

## APPENDIX H - DISCIPLINE

### **SJI Policy**

Discipline in SJI rests on a foundation of respect and responsibility that are anchored on the Lasallian values of Faith, Service and Community.

Discipline is a direct consequence of the Gospel imperative to love. Love demands discipline.

The system of correction in SJI is a positive and nurturing one that seeks to help build sound character and support effective learning. SJI adopts a restorative approach towards discipline with the aim of strengthening teacher-student and student-student relationships.

This is best achieved in the school community where:

- Every teacher and student has respect for every person and the school environment
- Every teacher and student is responsible for the discipline of the school
- Every student is clear about what is asked of him, why it is asked of him and the consequence of irresponsible behaviour

The chief tool used to reinforce personal accountability for one's actions is:

- ORA (Observation, Reflection and Action)
- Restorative Practice

1. Organisationally, the management of discipline in our school is as follows:

#### ***Student***

***Student Leader (Class Committee Member/Peer Support Leader/CCA Leader/Prefect/Student Council)***

***Class Tutor***

***Level Discipline Manager/Head of Level***

***Head of Discipline***

***Director of Student Development/Dean***

***Vice-Principal***

***Principal***

2. Any significant breach of discipline is to be recorded; minor offences in the Yellow 'Category One Offence' Form and serious offences in the Pink 'Category Two Offence' Form.
3. The Discipline Committee files all Yellow 'Category One Offence' Forms and Pink 'Category Two Offence' Forms in the class dossiers at the office as a fair record of the student's behaviour. From this record the school can monitor patterns of behaviour that may require special attention. The Yellow 'Category One Offence' Form also serve as a warning to the student that such behaviour is unacceptable and a positive change is called for.
4. The Pink 'Category Two Offence' Form involves the Discipline Committee, and because of the more serious nature of the offence this pink form is submitted to the Head of Discipline before it is filed in the personal dossier of the student at the Office. A single Pink 'Category One Offence' Form almost always means that the student will have a recorded conduct of less than 'good' in his next academic assessment slip.
5. If a student should wish to seek redress in any matter pertaining to discipline he may approach his Class Tutor or School Counsellor.

If the Class Tutor or School Counsellor ascertain that the student has just cause to seek redress, then the case may be re-examined upon consultation with the Principal who may involve the following :-

- (a) The Student
- (b) Relevant Student Leader
- (c) Relevant Class Tutor
- (d) Relevant HOL (Secretary)/Level Discipline Manager
- (e) Head of Discipline
- (f) Vice-Principal

A report will be submitted to the Principal who makes the final decision.

6. Negative behaviour requires appropriate school response to give the clear signal to students that the school does not tolerate ill-discipline and expects good, positive behaviour from all.

School corrective action is carried out according to the nature of the offence. A more serious offence warrants a more serious school response. The following are not necessarily sequential.

- 6.1 Teacher speaks to student : this should not be taken lightly because together with the advice given and alternative behaviour suggested, a change of attitude or behaviour is expected.
  - 6.2 Personal Detention : the teacher keeps the student back after school and assigns him extra work to do or unfinished work to complete.
  - 6.3 Supervised Detention : the student is kept back after school in silent study or assigned a task supervised by a member of the Discipline Committee.
  - 6.4 Isolation in/out of classroom : the student is made to stand apart from the rest of the Class where he can still follow the lesson. This is to prevent him from being a distraction to others.
  - 6.5 Class Tutor phones the parents : informing them of the incident. This will be recorded in the student's E-records. Our parents usually want to know what mischief their sons have been up to.
  - 6.6 Referral to School Counsellor : if the Class Tutor feels that the student's behaviour is due to something other than poor discipline, the matter is brought up to the HOL and the Head of Discipline, and after consultation with the Dean, Vice-Principal and Principal, an appointment may be made with the Counsellor.
  - 6.7 Referral to the Discipline Committee : if the offence is more serious in nature, the Class Tutor in consultation with the subject tutor/s refers the matter to the Discipline Committee.
  - 6.8 A member of the Discipline Committee phones the parents/guardians : to keep them informed of the serious nature of the offence.
  - 6.9 Principal invites parents to School : to discuss the matter.
  - 6.10 Warning Letter : the Principal issues a warning letter to the parents.
  - 6.11 Suspension from Class : the Principal may decide to suspend the errant student from class or a particular subject for a stipulated time. The student will do quiet study at an assigned place.
  - 6.12 Suspension from School : depending on the seriousness of the case, the Principal may decide to suspend the errant student from school for a stipulated time.
  - 6.13 Caning: Depending on the seriousness of the case, the principal on the advice of the Disciplinary Committee may decide on caning the errant student.
  - 6.14 Final Warning : the Principal issues this last written warning to announce that if a positive change in attitude and behaviour is not forthcoming, the student will have to leave the school.
  - 6.15 Dismissal from School : if the situation becomes untenable, the Principal may after due consultation decide to end the school-student relationship.
7. Old Josephians always remember with affection their former teachers who were firm but fair because they have come to realise that the reason they were strict and demanding was because they cared much for their students.

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The following is a table showing what the school deems to be minor and serious disciplinary offences and the possible consequences that may be meted out.

<b>Category One Offences (Minor)</b>	<b>Category Two Offences (Serious)</b>
Consuming Food Outside Canteen	Dishonesty – Cheating in Test/Exams
Dishonesty – Lying	Disrespectful behaviour/Defiance (despite verbal warning)
Failure to bring Books/Materials for Lessons	Gambling/Betting /Fighting
Failure to Hand in Assignment	Bullying/Physical Intimidation/Physical Abuse to others
Late for School	Cyberbullying
Late for Class	Use/Possession/Distribution of Tobacco/Imitation Tobacco products
Misuse of Mobile Phone/Laptops/other Electronic devices	Theft/Shoplifting
Unacceptable Attire/Hairstyle/Grooming	Use/Possession/Distribution of Unacceptable materials (eg. Pornographic material)
Littering (Case-dependent)	Vandalism
Use of Vulgarity/Inappropriate Language (Case-dependent)	Truancy (from class/school)
Rough play/ Play that voluntarily causes hurt to others (Case-dependent)	Leaving school grounds without permission
Mischief (Case-dependent)	

<b>Disciplinary Offences</b>	<b>Possible Consequences</b>
Bullying (Physical/Cyber) & Fighting	Issue of a Pink Form; Issue of a Warning Letter; Corrective Work Order; In-House Suspension; Caning
Theft/Cheating	Issue of a Pink Form; Issue of a Warning Letter; Corrective Work Order; In- House Suspension; Caning
Smoking/Vaping (Possession/Use)	Issue of a Pink Form; Issue of a Warning Letter; Corrective Work Order; In-House Suspension, Caning
Truancy (from class/school) & Leaving school grounds without permission	Issue of a Pink Form; Issue of a Warning Letter; Corrective Work Order; In-House Suspension; Caning
Vandalism	Issue of a Pink Form; Compensate for damages caused; Issue of a Warning Letter; Corrective Work Order; In-House Suspension; Caning
Latecoming (5 or more)	Issue of a Pink Form; Issue of a Warning Letter; Corrective Work Order; In House Suspension
Use/Possession/Distribution of Unauthorized Materials	Issue of a Pink Form; Issue of a Warning Letter; Corrective Work Order; In House Suspension; Caning

The consequences to be meted out will be decided by the Discipline Committee. Expulsion from school may be considered if the circumstances warrant it. The above list is not exhaustive and the school reserves the right to judge whether a disciplinary offence is deemed as serious as those mentioned above.