
* Discuss the situation with the student(s)
* Use classroom management skills (change seating assignment, give special writing assignment, separate students, give warning)
* Parent/guardian contact or conference
* Discuss situation with a team of teachers and the parents/guardians concerned
* Invite the parent/guardian to attend meeting with the student, teacher and/or principal

Disciplinary sanctions or consequences for disruptive behaviours or those which violate the rights of others may include, but are not limited to the following:

* Student/teacher conference
* Detention (lunchtime and after school)
* Removal from class
* Suspension from class/school
* Parent conference

Infractions will incur the stated consequences which will be meted out by the authorized person(s) in the chain.

However, when determining an appropriate disciplinary action, the teacher/principal will consider the gravity of the misbehavior, the safety of an individual or group, the extent to which the learning environment was disrupted, and the student’s response to authority.

Willful disobedience and a lack of remorse will be treated differently from students’ ability to discern right from wrong and also a lack of understanding of the offence. Consideration will also be given to students’ frustration level and forgetfulness.

Definition of Consequences

1. Student Conference – a meeting in which the teacher takes the student aside to discuss the inappropriate student behavior.

Students violating the code of conduct may be removed from class and must report to the office.

Failure to report to the office will incur additional consequences. (e.g. student will sit in the office during that period.)

The parent will be contacted by the teacher for a conference after which student may regain admittance into the classroom.

Student will not be readmitted to class until parent/guardian has reported for the scheduled conference.

1. Detention – the act of being kept in school as a form of punishment.

Detention will be held on the day that the infraction has occurred. If detention is held during the lunch period student(s) will not be deprived of lunch during that time.

A detention form will be given to be signed by the parent/guardian and must be returned to the office the following day.

During the detention periods, students will not be permitted to sleep or speak, but instead will engage in meaningful activity, such as reading, studying, doing homework, etc.

1. Parent Conference – a formal meeting among parents, the teacher and the principal to discuss the inappropriate behavior and to document a plan of action.
2. Suspension – the short term exclusion of the student from the classroom or school (In school suspension or Off compound suspension).

During the suspension period the student will be counselled by the relevant authorities determined/identified by parents and school.

The student must also complete all written school work assigned to him/her. Assignments may be obtained from the teacher.

Upon completion of a period of suspension, the student, along with parents/guardians, shall report to the office of the principal.

Prohibited Behaviours, Offences and Sanctions

Any behavior that is disruptive or violates the rights of others will incur disciplinary correction.

This section lists specific prohibited behaviours and the consequences assigned to them. However, the principal reserves the right to use discretion when assigning disciplinary action if extenuating circumstances exist.

1. Respect for Self
   1. **Cheating**

Students should abstain from copying/cheating as they learn nothing from simply duplicating the work of others. Forging signatures, falsifying notes, altering grades also constitute cheating.

**Consequences:**

* ***First offence*** – waring/caution

***Second offense and thereafter:***

* Student will not have their paper graded for the activity/test
* Student forfeits their opportunity to continue with the activity.
* Parents/guardians will be notified.
  1. **Drugs/pornography**

Drug abuse can lead to inappropriate and or destructive behaviours. It can also have negative effect on brain function. A student found under the influence of drugs (including cigarettes, chemicals and alcohol); or is found to be abusing prescription and/or over the counter drugs will be subjected to one or more of the following:

* Parent conference
* School patrol officers will be called in
* Referral to School Counsellor
* Suspension

The selling or distribution of drugs/chemicals or the position of drugs/chemicals with the intent to distribute carries sever consequences. Students in possession of dangerous paraphernalia, pornographic material or other objectionable material/literature will be dealt with appropriately by the principal and/or other relevant authorities.

**Consequences:**

* Immediate suspension from school
* Parent conference
* Referral to the police department
* Referral to the district counsellor
  1. **Gum**

No chewing gum is allowed on the school compound unless it is part of a teacher-directed activity.

* 1. **Inappropriate dress**

Any apparel which is a distraction to the learning environment is not permitted.

Attire for school should be appropriate, modest, clean and in good condition. Inappropriate clothing includes spaghetti straps, mid-riff tops, shorts (for girls), tights, extremely short skirts or clothing with messages about drugs, alcohol, tobacco or gangs.

**Consequences:**

* Students will be required to modify clothing if possible
* Change into uniforms provided by the office.
* Parents and guardians are also required to dress appropriately when visiting the school for any reason.
  1. **Tardiness**

A student may be considered tardy if not on the compound when the bell rings. If late for school without a reasonable excuse, he/she should report to the office for a tardy slip. Students who are tardy for more than twice a week without appropriate excuses, the parent will be informed and asked to take proper action to remedy the situation.

**Consequences**:

Parent conference with the principal and School Attendance Officer in the event of chronic tardiness.

* 1. **Theft**

To take the property of others without permission is theft. It is necessary to respect the property of others as it is a fundamental right of each individual to possess their own property.

**Consequences:**

* Full restitution must be made
* Possible referral to counsellor or school patrol officers
* Suspension from school
  1. **Grooming**

Students should be properly groomed at all times. Students are required to dress in full school uniform except when given express permission to dress otherwise. Students’ shoes should be **completely black**, unless in their Physical Education uniforms where they are to wear **completely white shoes**. The Physical Education uniform should be worn on the prescribed day of the week.

Female students may wear black, white and or red bows. They are also required to wear white and or red ribbons when in full school uniform, when in Physical Education Uniforms, students may wear ribbons and bows according to their house colours.

Male students are not allowed to wear afros, plaits or cornrows unless their hair is **properly and completely** covered at all times. In all other cases the hair of male students should be cut **flat**. **Birthdays**

**\***Students **MUST** wear their school uniforms on their birthdays. A crown and sash will be provided for the student. Student’s pictures will be taken and posted on the school’s Facebook Page. This is to ensure that students are appropriately attired on their birthday.

\*Girls are not allowed to wear their hair in puffs.

\*Students should wear their **full school uniform** on Exam Days.

1. Respect for School
   1. **Damage to Property**

Students should not damage, deface, vandalize or cause damage to School or School’s property.

The school and its property are intended to benefit all current and prospective students and teachers of the institution consequently, the damage of School property denies oneself and others of its intended use.

**Consequences:**

Any student who willfully damages school property or the property of others will be responsible to make restitution and or restore the property.

Vandalism will warrant suspension after a parent conference is arranged and there may also be a possible referral to the school counsellor.

* 1. **Inappropriate use of Technology/Internet**

Students are personally responsible for appropriate behavior when using technology while on the network, just as they would be in a classroom or hallway.

**Students may not:**

* Send, display or print offensive messages or pictures
* Use obscene language
* Damage computers or other technology tools/equipment
* Download unauthorized software (such as games) on school computers.

**Consequences:**

Forfeiture of access to the technology

Suspension from the school

* 1. **Weapons**

It is a felony to possess, store or keep a weapon on school property. A weapon constitutes: anything used to inflict grievous bodily harm.

Students who become aware of a weapon being brought to school or on school property must immediately notify a staff member and should **NOT** pick up or transport the weapon.

**Consequences:**

* A student in possession of a weapon will receive a suspension after a parent conference.
* In certain instances, the police may be notified.
  1. **Use of Lab Facilities and other Specialized Rooms**

Specific rules of IT lab and any other specialized room must be carefully observed at all times.

No materials can be removed from IT or specialized room without the express permission of the teacher in charge.

Responsibility is imperative as equipment and materials in these areas tend to be expensive and would have to be replaced by the offending party.

**Consequences**:

* Parent Conference
* Immediate replacement of the damaged property.
* Possible ban from using the facilities for a specified period of time.

1. Care for Others
   1. **Fighting/Belligerent Behaviour/Gangs**

Students should not be part of any act of violence **in and out** of school. Attempts to justify retaliation on the grounds that the other party initiated the fight are equally unacceptable. A zero tolerance policy also applies to bullying and insults, and to the formation of gangs and the involvement of gang – related activities such as threats, gambling etc.

Every student has the right to feel safe and to a harmonious learning environment.

**Consequences:**

* Any student which is found fighting or provoking/encouraging/ supporting a fight will be suspended immediately.
* A parent conference will be scheduled. Multiple incidents will lead to a recommendation for referral to the school counsellor.
  1. **Harassment/Abuse**

Students must not make verbal or written threats or direct abuse at anyone. Physical, emotional or sexually abusive behaviours, including psychological intimidation and harassment will **NOT** be tolerated. All incidents will be investigated by the principal and or designated personnel.

**Consequences:**

* Parent conference
* Suspension from school
* Recommendation for transfers to an alternative educational institution in the event of repeated offences
  1. **Insubordination**

Students must accept proper directives, instruction and guidance and should not disregard or refuse to obey directions given by school personnel, or be disrespectful in any other manner to a staff member. Teachers, supervisors are responsible for students during the school day and when on school sanctioned activities, as such, they are entitled to the full cooperation of students.

**Consequences:**

* Parent conference
* Suspension
  1. **Profanity and/or Obscene Language**

Students are expected to be respectful in their communications with others at all times.

The use of abusive or offensive language shows a lack of self control. Student should therefore refrain from using any form of profanity (written or verbal), obscene gestures, signs, pictures or publications.

**Consequences:**

* Detention
* Parent conference
* Suspension
  1. **Running/Playing in corridors or Classrooms, Loitering in out of Bounds Areas**

Students should not run/play in the corridors or class rooms.

Running or playing in the corridors and classrooms is dangerous to thee students running and those around them. Students should also stay away from out of bounds areas.

**Consequences:**

* Detention
* Oher disciplinary action by the principal.

1. Care for Belongings
   1. Cellular Phones

Cellular phones should not be used by students during the hours of 9:00 a.m. to 3:00 p.m. unless permitted to do so by a teacher.

The classroom is a learning environment. The use of unsanctioned devices in the class creates an unnecessary distraction to the user and those around them.

**Consequences:**

Confiscation of device. (device will be stored in the office until a parent’ guardian comes in concerning the matter.)

**Compliance to Acceptance of Policy**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_

**Student Statement of Understanding**

I have read and understood Vide Bouteille Primary School’s Discipline Policy and agree to follow it to the best of my ability. I understand I have the following rights:

* To receive an education without prejudice/bias
* Be informed of the rules and regulations governing the institution
* Be treated with respect and dignity at all times
* Be able to ask questions and express my views during appropriate times
* To have personal information kept confidential as much as possible

**I understand I have the following responsibilities:**

* To respect myself by doing the best job I can (being prepared for school, completing my schoolwork and acting safely)
* To respect others by treating them with dignity and helping them learn.
* To respect the environment by using equipment and material appropriately and helping keep my surroundings clean and orderly.

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Student’s Signature Parent’s Signature

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Date

Published (June 2017)

Amended (June 2019) to include:

**Positive Behaviour Programme**

The positive behaviour programme is a whole school approach to create a positive, safe and supportive school climate in which students learn and develop positively. It is a set of strategies used to increase positive student behavior and decrease problem behavior.

This programme empowers students to participate in decision making through active involvement. It provides individual behavior support to achieve positive, academic and social outcomes for all students. It helps to establish the social, cultural, learning and teaching environment.

All staff members are responsible for teaching the behavior expectations and providing consistent positive feedback to students. They are also responsible for delivering consistent corrective feedback and consequences when expectations are not followed.

The Programme will:

 Increase academic instructional time for students

 Improve social climate of the school

 Increase number of students displaying positive behaviours

 To make Vide Bouteille Primary School a safe and positive place to learn

**The Programme sets up Three Tiers of Support**

**Tier 1 Universal**

 School wide and classroom systems for all students. Students learn basic behavior to respect and be kind. Staff praise students for good behavior.

**Tier 2 Targeted Interventions**

 Small groups of students at-risk behaviourally and academically. Students learn social skills how to get along with others.

**Tier 3 Intensive interventions**

 Individual high-risk students with behaviour or learning needs.

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| **V.B. P. S.** | **Classroom/ Library** | **Playground** | **Shared Areas- Hallway,Vestibule,Water Fountain, Canteen, Stairs** | **Toilets** | **Bus/Shelter** |
| **C**ommitted | * Do my best * Listen and follow instructions | * Play fair and follow rules * Keep area clean | * Keep areas clean * Walk in an orderly manner | * Keep area clean | * Listen to and respect the driver * Wait your turn |
| **A**ttitude | * Believe in myself * Think positive * Show respect to all | * Show good sportsmanship | * Greet people positively | * Use kind words * Maintain self-respect | * Show respect to everyone |
| **R**esponsible | * Be honest * Make smart choices * Be a Positive Role Model * Use inside voice let it be moderate and respectable tone * Be punctual and regular for school | * Use equipment properly * Share equipment * Wait your turn * Cell phones and devices must be turned off during school hours | * Wait your turn * Close tap after use * Respect others property * Cell phones and electronic devices must be turned off during school hours | * Clean up after your mess * Flush toilet and wash hands * Keep inappropriate items out of the toilet * Knock before you enter | * Always pay the bus fare |
| **E**mpathy | * Be Kind * Support each other * Be tolerant of others differences | * Apologize for mistakes * Be kind to everyone | * Respect others * Keep conversations with others positive | * Respect others privacy | * Treat others like you want to be treated |
| **S**afety | * Keep hands and feet to myself * Avoid throwing objects at each other | * Keep hands and feet to myself * Avoid throwing objects at each other | * Keep hands and feet to myself * Avoid throwing objects at each other | * Keep hands and feet to myself * Avoid throwing objects at each other | * Keep hands and head inside the bus * Sit on the bus |

Amended (April 2020) to include:

**Netiquette Rules**:

Remember that you are judged by what you put on the internet, the

content, how it looks, in other words your overall netiquette.