



# GOOD HOPE PRE-SCHOOL AND CARE CENTRE

## Discipline Policy

### PHILOSOPHY

Discipline is the on – going process of helping children develop their controls so that they can manage their own behaviour in socially approved / acceptable ways.

### Misconduct by learners

Misconduct by learners can take many forms. Misconduct may be classified according to five levels of seriousness. Any disciplinary action should suit the level of misconduct.

#### Level 1 misconduct (Minor violations of general classroom discipline)

Some examples of this type of behaviour are:

- Frequent repetition of Level 1 misconduct, where disciplinary action by the class educator is considered ineffective
- Repeated truancy
- Using abusive or profane language
- Verbally threatening the safety of another person
- Discriminatory behaviour, including racial intolerance and sexist behaviour

**Action:** Parents to be called to the school. Learners to be reprimanded in front of parents and placed in detention.

#### Level 2 misconduct (Minor violations of school codes or rules)

Some examples of this type of behaviour are:

- Frequent repetition of Level 1 misconduct, where disciplinary action by the class educator is considered ineffective
- Repeated truancy
- Using abusive or profane language
- Verbally threatening the safety of another person
- Discriminatory behaviour, including racial intolerance and sexist behaviour

**Action:** Parents to be called to the school. Learners to be reprimanded in front of parents and placed in detention.

#### Level 3 misconduct (Serious violations of school codes or rules)

Some examples of this type of behaviour are:

- Frequent repetition of Level 2 misconduct, where disciplinary action by the class educator is considered ineffective
- Minor injury to another person
- Severely disruptive behaviour
- Possession (without use) of a dangerous weapon
- Theft



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- Vandalism

**Action:** Parents to be called to the school. Learners to be reprimanded in front of parents and placed in detention.

**Level 4 misconduct** (Very serious violations of school codes or rules)

Some examples of this type of behaviour are:

- Frequent repetition of Level 3 misconduct, where prior disciplinary action is considered ineffective
- Frequent repetition of Level 2 misconduct, where disciplinary action by a school authority is considered ineffective
- Threatening behaviour with a dangerous object
- Limited sexual abuse, e.g. groping
- Extortion of another person's property

**Action:** Parents to be called to the school to appear in front of IDC. Learners to be reprimanded in front of parents if found guilty and placed in detention for a continuous period. Help to be sought.

**Level 5 misconduct** (Criminal – violations of school codes or rules, but also of civil law)

Some examples of this type of behaviour are:

- Repetition of Level 4 misconduct
- Assault
- Sexual harassment, sexual abuse, rape
- Robbery, major theft
- Intentionally using a dangerous weapon
- Murder

**Action:** Parents to be called to the school to appear in front of Disciplinary Committee. Learners to be reprimanded in front of parents if found guilty. Learners to be suspended from school immediately. Learners to be placed in detention for a continuous period. Help to be sought

## HOW DISCIPLINE WILL BE IMPLEMENTED BY STAFF

Appropriate discipline techniques used include:

- Avoid problems by offering an organized, stimulating program.
- Reinforcement for positive behaviour.
- Modelling.
- Redirection to a more acceptable behaviour.
- Setting clear limits.
- Offering choices.
- Ignoring negative behaviour (when appropriate).
- Acknowledge good behaviour.



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- Time Out or removal of the child from the area, for short periods of time. (One minute per age of child). For children over age two and older only.
- Include the child in resolution of conflict.

The following discipline techniques are **PROHIBITED**.

- Physical punishment
- Screaming at the child.
- Ridiculing a child or the child's family.
- Blaming, teasing, insulting, name calling or threatening the child with punishment.
- Withholding food.
- Withholding of affection or positive attention.

No child will be subjected to, under any circumstances, any form of corporal punishment, which includes hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear. The child care staff will never use abusive or profane language or deprive children of food, rest or use of restrooms. Children will not be punished for toilet accidents.

## HOW PARENTS WILL BE INVOLVED IN THE GUIDANCE PROCESS

- A director or lead teacher will verbally notify the child's parent if a pattern of unacceptable behaviour is noted.
- As needed, the teacher will discuss with the parent(s) the child's behaviour. If an unacceptable behaviour occurs during the day or a behaviour is uncharacteristic of the child, a behaviour report will be completed by the teacher, signed by the parent, and a copy will be retained in the child's file.
- The director may request a formal conference with the parent(s).
- If deemed necessary, the parent may be asked to pick up the child from the centre and / or remove the child for the next business day.

## HOW CHILDREN WILL BE INVOLVED IN THE PROCESS

- Children will be aware of the classroom guidelines. They will be reminded of the guidelines throughout the day.
- Older children will be involved in creating the class rules.
- Both preschool and school age children will have reasonable opportunities to resolve their own conflicts.

## DISCHARGE

Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility.

I have read and understand the centre's guidance and discipline policies.



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Parent Signature\_\_\_\_\_

Date\_\_\_\_\_