

School Discipline Policy

Primary



Purpose

At Wadalba Community School all students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation and discrimination. We aim to:

- Provide a safe, happy and secure learning environment which will encourage educational achievement and excellence
- Enhance self-discipline and respect the rights of others
- Encourage responsible student behaviour which values a positive school culture
- Eliminate and prevent discrimination and harassment
- Support the individual needs of students
- Support students to develop a responsibility for their own behaviour

When parents enrol their children at Wadalba Community School 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

Our Core Values

Through Positive Behaviour for Learning (PBL) we focus on the explicit teaching of positive social and behaviour skills through the curriculum. Wadalba Community School is based on our core values of respect, responsibility and excellence.

RESPECT

We show and earn Respect by:

- using manners
- allowing others to learn without interruption
- showing care for others and their property
- showing consideration and tolerance

RESPONSIBILITY

We accept Responsibility by:

- being punctual and prepared for lessons
- actively participating
- learning and letting others learn
- modelling appropriate behaviour

EXCELLENCE

We strive for Excellence by:

- setting and achieving goals
- always wearing uniform
- doing our best
- following school rules
- celebrating success

Department of Education and Community Core Rules

All students in NSW Government schools are expected to:

- Attend school every day unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform and dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- 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.
- Treat one another with respect and dignity.
- Care for property belonging to themselves, the school and others.

The above behaviours are expected from all students attending Wadalba Community School. 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.

Expected Standards of behaviour

In the classroom and other learning spaces

- Follow teacher instructions
- Strive to do quality work
- Follow class and school rules
- Listen attentively
- Keep the room tidy, store materials properly
- Respect your own and others' property
- Respect others' personal space and right to learn
- Sit properly on chairs or on the floor
- Walk sensibly and quietly about the room
- Use dangerous equipment safely (e.g. scissors)
- Value individual differences
- Appropriate use of technology

In lines & moving between learning spaces

- Obey teachers' instructions
- In lines, stand or sit in the appropriate place quietly
- Enter classrooms only with permission
- Walk briskly and quietly to rooms
- Keep to the appropriate paths and steps

Before School & After school

- Stay seated on the seats outside the hall with your bag until the first bell rings
- When bell rings, take your bag to your classroom and you may then play
- Classrooms, the play equipment and the oval are out of bounds at this time
- No scooters, skateboards or bikes are to be ridden on school grounds
- Only small balls are permitted in the primary yard
- Running games are not permitted in the primary yard
- When the morning bell rings line up quietly outside your classroom

At Eating Time

- Walk in lines with your teacher at lunch to the silver seats with your hat and lunch
- Stay in your seat facing the front until you are dismissed
- Do not share food
- Stop talking and raise your hand when the teacher blows the whistle
- Ensure the area is clean and all rubbish in the bins

At Recess and Lunch

- Follow any instructions given by staff
- Hats must be worn
- Wait at the gate until a teacher allows you to go on the oval
- Out of bounds areas include: in classrooms, behind demountables or buildings, up the hill that joins the high school, past the red lines at the administration building (unless to go to library)
- Large balls are to be used on the oval only
- No playing or eating in the toilets.
- See the duty teacher if you need help
- Respect others' personal space and playing areas
- Use respectful language
- Walk in covered areas
- Safe behaviour only
- Sticks are not to be played with
- Play by the game rules with others
- Observe good sporting behaviour
- Stop play when the bell rings, go to the toilet, wash hands and move briskly to line up at your classroom

On the Equipment

- No playing tips or chasing games around or on equipment
- No perching or sitting on top of bars, monkey bars etc.
- No going backwards up slides (only down)
- Wait your turn
- Equipment is out of bounds before and after school

School Assemblies and activities in the hall

- Follow teacher instructions
- Be an attentive listener and positive audience member
- Sit cross legged
- Respect the achievements of others
- Enter and leave hall quietly

On excursions

- Represent the school with pride
- Observe appropriate school rules while on excursions
- Stay with the group
- Show courtesy towards staff and fellow students
- Follow all instructions given by supervisors and teachers
- Wear appropriate uniform or designated clothing
- Respect property
- Appreciate the differences of others

Bus Travel

- Show courtesy towards driver and other students
- Obey the driver of the vehicle
- Stay seated (wear seat belt if provided)
- Respect your own and other's property
- Use appropriate language
- Sit quietly facing the front of bus with your back on the seat

Travelling to and from School- Walking

- Know and obey road rules
- Be aware of traffic and pedestrians
- Cross the road at crossings
- Go directly home unless otherwise told
- Don't talk to strangers

Using IT

- Computers are for educational, research or learning purposes only
- Ask permission before using the internet
- Tell a teacher about any strange or inappropriate material
- Never give out any name, address or phone number while on-line
- Do not complete on-line details or surveys, unless teacher directed
- Use appropriate and polite language at all times
- Abide by copyright rules
- Take care of the computer equipment
- Report any cases of cyber bullying to your teacher
- **Children under 13 are prohibited from signing up to Facebook, Kik, Youtube, Instagram.** If teachers become aware that underage children have signed up to these sites they may contact the sites to request their account be deactivated.
- Students must sign an 'IT Use Contract' at the beginning of each year in order access IT resources.

Recognising Positive Student Behaviours

Staff will:

- Recognise and reward student achievement through assembly merit awards, stickers, privileges, special awards, the school's Award system (see below), Presentation Day and Reward Day Activities, individual class reward systems
- Use verbal praise to reinforce achievement/behaviours
- Model consistent and caring behaviour
- Display quality work in class, through other classes and/or assemblies
- Acknowledge students' efforts and work
- Give students special responsibilities e.g. messenger, monitor, helping peers, jobs
- Promote working harmoniously as a class and/or group with special privileges such as excursions, special event days, praise, and whole school acknowledgement at assembly and in newsletter.

Award System

Our Award System recognises such things as class work, behaviour, good deeds and participation in school activities and events. Students receive their awards each week at assembly. Awards can be accumulated over the student's schooling at Wadalba Community School.

- 5 Commendations / Community Spirit Awards or a combination of both = Bronze Award
- 3 Bronze Awards = Silver Award
- 3 Silver Awards + involvement in an extra-curricular activity at school + **participation in a community event** = Gold Award
- 3 Values Awards = Large Values Award
- Home Reading Awards- 25, 50, 75, 100, 150 Nights Home Reading

Students need to give their awards to the Primary Deputy. Awards are presented at assembly each week. Gold awards are presented at the Presentation Assembly at the end of the year.

Wadalba Winners

These are awards used by teachers and staff to recognise students in their efforts in meeting school expectations. These awards are essentially raffle tickets that enable students to win a prize in the school's weekly draw.

Addressing Unacceptable Behaviour

Classroom Level

Teachers will develop their own strategies in the classroom which may include:

- Verbal redirection
- Reminder of "School Rules"
- Time Out (missing out on a period of outside play and/or in class activities)
- Formal Detention

Example:

1. Reminder - Students will be given a reminder about their inappropriate behaviour
2. First Time Out - Students will be moved to an isolated area within the class for 5-10 minutes to reflect on their behaviour. Teachers will negotiate with students about their return
3. Second Time Out – Students are sent to an executive for up to 30 minutes or the next break ie recess, lunch or home time to complete required work.

Executive Level (AP or DP)

If the unacceptable behaviour continues an executive teacher may also impose:

- A Time Out
- Withdrawal of privileges (attendance at sporting events, excursions etc)
- Formal detentions
- Parental contact if deemed necessary

If any sort of physical violence occurs in the classroom or playground the student is to be sent to the AP or DP immediately.

Playground

- For minor incidents eg out of bounds once, taking someone's hat once, etc the teacher on duty can sit the student down (or ask them to shadow them) for a period of time.
- The 'Infringement Book' is to be used for –
 - Consistent disobedience / refusing to follow instructions
 - Violence
 - Swearing
 - Persistent harassment
- Students who have their names in the 'book' will be given a pink slip to take home and return (the APs will be responsible for this). The student will do a lunchtime detention.
One offence → one day
- Students who have their names in the 'book' will miss out on 'reward' time. If a student has their name recorded during weeks 1 – 5 they will miss their reward time but can participate in the end of term reward if there are no further incidents.
- Students not participating in the reward activity will sit in a classroom and do their normal work.
- The end of year reward excursion is for all students except those who have had the following:
 - One or more entries in the Infringement Book EACH TERM **or**
 - Three or more executive referrals EACH TERM

Suspension and Expulsion

(Suspension and Expulsion of School Students – Procedures 2011)

There will be cases of unacceptable behaviour where it will be in the best interests of the school community and/or the student involved, for the student to be removed from the school for a period of time or completely. Suspension and expulsion are the options available to the principal in these situations.

For the majority of students, suspension allows time for the student to reflect on their behaviour, to acknowledge and accept responsibility for the behaviours which led to the suspension, and to accept responsibility for changing their behaviour to meet the school's expectations in the future. Suspension also allows time for school personnel to plan appropriate support for the student to assist with successful re-entry.

In some circumstances the principal may determine that a student should be suspended immediately. This will usually be due, but not limited, to reasons such as the safety of students or staff.

Short Suspensions

The principal may choose to impose a short suspension of up to and including four school days. Short suspensions may be imposed for the following reasons and will be reported in the following categories:

1. Continued Disobedience: This includes, but is not limited to, breaches of the school discipline code such as: refusal to obey staff instructions; defiance; disrupting other students; use of alcohol or repeated use of tobacco.

2. Aggressive Behaviour: This includes, but is not limited to: hostile behaviour directed towards students, members of staff or other persons, including damaging the property of the school or students; bullying (including cyberbullying); verbal abuse and abuse transmitted electronically such as by email, SMS text messages or by other electronic means.

Long Suspensions

If short suspensions have not resolved the issue of inappropriate behaviour, or the misbehaviour is so serious as to warrant a long suspension, the principal may impose a long suspension of up to and including 20 school days. Principals can impose a long suspension for:

Physical violence: Which results in pain or injury, or which seriously interferes with the safety and well-being of other students and staff.

Use or possession of a prohibited weapon, firearm or knife: When the student: uses or possesses a weapon which is listed in Schedule One of the Weapons Prohibition Act. Prohibited weapons include laser pointers, or similar articles with a power output of more than one milliwatt. Prohibited Weapons do not include harmless children's toys such as plastic imitation guns that are clearly intended to be toys; uses a knife or possesses a knife (without reasonable excuse as defined by the *Summary Offences Act 1988**); uses or possesses a firearm of any type (including live ammunition and replica firearms). *Note – "reasonable excuse" includes ceremonial Kirpans carried by Sikhs for religious purposes.

Possession, supply or use of a suspected illegal substance: This does not include alcohol or tobacco, but does include supplying other students with illegal drugs or restricted substances such as prescription drugs.

Serious criminal behaviour related to the school: This includes malicious damage to property (school or community), or against the property of a fellow student or staff member on, or outside of the school premises. If the incident occurred outside the school or outside school hours, there must be a clear and close relationship between the incident and the school.

Use of an implement as a weapon: When a student uses an implement as a weapon to assault or injure another person (including use of an offensive implement, which is any implement made or adapted to cause injury to another person).

Persistent or serious misbehaviour: This includes, but is not limited to:

- repeated refusal to follow the school discipline code;
- threatening to use a weapon in a way that might seriously interfere with the safety and wellbeing of another person;
- making credible threats against students or staff;
- behaviour that deliberately and persistently interferes with the rights of other students to learn or teachers to teach including bullying, harassment and victimisation.

Expulsion

In serious circumstances of misbehaviour, the principal may expel a student of any age from the school.

Students expelled from a particular school for misbehaviour may not re-enrol in that school without the approval of the regional director.

Responsibilities and Expectations

Students:

- To learn and obey all school rules
- To attend class prepared to learn and not interfere with the learning of others
- To treat others with courtesy and respect and to resolve differences through discussion and compromise rather than conflict
- To take care of your own and other people's property, responsibly.
- To know their rights and responsibilities and endeavour to achieve them at all times
- To manage their own behaviour by following school and class rules and accepting consequences in a socially acceptable way
- Support the values of the school by speaking out about incidents of bullying they experience or observe

Parents:

- To ensure their children attend school, with all the requirements to enable full participation in school activities
- To share in the responsibility of shaping their children's understandings and attitudes about acceptable behaviour
- To assume greater responsibility for their children's behaviour as they travel to and from school
- To support the school curriculum through homework, reading and communication;
- To ensure their children are adhering to the school uniform policy
- Actively promote a positive and caring environment including modelling the desired standards of behaviour at home and when visiting the school.
- Discuss issues and strategies with their children to develop relationships skills, resilience and understanding
- Work together with the school, supporting the school's efforts to resolve the key issues involved

Staff:

- To ensure that students are aware of school rules and the expectations of a task or activity
- To ensure children are provided with appropriate conflict resolution skills activities and protective behaviour strategies
- To intercede in rough or antisocial play
- To display class rules
- To communicate with parents about the educational progress and behaviour of each student
- To notify the appropriate authorities in cases where there are reasonable grounds to suspect that a student under 18 years of age is, or has been, subject to concerns under the Child Protection legislation. This is **REQUIRED BY LAW**
- To implement the school's PD program with a focus on social skills, values and courteous behaviours
- To provide a supportive environment that encourages positive relationships between students, staff and parents
- To address the social and emotional wellbeing of students, particularly those with repeated difficulties with behaviour, and work with parents, the student and other staff, to assist the student to develop and improve their capacity to interact successfully at school.