

DISCIPLINE POLICY

NESTAS INTERNATIONAL SCHOOL

1. PREAMBLE

Nestas International School is committed to maintaining a safe, orderly, respectful, and supportive learning environment that promotes self-discipline, responsibility, and positive behaviour. Discipline at Nestas International School is corrective and educative rather than punitive, and it is guided by fairness, consistency, and respect for the dignity and rights of every child.

This Discipline Policy provides clear guidelines on acceptable behaviour, disciplinary procedures, corrective measures, and the roles of all stakeholders in maintaining discipline within the school.

2. PURPOSE OF THE POLICY

The purpose of this policy is to:

Promote positive behaviour and self-discipline among learners

Ensure a safe and conducive learning environment

Define behavioural expectations and prohibited conduct

Establish fair and transparent disciplinary procedures

Support learners' moral, social, and emotional development

3. LEGAL AND POLICY FRAMEWORK

This policy is guided by:

The Children's Act, 1998 (Act 560)

Ghana Education Service (GES) Guidelines on Discipline

Nestas International School Code of Conduct

United Nations Convention on the Rights of the Child (UNCRC)

4. SCOPE OF APPLICATION

This policy applies to:

All learners from Crèche to Junior High School (JHS)

Behaviour during school hours, school activities, and excursions

Any conduct that affects the reputation, safety, or orderly running of the school

5. GUIDING PRINCIPLES OF DISCIPLINE

Discipline at Nestas International School shall be guided by the following principles:

The best interest of the child is paramount

Discipline shall be corrective, not punitive

Fairness, consistency, and impartiality

Respect for learners' dignity and rights

Age-appropriate disciplinary measures

Parental involvement where necessary

6. RIGHTS AND RESPONSIBILITIES OF LEARNERS

6.1 Learners' Rights

Learners have the right to:

Be treated with respect and fairness

Learn in a safe and orderly environment

Be heard before disciplinary decisions are made

Receive guidance and support to improve behaviour

6.2 Learners' Responsibilities

Learners are expected to:

Obey school rules and regulations

Respect staff, peers, and school property

Attend school regularly and punctually

Display honesty, courtesy, and good conduct

Take responsibility for their actions

7. LEVELS OF MISCONDUCT

7.1 Minor Offences

Examples include:

Lateness

Failure to complete assignments

Minor classroom disruptions

Improper uniform

Use of inappropriate language (non-abusive)

7.2 Major Offences

Examples include:

Fighting or physical aggression

Bullying, harassment, or intimidation

Theft or vandalism

Truancy

Cheating or examination malpractice

Disrespect or insubordination

7.3 Gross Misconduct

Examples include:

Possession of weapons or dangerous items

Sexual misconduct or abuse

Drug or alcohol-related offences

Serious assault

Repeated major offences

8. DISCIPLINARY MEASURES

8.1 Corrective Measures for Minor Offences

May include:

Verbal warning

Counselling or guidance

Written warning

Corrective tasks (e.g. supervised cleaning)

8.2 Disciplinary Measures for Major Offences

May include:

Written warning

Behavioural contracts

Detention or supervised tasks

Parent/guardian conference

Temporary suspension (where appropriate)

8.3 Measures for Gross Misconduct

May include:

Immediate suspension

Disciplinary committee hearing

Recommendation for withdrawal or expulsion (as a last resort)

Referral to appropriate authorities where required by law

9. PROHIBITED DISCIPLINARY PRACTICES

The following are strictly prohibited:

Corporal punishment

Physical, emotional, or verbal abuse

Humiliating or degrading treatment

Collective punishment

10. DISCIPLINARY PROCEDURES

Alleged misconduct shall be investigated fairly

Learners shall be informed of the allegation and given an opportunity to respond

Disciplinary decisions shall be documented

Parents shall be informed in cases of serious or repeated misconduct

Confidentiality shall be maintained

11. ROLE OF PARENTS AND GUARDIANS

Parents and guardians are expected to:

Support the school's disciplinary measures

Attend meetings when invited

Reinforce positive behaviour at home

Communicate concerns through appropriate channels

12. ROLE OF STAFF

Staff shall:

Model positive behaviour

Apply discipline fairly and consistently

Maintain accurate discipline records

Refer serious cases to school management

Avoid abusive or inappropriate disciplinary actions

13. COUNSELLING AND BEHAVIOURAL SUPPORT

The school shall provide guidance and counselling services where possible

Learners with behavioural challenges shall receive support plans

External professional support may be sought when necessary

14. DISCIPLINE RECORDS

Records of disciplinary actions shall be maintained

Records shall be confidential and used for guidance and monitoring

15. APPEALS PROCEDURE

Parents or learners may appeal disciplinary decisions in writing to management

Appeals shall be reviewed fairly and promptly

Management's decision after review shall be final

16. IMPLEMENTATION AND REVIEW

This policy shall be implemented by school management and staff

Learners and parents shall be informed of the policy during orientation

The policy shall be reviewed periodically to ensure relevance and compliance

17. ACCEPTANCE AND COMPLIANCE

All learners, parents/guardians, and staff of Nestas International School are required to comply fully with this Discipline Policy. Failure to comply may result in appropriate corrective or disciplinary action.

Approved by: Management of Nestas International School

Effective Date: _____