

## ADDENDUM A

### DISCIPLINARY SYSTEM AND CODE OF CONDUCT

#### Introduction:

Assumption Convent Primary School delivers quality education to all of its learners. We attempt to maintain a standard of education that is higher and of a superior quality to that offered in government schools.

We strive to develop children holistically and produce confident and well-disciplined boys and girls with high moral values at the end of grade 7.

In order to accomplish this, a high level of discipline needs to be maintained throughout the school.

Discipline is, however, not just a matter to be handled by the school, but rather an issue to be tackled by the school in conjunction and co-operation with the child's primary educators, - the parents or guardians.

Assumption Convent Primary School does not support a system of corporal punishment but rather focuses on a system based on choice and consequences.

This means that we strive to teach our learners that they always have a choice in life. Whatever choices they make, will result in certain consequences, e.g. If a child chooses not to do his/her homework, the consequence will be that he/she receives a demerit for homework not done.

Furthermore, our disciplinary system is based on reward vs punishment, which implies that learners are not only being punished for transgressions but they also have ample opportunity to be rewarded for good choices made and for good disciplinary conduct.

Without a strict disciplinary code in place and without co-operative participants in this system, it is not possible to maintain good discipline in a school. Without good discipline in a school, no effective learning and teaching is possible.

It is therefore imperative that prospective learners and parents of this school be informed about the school's requirements regarding discipline. **Prospective parents and learners are requested to study this document very carefully and ONLY sign it if they are prepared to abide by its stipulations.**

**It needs to be made very clear that students who display an unwillingness to co-operate within the disciplinary system of this school will not be tolerated and parents/guardians will consequently be asked to remove their child from the school in such cases.**

Prospective parents and students need to be aware of the fact that Assumption Convent Primary School is an independent school and as such, right of admission is reserved. This implies that the school cannot be forced to accept a child for admission to its classes and that it remains the school's prerogative to decide who is entitled to the privilege of education at this school and who is not.

Should you as parent/guardian, upon studying the disciplinary requirements set out in this document, not be prepared to sign the *code of conduct* and *disciplinary undertaking*, you are free to apply for admission at another school of your choice.

Admission to the school is dependant, amongst other stipulations, on the acceptance of the school's disciplinary code and code of conduct. NO negotiations in this regard will be engaged into.

Following is a detailed description of the school's disciplinary system, together with the students' Code of Conduct. Please study this information carefully and indicate your acceptance and willingness to conform to the standards prescribed by signing in the indicated spaces. **Please do so ONLY if you and your child are serious and committed to co-operating with the school in this regard.**

## **DISCIPLINARY SYSTEM – GRADE 4 to 7**

1. At the start of each week, each student receives a 'Merit/Demerit' form assigned to that particular student, which is carried, together with the forms of all the other students in a class, in a file, from lesson to lesson.
2. These forms contain two categories. Category one indicates the possible demerits a student may receive, such as: Absent without apology/late for class, assignment/book or handed in, daily report not signed/left at home/lost, diary not signed/homework not recorded, dishonesty, disobedience, eating in class/chewing gum, exam/test/book not signed, failed exam/test/class test, homework not done/incomplete, not doing assigned duties, personal appearance/wrong uniform, PT uniform at home, reply slip/form not returned, script/text book not in class/lost, stationery left at home, sulking/not accepting admonishment. These transgressions may lead to ONE demerit awarded to a student.

More serious transgressions, such as the following, may lead to the student receiving TWO demerits: Arrogance/disrespectful, bullying/fighting/teasing/belittling, ignoring an order, in possession of illegal items/cell phone, disruptive/rowdiness, theft, swearing, threatening/intimidation, vandalism.

3. Category two indicates the possible merits a student may receive, such as: Academic performance, displaying good character principles, such as caring, trustworthiness, respect, responsibility, fairness, good citizenship etc, diligence/academic work/neat work, enthusiasm/going the extra mile, honest/handing in money/reporting, no demerits per week, participation(non academic), volunteering for extra duty/help.
4. Merits/demerits are indicated on the student's form throughout the day. At the end of the day, these forms are sent to a central point and parents/guardians are notified of all demerits earned on that particular day via SMS. On Fridays parents/guardians are notified of all merits received by the student via SMS. The purpose of these SMS messages is for parents/guardians to be aware of their child's transgressions throughout the day, as well as his/her 'good deeds' performed. Parents/guardians are welcome to follow up on these SMS's and make an appointment with the teacher/s concerned to discuss the issue.
5. Register class teachers keep track of every student's list of merits and demerits and indicate these on a wall chart displayed in the classroom.

### **DEMERITS**

6. As soon as a student has received **25 demerits**, he/she receives a first Red Letter, which is to be taken home and signed by the parents/guardians. This letter notifies parents/guardians that the student is on 25 demerits and that they, together with the student, need to take action. In addition to this, the student is placed on Daily Report.
7. Daily Report means that a student receives another form which he/she should take to each lesson of the day. After every lesson, the particular teacher must indicate on the form whether or not there were any problems with the student during that lesson. This is done for each lesson the student has for that day.
8. At the end of the day, the student must take his/her Daily Report to the Deputy Principal who will look at the remarks made by teachers during the course of the day. He will then address any problems forthcoming with the student and then sign the report. The student must then take the report home for the perusal of his/her parents/guardians.

It is the responsibility of the parents/guardians to carefully study their child's Daily Report and discuss problems indicated on the report with him/her. The report should then be signed by the parents/guardians. At this stage it is important that parents/guardians seriously work with their

child in an attempt to prevent him/her from getting any more demerits. This can be done by closer supervision of the child's activities, scrutiny of homework done, checking the diary on a daily basis, ensuring that all work has been done, etc.

9. Upon reaching **50 demerits**, the student receives a second Red Letter, and in addition to remaining on Daily Report, he/she is put on break detention. The second Red Letter serves to inform the parents/guardian that the student has reached 50 demerits and that he/she will be placed on break detention. This letter also makes an urgent plea to parents/guardians to seriously intervene in their child's studies in order to curb the accumulation of demerits.
10. Should a student receive **75 demerits**, he/she is sent to the Principal. The child remains on break detention as well as daily report. At this stage the student's privileges are withheld from him/her and he/she is not allowed to take part in PT, wear civvies or participate in any extramural activities. In addition to this, the Principal will call the parents/guardians in for a discussion regarding this matter.
11. After accumulating **100 demerits**, the student is again sent to the Principal, who will suspend the student internally. This means that the student will not be allowed to attend classes but will be isolated from his/her class. The teacher will provide the student with the work done by the rest of the class. The parents/guardians will, once again be called in to see the Principal. All other conditions as stipulated under no 10 above will be implemented.
12. After reaching **125 demerits**, all the conditions in no. 11 above apply. In addition to this, the student will be suspended from classes, which means that the student will not be allowed to come to school for a set period of time.
13. Once a student reaches **150 demerits**, he/she, together with the parents/guardians will be officially informed by the Executive Board, as represented by the Principal, that the student will not be allowed placement at the school as from the next term. Should this occur in the 3<sup>rd</sup> or 4<sup>th</sup> term of the school year, the student will be allowed to complete his/her studies at the school, but will not be granted placement at the school in the following year.

## **MERITS**

14. The parents/guardians of students, who receive merits throughout the course of the week, are informed of this via SMS on Fridays.
15. In addition to this there is a system in place whereby students can earn merits for various things and be rewarded at certain stages for having achieved a set amount of merits.

This reward may vary from a letter sent home, commending a student for good behaviour, to receiving a Merit Badge or party snacks during break time, or even receiving an Honorary Badge, depending on how many merits a student has received.

## **Conclusion:**

Assumption Convent Primary School prides itself on the well-balanced, disciplined students we send to High School at the end of grade 7. Our students are the promoters of our school. Good behaviour, good moral values, and above all, good discipline, are among the major contributors to moulding our students into role models.

We trust that you, as prospective parents will appreciate and understand this vital fact.

Following is a copy of the School's Code of Conduct for students. Please familiarise yourself with its contents before signing the undertaking below:

## CODE OF CONDUCT FOR LEARNERS

Name: .....

Grade: .....

### **Introduction:**

*Assumption Convent Primary School is a Catholic School committed to excellence in education, which is deeply rooted in the challenge of living the Gospel values. We strive to achieve an integrated education by developing the learner's gifts - intellectual, physical, practical, social and spiritual. This can only happen when there is full co-operation between teachers, learners and parents. Our school rules are there to help and guide us in achieving these aims.*

### **Mission Statement:**

We commit ourselves to serve GOD, our pupils, and the wider community, by imparting quality education based on Gospel values and sound educational principles.

We strive to nurture individual children in totality, to foster their spiritual, intellectual, physical, aesthetic, ethical and emotional development, in keeping with their dignity as children of GOD and in the spirit of the school motto.

### **EX SOLA VIRTUTE HONOR (Honour from virtue alone)**

To achieve the mission of the school it is important that each learner must be bound by the basic guidelines through identification with it and then to undertake to subject himself/herself to it.

### **Undertaking**

#### **As Learner:**

- I promise to do my utmost to develop my potential to the full
- I acknowledge the right to receive education without wilful disruption
- I shall refrain from any form of vandalism, uproar or any other form of unacceptable conduct in school and out of school
- I promise to attend school regularly

#### **I further promise:**

- To have respect for the discipline of this school by obeying the rules
- To keep the school building and facilities neat and to render my service to upgrade it by eg picking up papers and litter, sweeping classrooms, cleaning desks, chairs, windows and not to litter.
- To be active in projects which are used to obtain finances in order to keep school fees as low as possible
- To obey the school rules even after hours whenever wearing my school uniform or entering the school grounds
- To be punctual in the mornings and at classes throughout the day
- To treat teachers and peers with respect and,
- To do my school work faithfully
- To obey the Prefects and Scholar Patrol who have been authorised by the school to carry out specific duties.

**I undertake:**

- To accept responsibility for all my school books and to replace any lost or torn
- Not to victimise, intimidate, assault or pester any teacher or learner
- Not to bring any cigarettes, drugs or alcohol to school, not to use it or offer it to other people
- Not to bring any weapons or items to school that can endanger other people's lives
- Not to commit thievery of any form
- To greet all staff members and visitors politely, offer to carry books, equipment etc for any teacher
- To stand back and allow adults to pass on passages and staircases and to stand whenever a teacher or adult enters the classroom and to greet him/her politely
- To walk quietly, in single file, whenever entering or leaving a classroom and when changing classes during the school day
- To always keep left on the staircases and refrain from any form of pushing or reckless behaviour to ensure the safety of fellow learners

As Learner, I accept the demerit system as a means of discipline as well as any other form of discipline, such as Community Service, detention, withholding of privileges, scolding, confiscation of prohibited items, refusal of entry to a class as result of misconduct, refusal to school as a result of untidy or incorrect school uniform, reprimanding, interview with parents and in severe cases, temporary or permanent expulsion from school.

I take note that I have the right to appeal against demerits which I deem to have been unjustly awarded to me.

**OFFENCES AGAINST THIS CODE OF CONDUCT, WILL BE REGARDED IN A SERIOUS LIGHT.**

\_\_\_\_\_  
**Signature of Learner**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parents/Guardians**

\_\_\_\_\_  
**Date**