

**CHRIS JUNORS PRIVATE SCHOOL
DISCIPLINARY POLICY DOCUMENT
BEHAVIOURS AND CONCEQUENCES**

This Disciplinary Policy Document is a guide to the behaviour which each learner needs to display. This document gives learners a set of guidelines to help them behave well at school.

Learners are expected to read and understand this document with the help of their parents or teachers.

NUMBER	AREA	OFFENCE	DISCIPLINARY MEASURE
1	Dress Code / Hair Style Learners should be dressed in correct school uniform at all the times. Girls should plait their hair using black braids only. Girls' hair should be of shoulder level and must be tied at the back using navy blue, black or white hair clippers. Boys' hair should be short and well combed at all the times.	<ul style="list-style-type: none"> - Incorrect school uniform - Improperly dressed 	<ol style="list-style-type: none"> 1. Verbal warning by class teacher. 2. Parents to be called and tasked to correct the misdemeanor
2	Theft	Taking other peoples properties without the consent of the owner	<ol style="list-style-type: none"> 1. Written warning at school level by disciplinary committee/counseling. 2. Consultation with parents through the principal 3. Suspension 3-5 days 4. Expulsion if the habit continues.
3	Falling in Love	Falling in love with another learner	<ol style="list-style-type: none"> 1. Verbal warning and counseling. 2. consultation with the parents.
4	Absenteeism/truancy/disruption of learning processes/loitering	Frequently being away from school without a	<ol style="list-style-type: none"> 1. Written warning/counseling

	outside the classroom for no reason/going out of school premises without permission/not sweeping classroom when on duty	good cause and disruption of learning – teaching processes.	2. Consultation with parents 3. Suspension-3 to 5 days
5	Maintenance of books and adequacy of stationery	By every 2 nd week of each term all exercise books must be available and adequate. Learners must have required number of neatly covered exercise books at all times	1. If not available by the 2 nd week, principal to consult with parents.
6	Homework	- Failure to do work that teachers give to pupils to do at home in the evening or at the weekend for 2 consecutive times -bringing unsigned homework	1. Written warning by the teacher/counseling. 2. Written warning by the disciplinary committee 3. Consultation with parents.
7	Gambling , bullying, fighting and use of tobacco or alcohol	- Betting money ,hurt, frighten other people, smoke tobacco or drink alcohol at school	1. Written warning at school level by disciplinary committee/counseling. 2. Consultation with parents through the principal 3. Suspension 3-5 days 4. Expulsion if the habit continues
8	Bringing cell phones, toys and money to school	Bringing unnecessary accessories that disrupt teaching learning processes	1. Confiscation of the gadget and to be handed back by end of term. (To be kept in the principal's office)
9	Dangerous weapons e.g. knife, firearms, explosives	Bringing weapons or materials that can harm or scare other learners	1. Written warning at school level by disciplinary committee/counseling. 2. Consultation with parents through the principal 3. Suspension 3-5 days 4. Expulsion
10	Vandalism	- Deliberate damaging of	1. Notify parents to replace damaged property.

		school property	
11	Performance Management	Inconsistence in performance in 3 successive evaluative / summative tests	<ol style="list-style-type: none"> 1. Class teacher investigates 2. Consultation with parents
12	Written work, Summaries/ Class work and Projects	<ul style="list-style-type: none"> - Not writing summaries - Not submitting books for marking - No class work - Not submitting projects 	The learner is <u>detained</u> to complete work in the library and parents will be informed
13	Study time	<p>-Failure to make full use of study time effectively</p> <p>(Disruptive Behaviour)</p>	<ol style="list-style-type: none"> 1. Deal with the learner instantly 2. Disciplinary hearing/counseling/warning letter 3. Parents consultation
14	Punctuality Parents who make their children to be late for school in the morning should bring their children to the reception area and not abandon them at the school's gate	<ul style="list-style-type: none"> - not punctual for the 1st lesson in the morning / assembly - not punctual for the first lesson after break - failure to do given task on time or to arrive in class on time 	<ol style="list-style-type: none"> 1.Warning by the teacher on duty or subject teacher/learner can be punished by teacher on duty 2. Disciplinary hearing/ sign warning letter 3. Consultation with parents through principal
15	Recommended language for communication on the school premises (English Language)	The use of vernacular languages on school premises	<ol style="list-style-type: none"> 1. Written warning to the offender /counseling 2. Consultation with parents

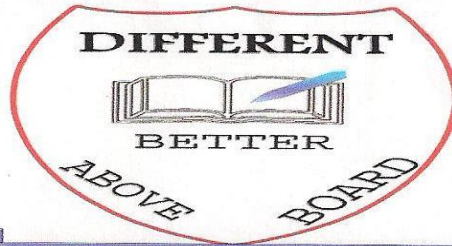
16	Insubordination	Refusal to obey someone of a higher rank e.g prefect , teacher , principal	<ol style="list-style-type: none"> 1. Disciplinary hearing with the learner/counseling/written warning 2. Consultation with parents / guardians 3. Suspension 3 – 5 days. 4. Expulsion depending on severity of offence.
17	Possession of pornographic materials	- Possessing materials such as films, videos, magazines designed to cause sexual excitement by showing naked people or referring to sexual acts.	<ol style="list-style-type: none"> 1. Confiscate materials and consultations with parents 2. Suspension or expulsion depending on severity
18	sexual harassment	- Indecent assault.	<ol style="list-style-type: none"> 1. written warning by the disciplinary committee/counseling 2. Consultation with parents 3. Suspension 3 – 5 days. 4. Expulsion depending on severity of the offense.
19	Verbal Assault	-use of foul or vulgar language, calling other people names	<ol style="list-style-type: none"> 1. written warning/counseling 2. consultation with parents 3. suspension 3 – 5 days.

Principal's signature: _____

School Board Chairman's signature: _____

Head of the Disciplinary Committee signature: _____

CHRIS JUNIORS PRIVATE SCHOOL



TEL/FAX 065-246155
P.O. BOX 25093 ONANDJOKWE ONDANGWA

This letter serves to warn _____ of grade _____ not to repeat the same offence committed against the school rules. Further disciplinary action will be undertaken in the event that the same category of indiscipline reoccurs.

Nature of indiscipline: _____

Date committed: _____

Witness to the offence committed (Teacher or Prefect)

Signature: Teacher: _____

Prefect: _____

Member of the Disciplinary committee: _____

Principal: _____

Offender: _____

Tear off.....

Acknowledgement:

I _____ (parent / guardian) acknowledge receipt of a warning letter administered on my child (_____) on _____.

Thank you

Signature of parent/ Guardian: _____