WINDELLAMA PUBLIC SCHOOL

Student

Discipline Policy

**Purpose: To provide a safe and happy school for students, teachers and parents.**

**Date: November 2009**

*Each student has the right to learn, to do well and to be safe and happy at school both in and out of the classroom.*

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination.

To achieve this, all schools are expected to maintain high standards of discipline.

When parents enrol their children at public schools they enter into a partnership with the school. This partnership is based on a shared commitment to provide opportunities for students to take responsibility for their actions and to have a greater say in the nature and content of their learning. Collaboration between school staff, students and parent(s) or carer(s) is an important feature of discipline in government schools.

**Student Discipline in Government Schools**

At Windellama Public School we expect the students to behave in a manner that brings credit to themselves, to the school and to the community. We expect the students to achieve academic success, to play fairly, to act safely, to respect school property and to interrelate positively with each other and with staff and parent helpers.

At Windellama Public School staff, students and parents expect and value positive behaviour.

The aim of the partnership between school community members and schools is to develop socially responsible young people who are capable of making informed decisions. This is achieved through an effective social, cultural and academic curriculum which caters for the individual needs of students.

At Windellama Public School we aim:

* To provide a safe, caring school environment where students derive enjoyment and success from their learning;
* to encourage students to behave in accordance with the school Code of Conduct and the Core Rules in NSW Government Schools; and
* to encourage students to make a useful contribution to the life of the school and the community.

**CORE RULES FOR STUDENTS IN NSW GOVERNMENT SCHOOLS**

Students in NSW government schools are provided with a high quality education so that they may learn to the best of their ability and become self-disciplined, tolerant, enterprising and contributing members of the school and community.

Core rules for student behaviour have been developed to establish consistent expectations in all government schools in support of these aims.

These rules are based on our core values of integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy.

The critical role of parents and care-givers is recognised as the primary influence on each child’s character and behaviour and as essential partners in supporting the core rules and the successful education of their children.

The Department is committed to supporting principals and school staff in the implementation of these rules through state-wide policies and programs, together with regional support staff, professional learning and alternative provisions, in order to promote the highest standards of behaviour and learning in our schools.

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| **THE CORE RULES** All students in NSW government schools are expected to: 1. • Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
2. • Maintain a neat appearance, including adhering to the requirements of the school’s uniform or dress code policy.
3. • Behave safely, considerately and responsibly, including when travelling to and from school.
4. • Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
5. • Treat one another with dignity and respect.
6. • Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.  |

**IMPLEMENTATION:**

The school will be a disciplined, ordered and cohesive community where individuals take responsibility and work together.

## Acceptable standards of behaviour are expected

## - in the classroom

- in the playground

- travelling to and from school

- on excursions

- at sporting activities

* Well-being, safety and health of students, staff and school community members are a priority.
* Students are expected to attend school regularly.
* Students are expected to wear school uniform (as decided by the P & C and the Principal).
* Respect for staff, others in positions of authority and community members is expected.
* Positive and respectful relationships between the students and members of the school community are encouraged.
* Adherence to requests from staff and others in positions of authority is expected.

RESPONSIBILITIES

Students will:

* be safe in the school environment.
* be able to learn without disruption from unruly behaviour.
* participate in all aspects of school life as equals.
* be given opportunities to express their views in school planning and decision making as part of the School Parliament.
* be respected and supported in all aspects of their schooling

Teaching and Support Staff will:

* ensure they are familiar with the student welfare policy.
* set standards for behaviour through modelling of appropriate behaviours.
* set high and achievable expectations
* ensure students are competent in the basic skills of literacy, numeracy and technology.
* provide a learning program that is high in intellectual quality, significance and a quality learning environment.
* demonstrate a commitment to teaching and continually communicate confidence in their students’ ability to learn.
* acknowledge when students are behaving appropriately and respectfully.
* use appropriate rewards and consequences.
* maintain accurate school records of student behaviour.
* ensure that classroom management strategies have been developed and implemented before issues are passed onto the Principal.
* apply effective strategies to resolve behavioural issues and promote appropriate behaviours.
* each classroom will have the School Code of Conduct displayed and regular reference made to it.
* classroom rules should also be displayed to complement the School Code of Conduct

Principal will

* regularly monitor and review all student welfare and discipline programs
* assist students, staff and parents to develop strategies for addressing student welfare and discipline needs in the activities of the school.
* apply effective strategies to resolve behavioural issues and promote appropriate behaviours.

SCHOOL CODE OF CONDUCT

**Students of Windellama Public School are expected to:**

**Learn as much as you can**

**Let others learn as much as they can**

**Always be polite**

**Respect the property of others**

**Follow teacher’s directions**

Be in the right place at the right time doing the right thing

RIGHTS and RESPONSIBILITIES

All stakeholders in the school community have rights and responsibilities. With each right, there isan equally important responsibility and together these form the overall school culture and climate. As a result our discipline policy is based around this notion of rights and responsibilities which only further reinforces the idea that all behaviour is the result of a choice or a decision made by each individual and we are all responsible for our actions. We believe this also takes away the notion of a child being punished. Instead it is the decision that brings with it a certain consequence.

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| You have the RIGHT to… | You have the RESPONSIBILITY to… |
| I have the right to be happy and to be treated with understanding. | I have the responsibility to treat others with understanding. I must not hurt other’s feelings. |
| I have the right to be treated with respect and politeness. | I have the responsibility to treat others with respect and politeness. |
| I have the right to be safe. | I have the responsibility not to hurt or hit anyone. |
| I have the right to expect my property to be safe. | I have the responsibility not to take or destroy the property of others. |
| I have the right to obtain maximum benefit from all lessons and classes. | I have the responsibility to co-operate with teachers and other students to make sure that lessons proceed and to always do my best. |
| I have the right to attend school regularly and to participate in all school activities. | I have the responsibility to be punctual to attend school regularly and to participate actively in ALL school activities. |
| I have the right to be proud of my school. | I will behave responsibly, so as to bring credit to my school. |
| I have the right to have a pleasant, clean and well maintained school and grounds. | I have the responsibility to care for the school environment. |
| I have the right to develop self-discipline. | I have the responsibility to exhibit self-control. |
| I have the right to my own opinion. | I should respect the opinion of others. |

CLASSROOM RULES

At the beginning of each year, class teachers negotiate with their class a set of class rules, expectations and consequences.

These will be positively stated and prominently displayed and teachers will ensure that everyone in the class is aware of both the rules and the consequences.

The use of appropriate rewards and consequences are essential components of the school discipline policy.

CLASSROOM DISCIPLINE

In general, the class teacher (or teacher teaching the class) is responsible for classroom behaviour and discipline.

Well prepared, interesting lessons coupled with good rapport being established between the teacher and the children will contribute to positive class tone and reduce class discipline problems.

A class teacher will initially point out any behaviour that is inappropriate and redirect the student to an appropriate expectation. This places the teacher in charge and engenders respect for the teacher by the children.

However, if behaviour of any child is so extreme that it places the safety of the child or other children in jeopardy, or severely disrupts the learning program of the class, or causes damage to property, the child should be removed from the classroom as soon as is possible. In such cases:

* The principal must be notified at once.
* A discipline report should be completed by the class teacher.
* The principal will follow up the incident and may (depending upon circumstances and the nature of the incident) apply an in school sanction, contact the parents or suspend the student.
* Every effort will be made to reintegrate the child into the classroom as soon as possible.

# CLASSROOM ACTIVITIES

* Assist students to develop strategies and attitudes to discourage antisocial behaviour and promote friendly relationships.
* Encourage the development of positive self-esteem in all school activities.
* Develop a problem solving approach to deal with any incidents.
* Encourage and reward pro-social behaviour. Positive behaviour reinforced.
* Evaluate individual student learning and support needs.

**STRATEGIES USED TO RECOGNISE POSITIVE ACHIEVEMENT & GOODBEHAVIOUR**

**MERIT TOKEN SYSTEM**

The Merit Token System’s main aim is to encourage and reward -:

 **\*acceptable behaviour**

 **\*citizenship**

 **\*regular attendance**

 **\*academic effort, and**

 **\*successful achievement.**

The Merit Token System applies to all students. It operates on a 12 month system with students returning to a neutral level at the beginning of each school year.

**OPERATION**

 Class teachers award **merit tokens** every week which they award **in class** during that week for any of the reasons listed above.

 Students will accumulate merit tokens as the year progresses. When a student accrues *5 merit tokens*, these are “handed in” for an **Achievement Award.**

 There are 4 levels of Achievement Awards -:

 **\*1st set of 5 merit tokens earn a BRONZE Achievement Award**

 **\*2nd set of 5 merit tokens earn a SILVER Achievement Award**

 **\*3rd set of5 merit tokens earn a GOLD Achievement Award**

 \***4th set of 5 merit tokens earn a PLATINUM Achievement Award**

 **Support staff** (eg, STLA, RFF, LIB, SASS, Casuals) can make recommendations to class teachers if a student they are working with has demonstrated the desired attributes outlined previously.

***Merit Tokens*** have relevant attributes printed on them and teachers tick the box to correspond to the attributes demonstrated by the student. The teacher then signs and dates the award and presents the award to the student in class time.

**MANAGEMENT OF THE AWARDS SYSTEM**

**Class Teacher Responsibilities**

\* hand out merit tokens every week to students who display relevant attributes as outlined previously.

 \* **Maintain a behaviour book/class list** to record award recipients

\* Make a classroom display to recognise student progress along the Achievement Award continuum (optional – at teacher’s discretion)

 \* **be fair and consistent in awarding merit tokens.**

**Student Responsibilities**

 \* choose behaviours that demonstrate the desired attributes outlined previously

**SUGGESTED AWARDS**

BRONZE ACHIEVEMENT: Certificate, book

SILVER ACHIEVEMENT: Certificate, special badge

GOLD ACHIEVMENT: Certificate, a school key ring

PLATINUM ACHIEVEMENT: Certificate, school pen

* **Assembly Awards**
	+ Whenever there is a formal school assembly, teachers will hand out class and school certificates to recognise positive behaviour, effort and achievement
* **Public Recognition**
	+ Name & photo published in newsletter/local newspaper/website
* **School Presentation**
	+ All students are presented with book prizes/certificates at the end-of-year presentation evening

**OTHER POSITIVE REINFORCEMENT STRATEGIES**

\* compliments for effort \* respect from teachers \* respect from peers

\* compliments from peers \* a smile, hand-shake, etc \* comments in books

\* a round of applause \* special privileges \* name in newsletter

\* special responsibilities \* special awards \* class awards

\* principal’s award \* assembly awards \* special treats

\* stickers **\*** merit tokens

# STRATEGIES USED TO DEAL WITH UNACCEPTABLE BEHAVIOUR

Students have the responsibility to behave safely and respectfully when at school.

Staff members have a responsibility to contribute to an orderly learning environment both in the class rooms and the playground. As staff members move about the school, they should interact positively with students and redirect any students seen behaving inappropriately.

The role of staff in class time is to manage learning programs and ensure the learning environment is safe and conducive to learning. The role of staff in playground time is to ensure students are safe from harm

Consistency in the application of school rules coupled with good rapport being established between staff and students will contribute to positive school tone and reduce discipline problems.

The teacher on duty will initially point out any behaviour that is inappropriate and redirect the student to an appropriate expectation. This places the teacher in charge and engenders respect for the teacher by the children.

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| MINOR BREACHESTeacher investigates incident and negotiates a logical consequence | Breach of rulesDisobedienceInsolenceDisruptiveness | * Reminder of Code of Conduct/school rules
* Redirect student to work or alternate playground activity
* Warn of further consequences if behaviour doesn’t improve
* Sit in designated area for time out
* Student moves to new seat to work
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| MAJOR OR REPEATED BREACHESTeacher investigates incident and negotiates a logical consequence.Principal informed promptly. | Repeated breach of rules -:Continual disobedience InsolenceViolencePossession of alcohol, tobacco Possession of inappropriate sexual materialPossession of medications that could be harmful to othersPossession of illegal substance or weapon | * As above
* Fill in discipline report and record in School Behaviour Record book (in staff pigeon hole)
* Contact parents for interview
* Carry out suspension procedures
 |
| Accidents/Medical Assistance |  | * All minor incidents must be recorded.
* Accident Reports must be completed by teachers and witnesses for all serious accidents.
* Forms are to be given to the Principal or SAM.
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### RECORD KEEPING

All breaches of the school rules that require a discipline report & detention will be recorded in the School Behaviour Record Book. Minor breaches can be recorded at the teacher’s discretion.

Positive behaviour will also be recorded.

# SUSPENSION

Suspension is only one strategy within a school’s student discipline code. It is most effective when it highlights the parent or caregiver’s responsibility for taking an active role in partnership with the school to change the behaviour of their child. Suspension allows students time to reflect on their behaviour, to acknowledge and accept responsibilities for their behaviours that led to the suspensions and to accept responsibility for changing their behaviour. It allows time for school staff to plan appropriate support for the student to assist with successful re-entry.

* Refer to the DET’s Suspension And Expulsion Of School Students –Procedures
* Suspension will be for – aggressive behaviour, insolence, persistent disobedience, disruptive behaviour, harassment of students or staff, violence, possession of a weapon, substance abuse, property damage or theft.

A short suspension of up to and including four school days, or a long suspension of up to and including twenty school days may be imposed.

DET policy states that principals must suspend immediately and consistently, any student who;

* Uses, or is in possession of, a suspected illegal substance or supplies a restricted substance
* is physically violent
* is in possession of a firearm, prohibited weapon or knife (without reasonable cause)

# EXPULSION

* Will be for repeated instances of the above after consultation with the Principal, parents, student, counsellor and the School Education Director.

In extreme circumstances the principal may expel a student from a particular school or recommend to the Director General that the student be expelled from the government school system.

**TECHNOLOGY CODE OF BEHAVIOUR**

Student use of computers in the school and access to the Internet will be monitored by supervising teachers at all times.

Student use of computer technology and Internet access at school must be for appropriate educational purposes and must follow the code of conduct/rules, which will be issued to all students at the beginning of the course.

Breaches of these rules will be treated as for other breaches of the school discipline code. They could result in restriction of access to computers and the Internet for a period of time.

**ELECTRONIC DEVICES CODE OF CONDUCT**

Mobile phones or other communicative devices (e.g. DS devices) should not be brought to school by students.

Parents and carers must give written permission for students to bring mobile phones to school.

After parent permission is given, students must keep the phone in their bags or hand into the school office till the end of the school day. Students are not permitted to use phones during bus travel.

Other non-communicative devices such as IPODs, MP3s are allowable during bus travel.

Photographs of students at school or on school activities or on a school bus are not to be taken without the permission of teachers or parents.

Hand-held electronic games with a G or PG rating are allowable for use during bus travel. These items must be kept in school bags during the school day.

**BUS BEHAVIOUR CODE OF CONDUCT**

**To ensure the safety and the comfort of other passengers students will:**

* behave safely at all times
* respect the needs and comfort of other passengers
* behave appropriately at all times (e.g. no use of offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus/train/ferry)
* protect all property and report any vandalism
* show their travel pass or ticket when requested
* only use the travel pass for its intended purpose
* maintain possession of the travel pass at all times
* follow instructions about safety
* adhere to the law that bans smoking
* not eat and drink in prohibited areas
* keep arms, legs and other parts of their bodies inside the bus/train/ferry
* only attract the attention of the driver in case of emergency.

(As outlined in the Ministry of Transport’s

“Code of Conduct for school students on Buses” – July 2006)

**SUN SAFETY CODE OF CONDUCT**

All students are expected to wear the school uniform, which is a sun safe uniform, every day.

All students are expected to wear a school uniform hat at all times while outside. The school provides a free school uniform hat on enrolment. If this hat is lost by the student, a new school uniform hat should be purchased from the school.

All teachers are requested to wear a hat and therefore provide a role model.

Teachers are expected to reinforce the No Hat Play-In-The-Shade rule. Students without a hat should use the COLA area or the verandah.

All students are encouraged to use sunscreen when they are in direct sunlight for long periods. The school has sunscreen available for everyone to use.

SCHOOL UNIFORM CODE OF CONDUCT

It is expected that all students will wear the complete school uniform. The community will judge the students and the school on their dress and appearance. The school uniform is attractive and should be worn with pride, especially when students represent the school on excursions.

The full detail of the school uniform appears in the school information booklet.

Hats are compulsory whenever children are playing in the playground. The school uniform bucket hat is provided free to every student on enrolment.

School jumpers with the school logo can be purchased from the school. Shirts can have the school logo embroidered onto them for a small cost. Contact the school for details.

Jewellery & makeup (in general) are not to be worn at school. Sensible earrings such as studs or sleepers may be worn. Necklaces and bracelets should not be worn at school due to OH&S concerns.

Footwear must be worn during most school activities and must be a covered shoe with socks. Students are allowed to take shoes and socks off to use the sand pit but must not leave the sand pit until shoes and socks are on.

Casual Clothes Days

On occasions, students will be allowed to attend school activities wearing casual clothes (sometimes called ‘MUFTI’ Days or Fancy Dress Days). Students should wear sun-safe clothes that cover shoulders and midriff. Appropriate covered footwear must be worn during physical activity sessions.

**POLICY REVIEW**

This policy and any related support documents will be reviewed every 3 years by staff, students and parents. All school community groups will be consulted to ensure the policy reflects the needs and wishes of the school.

All students, staff and parents should be given copies of the school’s student welfare and discipline policies each time the policies are reviewed or on request.