

CityKidz Pre & Primary



BEHAVIOUR BANK POLICY



CityKidz Behaviour Bank



Learner's Surname:		Learner's First name:		Term 1/2 3/4	Grade:	Form no.	SCORE CREDITS CARRIED OVER- TOTAL FOR TERM:
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POSITIVE BEHAVIOUR/ CREDITS POSITIVE DEPOSITS : -CREDITS

These are awarded for good behaviour, citizenship, displaying a positive work ethic and following the school code of conduct. For example, listening to teachers, behaving respectfully, greeting visitors, academic performance and progress, working quietly, displaying kindness, wearing the correct school uniform and looking well-groomed.

CREDITS	Positive behaviour	Great Work/ Completing Homework	Helpfulness/ Kindness to others	Responsibility/ Following instructions	Cleaning/ Picking up litter	Going the extra mile	Other positive actions/ Comments
Date and Teacher's Signature							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
TOTAL SCORE							GRAND TOTAL:
Date	Referred By		Parent's Signature		Comments and Recommendations		



NEGATIVE BEHAVIOUR/ DEBITS NEGATIVE DEPOSITS : - DEBITS

These are given to learners who have not behaved in the way the school code of conduct asks them to and who disregards class behaviour contracts. A learner who receives more than 10 debits will receive a letter to take home to his/her parents. This must be noted in the Grade Minute Book. If a learner receives more than 20 debits the teacher will arrange a meeting with the child's parents/caregiver and the Phase HOD. This will be recorded. More than 20 debits will then be referred to the principal and the disciplinary committee will intervene. Parents will be contacted.

		SCORE DEBITS CARRIED OVER-					TOTAL FOR TERM	
DEBITS		Disruptive Behaviour	Late for class/school	Not listening to instructions	Homework/ Tasks incomplete	Littering/ Damaging property	Hurting others' feelings/ Bullying	Other negative actions/ Comments
Date and Teacher's Signature								
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
TOTAL SCORE								GRAND TOTAL:
Date		Referred By		Parent's Signature		Comments and Recommendations		
		Principal's signature:				Comment:		

POSITIVE BEHAVIOUR/ CREDITS POSITIVE DEPOSITS: -

CREDITS will be awarded to learners as a reward for exemplary behaviour and helpfulness such as:

Active participation in class or school	Homework regularly done	Good behaviour in line and on trips, etc.
Helpful in class	Physical Education uniform regularly at school	Polite behaviour / good manners
Books neatly covered	Continuous high achievement	Help offered to fellow learner
Books regularly handed in	Always obedient	Honest deed (money, etc. handed in)
Neat and well-presented work in books	Good co-operation	Class monitor duties well executed
Often helps clean the classroom	On time for all appointments or extra-murals.	Often supports sports teams

BEHAVIOUR OFFENCES

- a. When a learner breaks any rule or commits an offence such a learner must also accept the consequence of his/her misbehaviour. For every offence or transgression the learner will have to face the consequence stipulated for that offence. After three infringements in the same category or after 10 debits, parents will be notified in writing. Three written notifications will result in a meeting with the parents and a first warning letter will be issued.
- b. Should a further written notification be issued, this will result in a disciplinary hearing.
- c. Following this, should there be three more written notifications for the same pupil, a second meeting will be held and the parents will receive a second, final warning.
- d. Any corrective measures or disciplinary action must be commensurate with the offence/infraction. Corrective measures may become more severe with subsequent repeated infractions. Suspension or expulsion may follow. Learners should not think that they cannot be suspended or expelled simply because it is their first offence or infraction of a rule or policy, but such a decision should be taken by the right authority.
- e. In cases where a learner cannot adjust to the school and where his/her behaviour is objectionable in that it violates the rights of others, he/she will be referred to the principal.
- f. Through consultation with his/her educators, and the school discipline committee, and in consultation with the parents or guardians every effort should be made to assist him/her to adjust. This will include referral to the necessary education support services for treatment. If all these efforts fail, the principal will refer the matter to the stakeholders (AFHCO) which may make a decision in the best interest of the learner and the other learners at the school.
- a. Offences will be recorded in the Behaviour Bank. The Behaviour Bank will be reviewed every term, and parents, learners, staff and HOD's will have the opportunity to make contributions and recommendations regarding the content of the

Behaviour Bank. Disciplinary procedures will be followed as stipulated in the policy which will be discussed if requested with learners and parents. Parents will regularly receive disciplinary reports from the school.

- b. Detentions, notes in diaries, Sms's etc. can be issued at any time, depending on the infringement. Pupils may be removed from outings/tours at the school's discretion.

PROCEDURES TO MODIFY BEHAVIOUR

Warnings will be given to learners either verbally or in writing.

Discussion with parents.

Detention.

Referral to School Based Support Team

Suspension from school activities/functions.

Written final warning to parents.

Referral to relevant outside agency.

Reports to the Department.

Disciplinary hearing.

Expulsion.

Daily report.

Small menial tasks, e.g. cleaning the classroom.

Extra (constructive) work:

A learner may be given time out, made to write out work, by any teacher, or the Principal.

DETENTION:

- a. A learner may be placed in detention by any teacher acting in consultation with the principal or HOD, or by the Principal.
- b. A learner who is to be placed in detention must be given a detention form. The detention form must state the reason for the detention. It must be signed by the learner's teacher, HOD or the principal. It must be placed in the learner's homework book.
- c. A learner who is to be placed in detention must be reminded thereof by having his or her name read out at the end of the school day.
- d. If a parent of a learner who has been placed in detention feels that it is an inappropriate punishment, he or she may make an appointment to discuss the matter with the principal.
- e. The only person who may excuse a learner from detention is the Principal.

ON DAILY REPORT:

- a. A learner may be placed on report by the HOD or the Principal.
- b. Before a learner is placed on report, the HOD or Principal should attempt to contact the learner’s parent(s) in order to explain why the learner is being put on report.
- c. Removal from class and school service:
- d. A learner may only be removed from class or required to do school service by the HOD Guidance or Principal. The Principal must be informed by the HOD Guidance.

CATEGORY ONE - MINOR OFFENCES	CONSEQUENCES AND APPROPRIATE ACTION	CATEGORY TWO OFFENCES	CONSEQUENCES AND APPROPRIATE ACTION
Throwing litter on the school grounds	Warning / pick up litter in respective venue, pick up litter after break/ Behaviour Bank Demerit. A written record kept of such offences and the disciplinary. Reflective use of the School’s Code of Conduct.	Bullying a fellow learner	Interventions by Guidance HOD Meeting with parents Principal Break Detention Daily Behaviour Report Counselling Disciplinary Hearing A signed copy of acknowledgement will be kept on record by the HOD and communicated to the parent/guardian
Absent from class for a short while without permission	Warning Behaviour Bank Demerit – A written record kept of such offences and the disciplinary measure taken- phone & contact parents Make up time at break and contact parents.	Playing dangerous games	Referred to Principal Removed from class Counselling HOD Guidance A signed copy of acknowledgement will be kept on record by the HOD and communicated to the parent/guardian.
Late for class at the beginning of the	Warning – late	Vandalism – Destructive behaviour	Referred to Principal / Removed

CATEGORY ONE - MINOR OFFENCES	CONSEQUENCES AND APPROPRIATE ACTION	CATEGORY TWO OFFENCES	CONSEQUENCES AND APPROPRIATE ACTION
day or after breaks	Behaviour Bank Demerit – phone & contact parents Make up time at break and contact parents.	and /or Serious damage to any property	from class Parents informed 5 day community service
Chewing gum in class	Warning Behaviour Bank Demerit a second written warning followed by a final written warning, then a disciplinary hearing.	Dishonesty / Theft – stealing other’s belongings	Meeting with parents Principal Break Detention Daily Behaviour Report Counselling Disciplinary Hearing
Unsatisfactory execution of instructions	Teacher talk /Behaviour Bank Demerit Reflective use of the School’s Code of Conduct a second written warning followed by a final written warning, then a disciplinary hearing	Disrespectful to an teacher / adult	Refer to HOD Guidance Personal action plan Principal Detention Apology letter Reflective use of the School’s Code of Conduct.
Playing instead of working	Teacher talk / Behaviour Bank Demerit Reflective use of the School’s Code of Conduct. Time out during a playtime to contemplate behaviour.	Writing on another learner’s property	5 day community service Apology letter Reflective use of the School’s Code of Conduct.
Noisy on entering/leaving class	Teacher talk / Behaviour Bank Demerit Reflective use of the School’s Code of Conduct. Time out during a playtime to contemplate behaviour.	Seriously threatens, disrupts or frustrates teaching or learning in a class	Refer to HOD Guidance Personal action plan. Time out during a playtime to contemplate behaviour. Apology letters where applicable and pledges / promises not to repeat.
Continuous talking in class	Teacher talk / Behaviour Bank	Truancy – bunking a period or	Meeting with parents

CATEGORY ONE - MINOR OFFENCES	CONSEQUENCES AND APPROPRIATE ACTION	CATEGORY TWO OFFENCES	CONSEQUENCES AND APPROPRIATE ACTION
	demerit Reflective use of the School's Code of Conduct. Time out during a playtime to contemplate behaviour.	bunking school	Principal Break Detention Make up time missed at school after hours A signed copy of acknowledgement will be kept on record by the HOD and communicated to the parent/guardian.
Playing with toys /games in class	Teacher talk / Behaviour Bank demerit	Swearing at a fellow learner	Apology letters where applicable and pledges / promises not to repeat. Reflective use of the School's Code of Conduct.
Makes peculiar noises in class	Teacher talk a stern word to show displeasure, disappointment and explain why behaviour is unacceptable / Behaviour Bank Demerit/Learner moved away from peers in classroom	Intimidation of other learners	Teacher talk / demerit HOD Guidance counselling. A signed copy of acknowledgement will be kept on record by the HOD and communicated to the parent/guardian.
Wearing of incorrect uniform- -hair violation -wrong shoes -no shoelaces - wrong uniform -jewellery violation -Physical Education uniform left at home -incorrect season uniform	Warning Reflective use of the School's Code of Conduct Behaviour Bank Demerit Detention	Undermines the authority of a teacher	Warning Demerit Teacher talk / Demerit HOD Guidance counselling. Reflective use of the School's Code of Conduct

CATEGORY ONE - MINOR OFFENCES	CONSEQUENCES AND APPROPRIATE ACTION	CATEGORY TWO OFFENCES	CONSEQUENCES AND APPROPRIATE ACTION
Eating or drinking in class without permission	Warning / Teacher talk a stern word to show displeasure, disappointment and explain why behaviour is unacceptable. Behaviour Bank Demerit Reflective use of the School's Code of Conduct	Tells lies	Warning Demerit Teacher talk / Demerit HOD Guidance counselling. Reflective use of the School's Code of Conduct
No playing on the corridors during break, before or after school	Warning / Teacher talk a stern word to show displeasure, disappointment and explain why behaviour is unacceptable. Behaviour Bank Demerit Reflective use of the School's Code of Conduct. Time out during a playtime to contemplate behaviour.	Do not touch or in any way tamper with the cars parked on the grounds	Warning Demerit Time out during a playtime to contemplate behaviour
Minor teasing	Teacher talk a stern word to show displeasure, disappointment and explain why behaviour is unacceptable / Behaviour Bank Demerit /Learner moved away from peers in classroom.	Cheating in tests, exams or tasks	Warning Demerit Teacher talk / demerit HOD Guidance counselling.
Mild disruption of others during learning activities	Teacher talk a stern word to show displeasure, disappointment and explain why behaviour is unacceptable / Behaviour Bank Demerit /Learner moved away from peers in classroom. Time out during a playtime to contemplate behaviour.	Indecent language/behaviour	Warning Demerit Time out during a playtime to contemplate behaviour Reflective use of the School's Code of Conduct
Drifting off task during learning	Teacher talk / Reflective use of the	Leaves school grounds without	Warning

CATEGORY ONE - MINOR OFFENCES	CONSEQUENCES AND APPROPRIATE ACTION	CATEGORY TWO OFFENCES	CONSEQUENCES AND APPROPRIATE ACTION
activities	School's Code of Conduct Behaviour Bank Demerit	permission	Demerit A signed copy of acknowledgement will be kept on record by the HOD and communicated to the parent/guardian.
Inconsiderate use of language	Teacher talk- a stern word to show displeasure, disappointment and explain why behaviour is unacceptable / Behaviour Bank Demerit Reflective use of the School's Code of Conduct. Time out during a playtime to contemplate behaviour.	Challenging the principal's or a teacher's authority.	Apology letters where applicable and pledges / promises not to repeat .A signed copy of acknowledgement will be kept on record by the HOD and communicated to the parent/guardian.
Minor rudeness and discourtesy	Teacher talk a stern word to show displeasure, disappointment and explain why behaviour is unacceptable / Behaviour Bank Demerit Reflective use of the School's Code of Conduct. Time out during a playtime to contemplate behaviour.	Engage in any form of cyber-bullying	Teacher talk / demerit HOD Guidance counselling. A signed copy of acknowledgement will be kept on record by the HOD and communicated to the parent/guardian
		Cheeky and argumentative	HOD Guidance counselling. A signed copy of acknowledgement will be kept on record by the HOD and communicated to the parent/guardian

CATEGORY ONE - MINOR OFFENCES	CONSEQUENCES AND APPROPRIATE ACTION	CATEGORY TWO OFFENCES	CONSEQUENCES AND APPROPRIATE ACTION
HOMEWORK OFFENCES			
Diary not signed twice in a week	Teacher talk /Behaviour Bank Demerit Reflective use of the School's Code of Conduct	Spit at or verbally abuse another	Teacher talk / demerit HOD Guidance counselling. A signed copy of acknowledgement will be kept on record by the HOD and communicated to the parent/guardian
Exercise books left at home / not covered /not labelled	Teacher talk /Behaviour Bank Demerit Reflective use of the School's Code of Conduct	Cell phones on/used during school hours	Demerit Confiscated for one week Confiscated and parents informed
Books not handed in on time/worksheets not pasted in	Teacher talk /Behaviour Bank Demerit Reflective use of the School's Code of Conduct		
Reply slips not returned on time	Teacher talk /Behaviour Bank Demerit Reflective use of the School's Code of Conduct		
Text books left at home	Teacher talk /Behaviour Bank Demerit Reflective use of the School's Code of Conduct		
Did not learn for WOW WORDS Spelling Test	Teacher talk /Behaviour Bank Demerit Time out during a playtime to learn words.		
Not prepared for the presentation of oral work	Teacher talk /Behaviour Bank Demerit Time out during a playtime to catch up work.		
Homework assignments, tasks and projects not done or incomplete	Teacher talk /Behaviour Bank Demerit Time out during a playtime to catch up work		
Does not have the required stationery	Teacher talk /Behaviour Bank Demerit		
Not copying down homework correctly.	Teacher talk /Behaviour Bank Demerit		

CATEGORY ONE - MINOR OFFENCES	CONSEQUENCES AND APPROPRIATE ACTION	CATEGORY TWO OFFENCES	CONSEQUENCES AND APPROPRIATE ACTION
HOMEWORK OFFENCES Homework not caught up	Teacher talk /Behaviour Bank Demerit Time out during a playtime to catch up work		
Using tippex	Teacher talk /Behaviour Bank Demerit Reflective use of the School's Code of Conduct		
Did not complete Reading Diary exercises	Teacher talk /Behaviour Bank Demerit Time out during a playtime to catch up work		

SERIOUS INFRINGEMENTS (CATEGORY THREE OFFENCES)

Serious infringements (category three offences) may lead to automatic meetings with parents/warning letters. These offences are viewed in a very serious light and warrants immediate disciplinary action. In the case of criminal offences as set out by the law, the proper authorities will be notified.

Disciplinary hearings being conducted by The Disciplinary Committee will notify parents in writing at least five working days prior to the learner's disciplinary hearing .The notice must state the date of the hearing, and list the reason(s) for it, in particular the misconduct that the learner is alleged to have committed. In addition, the notice must inform the learner and his or her parent(s) of their right to make representations at the hearing as to why the learner should not be suspended.

A decision of the Disciplinary Committee and stakeholders (AFHCO) to recommend the expulsion of a learner will be conveyed to the learner's parents within 48 hours of the Disciplinary Hearing.

A learner whose expulsion has been recommended by the Disciplinary Committee will be suspended, pending the final decision by the stakeholders (AFHCO).

After receiving a recommendation from the stakeholders (AFHCO) that a learner be expelled, the Disciplinary Committee will make a decision within fourteen days, and will notify the parents of the decision as soon as possible thereafter.

CATEGORY THREE OFFENCES -	CONSEQUENCES AND APPROPRIATE ACTION	CATEGORY THREE OFFENCES -	CONSEQUENCES AND APPROPRIATE ACTION
Smoking on school property.	Parents informed Disciplinary Hearing Disciplinary	Sexually harasses another person/learner	Parents informed Disciplinary Hearing Disciplinary Committee
Possession of any dangerous weapon at school.	Parents informed Disciplinary Hearing Disciplinary Committee Immediately reported to the South African Police Service (SAPS)	Engages in any act of public indecency	Parents informed Disciplinary Hearing Disciplinary Committee
Severe and repeated intimidation of other learners.	Parents informed Disciplinary Hearing Disciplinary Committee	Rape	Parents informed Disciplinary Hearing Disciplinary Committee Immediately reported to the South African Police Service (SAPS) and a tribunal hearing
Forges any document or signature to the potential or actual prejudice of the school.	Parents informed Disciplinary Hearing Disciplinary Committee	Murder	Parents informed Disciplinary Hearing Disciplinary Committee Immediately reported to the South African Police.
Bringing our school's name into disrepute	Parents informed Disciplinary Hearing Disciplinary Committee	Racism	Parents informed Disciplinary Hearing Disciplinary Committee
Engages in theft or acts dishonestly to the prejudice of another person.	Parents informed Recorded in the incident book Disciplinary Hearing Disciplinary Committee	Gangsterism	Parents informed Recorded in the incident book Disciplinary Hearing Disciplinary Committee Immediately reported to the South African Police

CATEGORY THREE OFFENCES -	CONSEQUENCES AND APPROPRIATE ACTION	CATEGORY THREE OFFENCES -	CONSEQUENCES AND APPROPRIATE ACTION
			Service (SAPS)
Maliciously damages another person's property	Parents informed Recorded in the incident book Disciplinary Hearing Disciplinary Committee	Truancy	Parents informed Recorded in the incident book Disciplinary Hearing Disciplinary Committee
Possession of Pornography at school.	Parents informed Recorded in the incident book Disciplinary Hearing Disciplinary Committee Immediately reported to the South African Police Service (SAPS) and a tribunal hearing	Aggressive behaviour – assault and fighting Assaulting a teacher	Parents informed Recorded in the incident book Disciplinary Hearing Disciplinary Committee
Is under the influence of alcohol, drugs or any other illegal substance on school property.	Parents informed Recorded in the incident book Disciplinary Hearing Disciplinary Committee	Insults or violates the dignity of any learner, educator, staff member or parent	Parents informed Recorded in the incident book Disciplinary Hearing Disciplinary Committee
Infringement of internet policy	Parents informed Recorded in the incident book Disciplinary Hearing Disciplinary Committee	Abusing fellow learners physically or sexually	Parents informed Recorded in the incident book Disciplinary Hearing Disciplinary Committee Immediately reported to the South African Police
Possession of, consumes or deals in alcohol, drugs or any illegal substance on school property, when representing the school or in school uniform.	Parents informed Disciplinary Hearing Recorded in the incident book Disciplinary Committee Immediately reported to the SAP	Continuous disruption of teaching and learning	Parents informed Disciplinary Hearing Recorded in the incident book Disciplinary Committee