



GLENOAKS SCHOOL
Where learning is nurtured and
potentials are reached



**OAK HOUSE
VOCATIONAL ACADEMY**
Brightening the future of
special needs children.

DISCIPLINE POLICY

Seventh Policy Revision January 2020

Glenoaks School is a Remedial and Special Needs School
Oak House Vocational Academy is an extension of Glenoaks School

** The word 'School' in this document refers to 'Glenoaks Remedial and Special Needs School' and 'Oak House Academy.'*

** Mention of school hours or activities include those where Academy students are at work sites.*

** Child may refer to children as necessary. The words child and learner may be used interchangeably.*

INTRODUCTION

Further to the Code of Conduct, this policy outlines rewards and consequences related to the School Rules and Code of Conduct. Every staff member employed by Glenoaks is responsible for discipline and has the full authority and responsibility to correct the behaviour of learners whenever such correction is necessary. Any corrective measures or disciplinary action will correspond with and be appropriate to the offence.

It should be noted that Glenoaks is not an institution specializing in behavioural management and while every effort is made to correct and adjust behaviour, this will be closely monitored. We need to ensure the well-being of all of our learners and will provide alternative referrals for learners who pose a risk to others (as per the consequences and offences schedule).

We also have various Achievement Awards that are presented at assembly to learners throughout the year when they reach their goals. These goals are set by the teaching and therapy staff in consultation with the child.

Learners can earn merits in the following ways:

- for being a role model
- for abiding by the code of conduct (act recognised as deserving of mention)
- positive behaviour
- positive work ethic
- overcoming a challenging task
- community service
- acts of random kindness
- when a staff member feels that a child is deserving in line with their abilities
- achieving a personal goal

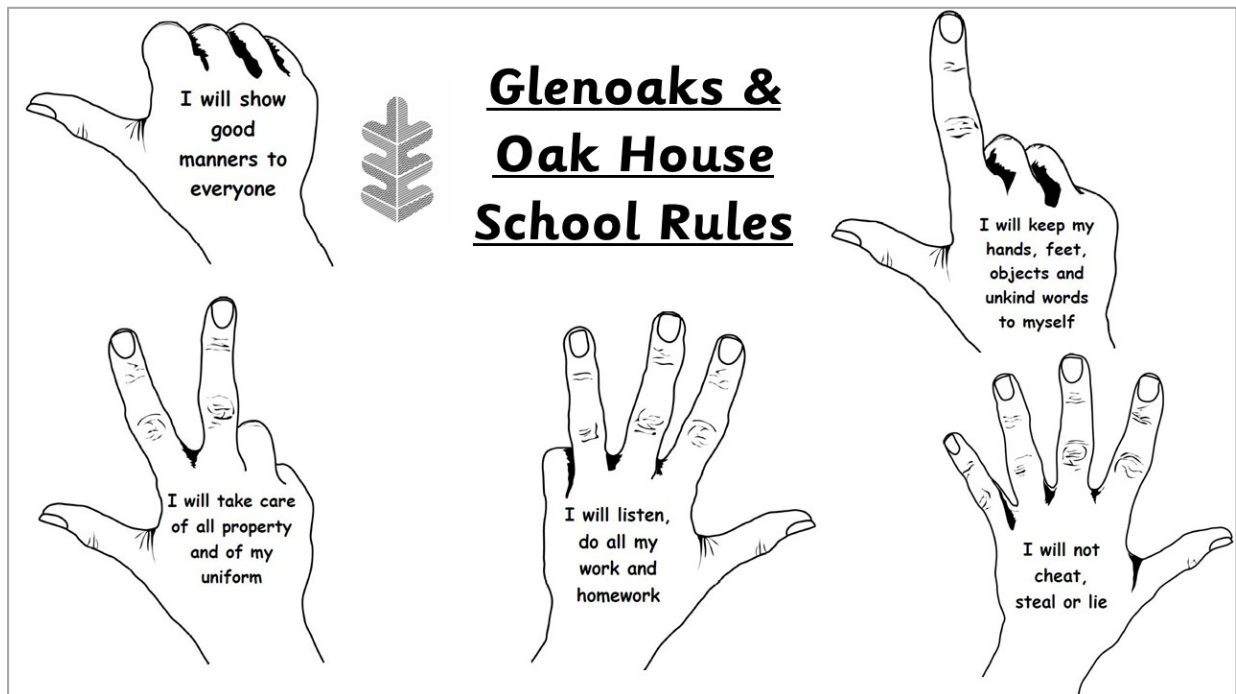
Merits are added up annually and learners are awarded merit badges at the 25, 50, 75, 100 ... marks.

Learners who are awarded a merit badge also earn a reward (treat, extra break time, civvies day).

These badges can be kept by the learners and worn daily in recognition of their commitment to upholding The School Rules and Code of Conduct of Glenoaks and Oak House.

Merits are accumulated over the course of a year. Merits cannot be taken away, but will be reverted back to zero at the start of each new school year.

SCHOOL RULES



MERIT AND DEMERIT SYSTEM

Procedure:

1. All members of the Glenoaks and Oak House Community will have access to the Code of Conduct and various other relevant policies from the school office, but will also be able to access certain policies on our websites (www.glenoaks.org.za, www.oakhouse.org.za)
2. Each learner will receive a copy of the school rules in their homework diaries. Learners will also receive the code of conduct and discipline policy. Parents will read through these with their children and will sign them together in acknowledgement of their content.
3. Each staff member will receive a copy of the merit and demerit record page for each learner, and merit and demerit slips.
4. When a learner is given a demerit or merit slip it must be filled in and given to the child to show his/her class teacher (if given by another staff member) and then to be placed into the homework diary.
5. Demerits require follow up with parents to inform them that a demerit slip is being sent home.

6. These merit or demerit slips are recorded by the class teacher on the learner's merit/demerit record.
7. The merit and demerit slips are then placed into a learner's diary for parents/guardians to sign.

Offences and Consequences

Demerit slips are given for parents to sign in keeping a record of offences and consequences. Demerit slips must be signed on the day of the infringement and returned to school the following school day. These remain in a learners' diary.

Below is a table outlining the consequences for offences.

Consequences for offences committed that are not specifically outlined in the below table are subject to the discretion of the staff member concerned.

Detention takes place in an allocated classroom. During a break a staff member may ask a learner to sit with them in an attempt to diffuse a situation and allow a learner to calm down, rather than sending them to break detention.

During detention a learner may be asked to:

- Sit, take time out and reflect on the offence that they committed or school rule that they broke
- Complete work that may be outstanding (homework or work not done)
- Repair items broken/vandalized
- Complete a constructive activity that will contribute to society (such as filling an eco-brick, pick up litter, etc.)

CONSEQUENCES SCHEDULE GLENOAKS AND OAK HOUSE

<u>Level</u>	<u>Rule</u>	<u>Offence</u>	<u>Consequences</u>
1/6	1 3 4	<ul style="list-style-type: none"> • Homework not done • Book / Diary left at home • Incorrect uniform • Playing in the incorrect place • Not listening or disobeying an instruction • Having bad manners • Late for school more than once in the week • Bringing toys to school • Bringing cell phones to school • Being late for class • Test not signed 	<p>At first action a warning may be given, after which:</p> <p>1 break detention Demerit slip issued (Academy Year 3-5 Warning Letter issued)</p> <p>Toys, cellphones and other non-allowed items will be confiscated and parents will be required to collect them.</p> <p>If a pattern of this offence occurs parents may be called in and further interventions may be discussed</p>
2/6	1 2 4 5	<ul style="list-style-type: none"> • Using inappropriate / bad language / swearing / blasphemy • Lying/dishonesty • Disrupting a lesson/activity/break • Teasing or humiliating someone • Being argumentative • Being disrespectful or rude • Bunking/truancy • Selling items at school without permission 	<p>2 break detentions</p> <p>Demerit slip issued (Academy Year 3-5 Warning Letter issued)</p> <p>If a pattern of this offence occurs parents may be called in and further interventions may be discussed</p>
3/6	1 2 3 4 5	<ul style="list-style-type: none"> • Damage to property / vandalism • Cheating in a test or exam • Bullying (repeated level 2 offence) <ul style="list-style-type: none"> ○ Verbal (taunting, teasing) ○ Emotional (intimidation, harassment, humiliation, racism, discrimination, hate speech) ○ Physical (fighting, hitting, kicking, biting, scratching, pushing, shoving, throwing an object at a learner or staff member (one motion)) ○ Cyber • Stealing / theft • Non-attendance for a detention • Forging a parent's signature • Gambling 	<p>Demerit slip issued (Academy Year 3-5 Warning Letter issued)</p> <p>Break detention for 5 days</p> <p>Friday detention from 1-2pm (learners who need to attend mosque will be given an alternate day chosen by the school)</p> <p>HOD informed Principal informed Parents contacted</p> <p>Repeated offences of this nature may lead to an internal meeting</p>

			<p>and/or referral for outside intervention by a professional in the field.</p> <p>Should the process recommended to the parents/guardians not be followed, or should it be deemed by the discipline committee that a learner's attendance at school is a risk to the other learners he/she may be asked to leave the school temporarily or permanently. Warning letters and final warning letters can be utilised.</p> <p>For Academy Year 3-5 learners: temporary suspension from work experience may be given pending further investigation</p>
4/6	2	<ul style="list-style-type: none"> Assault with intention to harm a fellow learner or staff member (repeated hitting, kicking, biting, scratching, pushing, shoving, throwing an object, etc.) 	<p>Demerit slip issued (Academy Year 3-5 Warning Letter issued)</p> <p>Immediate collection from school Suspension the following school day</p> <p>Break detention for 5 days</p> <p>Friday detention from 1-2pm (learners who need to attend mosque will be given an alternate day chosen by the school)</p> <p>HOD informed Principal informed Parent meeting called</p> <p>Counselling as necessary for parents and child, referral to external professionals, external counselling or behaviour modification program recommendation.</p> <p>Should the process recommended to the parents/guardians not be followed, or should it be deemed by</p>

			<p>the discipline committee that a learner's attendance at school is a risk to the other learners he/she may be asked to leave the school temporarily or permanently.</p> <p>Warning letters and final warning letters may be utilised. A disciplinary hearing may take place in this case, as decided upon by the school.</p> <p>For Academy Year 3-5 learners: temporary suspension from work experience may be given pending further investigation</p>
5/6	2	<ul style="list-style-type: none"> Having inappropriate videos, pictures, visual material at school / attempting to search for inappropriate material (physical or on a device) This material may include pornography, violence, drug taking, condoms 	<p>Demerit slip issued (Academy Year 3-5 Warning Letter issued)</p> <p>Immediate external suspension for a week</p> <p>HOD informed Principal informed Parent meeting called</p> <p>Counselling as necessary for parents and child, referral to external professionals, external counselling or behaviour modification program recommendation. Should the process recommended to the parents/guardians not be followed, or should it be deemed by the discipline committee that a learner's attendance at school is a risk to the other learners he/she may be asked to leave the school temporarily or permanently.</p> <p>A disciplinary hearing may take place in this case, as decided upon by the school.</p>

			For Academy Year 3-5 learners: temporary suspension from work experience may be given pending further investigation
6/6		<ul style="list-style-type: none"> • Having weapons at school • Having vape, electronic cigarettes, cigarettes, drug paraphernalia, alcohol, drugs at school • Selling cigarettes, drugs, etc. • Being under the influence of drugs or alcohol • Actions of a sexual manner (improper conduct of a sexual nature) • Gambling 	Demerit slip issued (Academy Year 3-5 Warning Letter issued) HOD informed Principal informed Parent meeting called Immediate suspension pending a disciplinary hearing. Further investigations as to this child's safety, and the safety of others may require the expertise of outside professionals (police, child protection services, social workers ...) For Academy Year 3-5 learners: temporary suspension from work experience will be given pending further investigation

THE DISCIPLINE COMMITTEE

- The discipline committee is comprised of the principal, Head of Departments and a board member. Where a conflict of interest arises this party will not be required to act in this regard.
- Where deemed necessary another staff member may be asked to join the committee (case dependent).

DISCIPLINARY HEARINGS

Procedure:

1. A disciplinary hearing must take place within 7 working days of an offence
2. Written notice will be provided to the parent/guardian of the learner 5 school days before the hearing.
3. Parents/guardians must be present at the hearing
4. A hearing will continue in a parent/guardian's absence (due to notice given)

5. The hearing will consist of

- Chairperson of the board
- A board member (not personally involved with the learner or his/her family)
- The principal
- Head of Department
- Class Teacher
- The parent/guardian /s
- The learner
- Witnesses to the event (learners as witnesses will require parent/guardian consent and parents/guardians may be present in the interests of their child)
- An internal representative chosen by the parent/guardian with the learner (parent/guardian, staff member or learner in the school)
- An interpreter (as necessary)
- An external professional called by the school (with expertise in the specific area in line with the offence)

No legal representatives may take part in this process

6. The process:

- a.* The chairperson will introduce those present and state their functions. Witnesses will only be present to present their evidence
- b.* The chair will remind the learner and his/her parent/guardian/s of their rights to a formal hearing, to be present, to be given time to prepare, to be given notice of the charges in advance, to be represented by one internal representative, to be accompanied by their parent/guardian/s, to ask questions when evidence is produced or stated, to an interpreter (if necessary), to appeal within 5 days, to call a witness to testify on his/her behalf
- c.* The chairperson explains the nature of the offence alleged to those at the hearing
- d.* The complainant and witnesses will be heard, the learner and his/her representative and parent/guardian/s will then ask questions about the evidence. The learner then gives their evidence and the complainant and committee may ask them questions
- e.* When the evidence has been heard, the chairperson will close the enquiry, dismiss the complainant, the accused and their representatives, the parent/guardian's and all of the witnesses
- f.* The disciplinary committee must discuss and weigh the evidence and come to a decision
- g.* The chairperson reconvenes all interested parties and communicates his/her decision
- h.* The chairperson must explain the decision of the committee and the reasons that the decision was made
- i.* The learner and his/her parent/guardian/s must be made aware of their right to appeal
- j.* The disciplinary process is signed by the learner or his/her parent/guardian/s or a witness signs – this does not mean admission of guilt

See addendum A, B, C, D, E, F, G, H and I to follow

POLICY: REVISION HISTORY

<i>Version</i>	<i>Date</i>	<i>Comments</i>
1	2010	First draft
2	January 2011	First Revision
3	March 2012	Second Revision
4	February 2014	Third Revision to include Oakhouse, Merit and Demerit Points and 5 Rules Revision
5	February 2019	Fourth Revision
6	February 2019	Fifth Revision (spelling, editing)
7	May 2019	Sixth Revision – added D6
8	October - January 2020	Seventh Revision – adapted consequences, removal of demerits points adding to increased consequences, rather each level standing alone Discipline policy review committee volunteers (Mrs Wanting, Mr Steyn, Mrs Mbete, Mrs Anderson, Heather, Brad, Julia Wood, Ivan, Savannah, Haneline, Julia Hutcheon, Kerry Caldeira) from October to November 2020 and then January 2020 Adding the disciplinary process and Annexures