

A. PRINCIPLES

1. These discipline guidelines are built around the expected behaviours laid out to students in respect of a Code of Behaviour expected at our school. This document is attached to the guidelines and expect:
 - 1.1. A love of learning demonstrated through regular school attendance; participation in the cognitive thinking skills programme; motivation and diligence with class work and homework.
 - 1.2 Respect of school regulation through adherence to the dress code; adherence to schedules.
 - 1.3 Respect for the rights, wellbeing and property of others.
 - 1.4 Developing competence through courtesy, honesty, co-operation, participation and tolerance.
 - 1.5 A sense of social responsibility through participation and support of outreach programmes; taking responsibility to self-regulate their actions; adherence to safety regulations around the school; moving around the school in an orderly manner; playing sensible playground games; no weapons at school; taking care of our environment by recycling goods and placing litter in the bins.
 - 1.6 Developing good sportsmanship through participation in school sports events; representing the school in sports teams proudly when selected as a team member; acknowledging positive contributions made by a team member; learning to win/lose graciously; being responsible for one's thoughts, actions and deeds in any situation.
 - 1.7 Rejection of unacceptable behaviour such as bullying; insolence; dishonesty and deceit; cheating; cruelty and discrimination.
2. Consequences for breaking the Code of Conduct are predetermined and uniform across the school.
3. Final judgment about behaviour rests with the Principal who will consult general and executive staff to reach a fair verdict in situations of serious misdemeanor.

4. The consequences for transgressing the expected conduct are transparent to all and are presented in language that is accessible to every student, Grade 8-9.
5. While there are consequences for deviant behaviour, the emphasis will always remain on POSITIVE REINFORCEMENT, building up students and not breaking them down. Equal attention will be placed between commendations and on warnings.
6. There are standard procedures regarding day-to-day management of the students that we will communicate and comply with.

B. POSITIVE REINFORCEMENT

Credits:

The emphasis is on Esprit de Corps and the team as well as the individual. Credits can be awarded to the student for:

- Right values and good attitudes
- Sportsmanship
- Recycling efforts and community service
- Effort and perseverance
- Sharing Behaviour/ collaboration

C. CONSEQUENCES OF ACTIONS – building a responsibility for self

Discipline Chart:

This chart will be transparent to all students. It will be mounted in each venue, not just home rooms. The chart outlines the reporting line when student contravene the Code of Conduct clearly. It is written in age appropriate language. It places responsibility on the teacher as first line of discipline, but indicates where matters need to be referred to the Director of Middle School and Principal. It is printed in the Agenda Book and is signed by each student annually. The chart outlines the reporting line when students contravene the Code of Conduct clearly. Each class teacher will discuss the chart with the students and refer them back to it as the need arises.

Warnings:

Warnings for behaviour offences and work ethic issues should be kept separate. Teachers are cautious to issue warnings for acts of commission and not omission. Students are disciplined for issues of defiance rather than occasional irresponsibility. Staff will consciously guard against punitive and petty policing.

Principal and Deputy based discipline:

At this level, the discipline will take a formal approach with a disciplinary hearing. The hearing will follow set procedures for suspension and expulsion.

D. DISCIPLINARY HEARING:

The purpose of a disciplinary enquiry shall be:

- i. To hear all relevant evidence concerning the matter;
- ii. To reach a just and balanced verdict;
- iii. Once a verdict has been reached, to:
 - a) Attempt to get the student to accept responsibility for improving or rectifying his or her behaviour.
 - b) Evaluate whether any actions taken by either parties could prevent a recurrence of the incorrect behaviour.

A student who is accused of misconduct must be given a chance to account for their behaviour. The onus on proving the student's misconduct lies with the school. The student must be given reasonable notice of the time and venue of the hearing (between five and seven school days). The notice must also set out the essential details of the misconduct of which he or she is charged and inform the student of his or her rights during the hearing.

These rights are:

- a) to be fully informed of the charges against him/her;
- b) to be represented during the proceedings by a parent, guardian or other;
- c) to call witnesses;
- d) to cross examine any witness;
- e) to present evidence in mitigation;
- f) to be assisted by an interpreter if required;

The Principal or a person designated by the Principal shall preside over the disciplinary enquiry. On reaching a final decision, the designated person shall make known to the student the decision as well as the reasons for having reached such a decision. A written record must be kept of all the proceedings of a disciplinary enquiry. Proceedings at a disciplinary hearing shall take place with due regard to the considerations of justice and fairness.

I (parent) _____ have read the guidelines for discipline at Imagine College Birdhaven with my child.

_____ and accept that all the above expectations can be achieved by ourselves and our child exercising our full responsibilities.

Signed: _____ (Student)

Signed: _____ (Parent)

Signed: _____ (Parent)

Date: _____

Code of Behaviour at Imagine College Birdhaven

Expected Conduct	Misdemeanour	Consequences
Students will comply with the general instructions and rules at Imagine College Birdhaven	A. Deliberately disobeying instructions B. Disrespect towards elders, educators, parents and visitors C. Incorrect uniform, including outrageous hair styles, incorrect dress code and other items D. Behaviour in public or at events that brings the school into disrepute including online or using social media E. Trespassing or entering the school after hours F. Improper use of IT rules by viewing, downloading or storing offensive material (e.g. on mobile devices etc.) G. Bringing devices that have inappropriate material to school H. Setting up any social media profile in the name of the school/ misrepresenting the school/ associated with the school I. Cell phones or tablet devices misused for irregular communication and/or any purpose other than school work	- TBD - warning - TBD - warning - TBD - warning - DBD - Parental contact and warning - DBD - Parental contact and warning - PBD – Suspension/Expulsion (DH) - DBD - Parental contact and warning
Students will behave responsibly and not endanger the safety and well-being of others	A. Playing dangerous games B. Bullying others including cyber bullying C. Fighting or threatening to hit or harm others D. Having a weapon at school E. Disruptive behaviour that means lessons are interrupted F. Having alcohol, vapes or cigarettes at school or having consumed alcohol before coming to school G. Having any banned substance at school or flaunting/ promoting the use of any substance. H. Behaviour that impacts and harms the well-being and ability to work of any member of staff I. Behaviour that impacts and harms the well-being and ability to work of any other student J. Inappropriate use of social media at any time (at school or not) that harms the well-being of another person at school or brings the person/ school into disrepute K. Videoing, recording or taking photographs of any person at school without their prior permission	- DBD - Community Service - PBD - Suspension/Expulsion (DH) - DBD - Comm Service (DH) - PBD - Suspension/Expulsion (DH) - TBD - Warning - PBD - Suspension/Expulsion (DH) - DBD - Comm Service (DH)

Expected Conduct	Misdemeanour	Consequences
Students respect and care for the school's property and the property of others	A. Tampering with other people's belongings B. Vandalism C. Littering D. Not taking good care of school textbooks, sports equipment, readers or devices	TBD - Warning DBD - Comm Service (DH) TBD - Warning TBD - Warning
Students will be courteous towards and respect their peers	A. Swearing and using offensive language B. Teasing and name calling incl. "dissing" C. Disrespect towards the religious convictions of others D. Racism E. Sexual harassment F. Having pornography at school in any form including on a mobile device G. Bullying of another student or of a member of staff H. Failure to attend compulsory sporting and school events without prior excuse	TBD - Warning TBD - Warning DBD - Comm Service (DH) PBD - Suspension/Expulsion (DH) TBD - Warning
Students will be punctual	A. No note explaining absenteeism B. Leaving the school property in school hours without permission or signing out from the office C. Arriving late to school D. Leaving class without permission	TBD - Warning DBD - Warning TBD - Warning TBD - Warning
Students will be diligent in their school work	A. Homework not done B. Not returning reply slips C. Leaving books or work at home	TBD - Warning TBD - Warning TBD - Warning
Students will behave honestly	A. Cheating in tests B. Copying others' work (plagiarism) C. Lying D. Stealing E. Forging a signature	DBD - Warning TBD - Warning TBD - Warning DBD - Warning, parent contact, SAPS DBD - Warning, parent contact

DH: Disciplinary Hearing
 TBD: Teacher Based Discipline
 DBD: Director Based Discipline
 PBD: Principal Based Discipline

Signed student: _____ Date: _____

Signed parent/ guardian: _____ Date: _____