

# School Policies



**HOUT BAY**  
INTERNATIONAL SCHOOL  
SOUTH AFRICA

Student

Policy no:

Date: November 2009  
Last Updated: August 2011

## Primary School Discipline Policy and Procedure

Please refer to the Code of Conduct in relation to the expectations of behaviour.

### Essential Agreements

At the beginning of each school year/term the class comes to an agreement on the behaviour and work ethic expectations they are all prepared to adhere to. These are signed and everyone is responsible for their own behaviour choices in relation to keeping within the essential agreements. The IB Learner Profile guides all behaviour and work ethic choices.

### Early Years

Behaviour is a choice and all choices have a consequence whether positive or negative, individuals need to take responsibility for their choices. We continually try to 'catch the children' being good and give them verbal praise. We celebrate the children's good choices.

### Behaviour Tracking

Early Years 1 and 2 have individual reward systems. In term 3 a class reward system is introduced in Early Years 2. The children are responsible for making positive behaviour and work choices which result in a personal goal being reached and rewarded. Rewards come as prizes and are small and generally educational. (Lily pads, ladders, learning tracks and stickers, pencils, erasers, rulers are examples of these systems and rewards)

In the case of inappropriate behaviour there are a set of steps in place

- The teacher will discuss the behavior with the child.
- Time out within the teacher's view. The maximum time allocated to each child is their age and a half.
- Time out in another class. Child is accompanied there with a note or teacher explaining the situation.
- Child is taken to the Head of Phase or the Head of Primary depending on severity. Teacher would liaise with parents/caregivers.

### Junior Primary

Behaviour is a choice and all choices have a consequence whether positive or negative, individuals need to take responsibility for their choices.

### Behaviour Tracking

Each class has a reward system where the children are responsible for making positive behaviour and work choices which result in a personal goal being reached and rewarded. Rewards are small and generally intrinsic and at the discretion of the teacher e.g. extra computer time or break or choice of an activity for the class. (Lily pads; ladde s; racing tracks are examples of these systems)

### **Classroom**

An essential agreement is drawn up at the beginning of each year – with the input of the children – and these rules must be adhered to during the course of the year

### **Playground Rules**

- No inappropriate ‘touching’ or fighting games. E.g. hitting, kicking, pushing etc
- Children should respect personal space. i.e. inappropriate games and behaviour
- No playing with sticks.
- No hat no play.
- We look after our environment and do not damage plants or trees.
- Look after school equipment and pack away what we have used e.g. sandpit toys.
- Report to the teacher on duty before going to the toilet or office.
- Remain outside under the supervision of the teacher and not be playing in the classroom or toilets unattended.
- Sit at the table or bench if still eating lunch.
- No running around or on the jungle gyms.
- Don’t throw sand on the path or at people when playing in sandpit.
- Sit on the swings – no standing.
- No spitting
- No socially unacceptable exposure of self.

### **Senior Primary**

Behaviour is a choice and all choices have a consequence whether positive or negative, individuals need to take responsibility for their choices.

There is a card system in place, where depending on the child’s behaviour choice they would flip a card as below.

1. Green/Orange/Red
  - a. All children begin the day on Green.
  - b. Should a child decide to consistently break the classroom essential agreement for behaviour and work ethic – the child will be asked to flip his or her card to orange.
  - c. Should this negative behaviour continue, the child would be asked to flip to red.
  - d. This will result in him or her completing a form describing the behaviour choice and the consequence there of. This form is kept by the teacher until the end of the day when the child and teacher meet to discuss the choices made and whether the child has made a concerted effort to improve.
  - e. Depending on this discussion the completed form will either be sent home for the parents to sign and return the next day or be destroyed.
  - f. 3 red card letters sent home in a term results in a Detention.
2. Alternative programmes are also designed and managed to support individual children.

3. A record is kept on file of unacceptable behaviour choices. Should an individual persist in this behaviour and three entries are made – the individual will be required to attend a meeting with their parents and teachers involved.
4. Persistent incorrect uniform or no specific uniform for sports events etc without suitable explanation in writing from parents will result in an orange card.
5. Positive Behaviour reinforcement.
  - a. The Golden Book – at weekly assembly – entries into this book are for exemplary behaviour or academic achievements and equal 2 leopard points.
  - b. Weekly certificates celebrating qualities and characteristics of the IB Learner Profile, Attitudes and essential elements.
  - c. Class Gotcha Points – Goals set as a class – points awarded on ‘catching the children being good’. 100 points = class treat.
  - d. Leopard Points.
    - i. Children in the Senior Primary collect leopard points for excellent behaviour, work and going beyond the call of duty – 100 points = 1 badge. The children are responsible for keeping the record of the points earned in their Homework books.
    - ii. Badges are in the colours of the three houses.
    - iii. Suikerbossie – blue  
Valley – green  
Chapmans – red
    - iv. After collecting 3 badges for 300 points, the next 100 points collected qualify the individual for a silver badge. After 200 points and 2 silver badges the next 100 points are awarded with a Gold badge.
    - v. Children keep a record of the points earned on a table in their homework book. Points are carried over from term to term and year to year.
    - vi. Each Leopard point is also added to the House Point total for the awarding of the House Cup at the end of each year.

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- No playing with sticks.
- No hat no play.
- We look after our environment and don’t damage plants or trees.
- Look after school equipment and pack away what we have used
- Sit when eating lunch.
- No running around or on the jungle gyms.
- Sit on the swings – no standing.

**SANCTION:** Verbal reprimand

SP – flip card

Repeat offenders – loss of break time privileges

Letter to parents followed by detention

### **General**

#### Moving around the building

- No running.
- Children are expected to greet adults and peers politely.

- After break – Yr 3-6 to lead off 1 behind the other; no talking; all teachers to be at line up at the end of break.
- SP children not to play in the areas around the JP classrooms.

**SANCTION:** Verbal reprimand

JP – time out

SP – flip card

Repeat offenders – loss of break time privileges

#### Areas and zones

- Children are to play where they can see and be seen by the adult on duty.
- Wet weather – no playing on the field or climbing frame.
- No children in the classrooms during break, unless Teacher in the classroom.

**SANCTION:** Verbal reprimand

JP – time out

SP – flip card

Repeat offenders – loss of break time privileges

Letter to parents followed by detention

#### Uniform

- Children are expected to wear the school uniform with pride as set out in the uniform policy which includes when out in public after school
- PE clothes are worn on PE days only.

**SANCTION:** Verbal reprimand

JP – Note in homework books to Parents

SP – flip card

Repeat offenders – letter to parents followed by detention

#### Sport Field Discipline

- Children are expected to show good sportsmanship and manners at all times.
- Follow instructions and work collaboratively with their teacher and fellow team members.
- Children are expected to wear the correct sports kit and wear their uniform with pride.

#### **SANCTIONS:**

- Children who choose to misbehave during sport practices or matches may have the privilege of attending the said sports club or activity suspended or be subject to the classroom behaviour management system (Flip a card)
- Children not wearing the appropriate sports kit for matches will not be allowed to play
- Bad sportsmanship on the field will not be tolerated and will be dealt with in the following week. Sanctions could include suspension of participation privileges, detention or written apology. Sanctions will be decided on as appropriate to the situation
- A RED CARD system is in place to support the sports coach with children choosing continuous inappropriate behaviour. Should a participant receive a RED CARD they are to report to the Phase Coordinator for a verbal warning. More than 3 RED CARD incidents would result in the suspension of club privileges and a parent meeting.

This policy document is reviewed each year by the staff members and management team of the International School of Hout Bay.

August 2011