



# APPIN PUBLIC SCHOOL

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## Appin Public School Fair Discipline Policy

### Statement of Purpose: Student Behaviour - A Shared Responsibility

Students attend school to participate in quality education that will help them to become self-directed, lifelong learners who can create a positive future for themselves and the wider community.

When parents enrol their children at our school they enter into a partnership with the school staff. This partnership is based on a shared responsibility and mutual respect. The partnership should aim at achieving effective learning and good discipline so that the school environment is both productive and harmonious.

The student wellbeing program of Positive Behaviour for Learning (PBL) underpins Appin Public School's Student Welfare Policy. Students are explicitly taught school values (rules) and the expected behaviours. The approach focuses on a positive award system reinforcing these rules and expectations.

### Aims

#### **The Appin Public School Discipline Policy will ensure that:**

- *The well-being, safety and health of all are a priority.*
- *Students are respected and supported in all aspects of their schooling.*
- *A provision of clear guidelines for behaviour is understood by staff, students and parents.*
- *Students are provided with appropriate support programs where necessary.*
- *Students will develop the skills involved in positive relationships, social responsibility, decision making and conflict resolution.*
- *The school will be a disciplined and cohesive community reflecting the principles of equity and fairness and where individuals are responsible, respectful and cooperative.*

### **THE 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 or 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 respectfully and cooperating with instructions and learning activities.*
- *Treat one another with dignity and respect.*
- *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.*

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

## **School Expectations**

**At Appin Public School it is expected that in the classroom, in the playground, when travelling to and from school, and when on excursions and in attending sporting and other outside school activities, all students will:**

- *Comply with all school and classroom rules and the Discipline Policy to ensure the safety of themselves and others in all school situations.*
- *Show respect for and courtesy towards other students, staff, community members and property.*
- *Peacefully resolve conflict in a constructive manner without violence, discrimination, bullying or intimidation.*
- *Not be in possession of weapons (including cigarette lighters, penknives and sling shots), illegal drugs, alcohol, tobacco or other school-banned substances (including eating or chewing of gum, aerosol cans, electronic devices, mobile phones and liquid paper).*
- *Follow the expected standards of behaviour in the classroom, playground and at all school activities.*
- *Display a sustained application to learning.*
- *Follow the school homework policy.*
- *Wear school uniform, including a hat.*
- *Travel directly, and safely, to and from school at the designated times and within the school guidelines, including waiting for pickup within the school grounds and crossing the road safely at the appropriate crossing point according to the traffic lights or with an adult.*

## **Responsibilities**

**To help follow school rules, student responsibilities are:**

- *to act respectfully, sensibly and responsibly*
- *to not tease, bully, laugh at, or hurt the feelings of others*
- *to work out problems in a fair way*
- *to be polite and use good manners*
- *to ask for help*
- *to try our best*
- *to take pride in ourselves, our work and our school*
- *to be honest*
- *to attend school punctually and regularly*
- *to wear school uniform*
- *to cooperate*
- *to work and play safely*

**Staff responsibilities are:**

- *to provide relevant and meaningful curriculum to meet students' needs and to support students in achieving success*
- *to clearly state expectations of appropriate behaviour and emphasise the expected positive behaviours*
- *to be a role model of consistent, caring and controlled behaviour*
- *to encourage and model respect*
- *to use positive corrective practices wherever possible*
- *to allow students to take responsibility for their own behaviour*

**Parent/ Caregiver responsibilities are:**

- *to recognise their role as essential partners in supporting school rules and the successful education of their children*
- *to be a role model of consistent, caring and controlled behaviour*
- *to encourage and model respect*
- *to recognise the primary influence on each child's character and behaviour*
- *to allow children to take responsibility for their own behaviour*

## School Values and Expectations – See the PBL Matrix for Appin P.S.

**Be safe,  
Be friendly and respectful,  
Be resilient,  
Be a learner**

The PBL team has developed a matrix to clearly identify the behaviours students are expected to display in each setting in the school. This is used by teachers to explicitly teach the expectations and skills students need to be successful in these settings.

The values of public education, which underpin our school rules, will be taught using our rules matrix. The values of public education are: **integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy.**

### Framework of Rewards and Consequences

The maintenance of effective discipline is an integral part of the school's Student Welfare Policy and is essential for a happy and productive learning environment. The maintenance of responsible behaviour will be encouraged by the consistent use of a framework of rewards and consequences. Any inappropriate behaviour that disrupts the teaching and learning at our school or interferes with the wellbeing of students cannot be accepted.

### WHOLE SCHOOL POSITIVE REWARD SYSTEM

Each week class teachers give out merit awards (1 award per 5 students or part thereof)  
Awards are used to encourage and reward students for following the school rules:

- Orange merit awards for being safe,
- Green merit awards for being respectful,
- Blue Merit Awards for being resilient and
- Yellow merit awards for being a learner.

All students who receive a merit award are acknowledged at the next whole school assembly. Student Ministers also present an award at each assembly that focuses on the 'rule of the week'.

#### BRONZE

- Student has received five (5) Merit Awards.
- Student presented with Bronze Award at whole school assembly by Principal/Assistant Principal.
- Name published in school newsletter when achieved.

#### SILVER

- Student has received three (3) Bronze Merit certificates.
- Student presented with Silver award at whole school assembly by the Principal/Assistant Principal.
- Students names are published in newsletter when achieved.

#### GOLD

- Student has received two (2) Silver Merit Certificates.
- Student is presented with a Gold Certificate at whole school assembly by the Principal.
- Gold level student list published in each school newsletter.
- Students from Years 3-6 are invited to attend the Jamberoo Water Park primary school day at the end of each year and K-2 students are invited to attend ten pin bowling..
- **Lost awards will not be replaced so please make sure you store them securely**
- **Merit Awards are not issued while a student is on behaviour monitoring.**

#### Smiley Awards

All teachers have a supply of Smiley Awards in their playground pouch to give to students when they see them following the school rule of the week. There is no limit to how many awards can be given out. A student who receives a Smiley writes his/her name on it and places it in their class Smiley container. Smileys are collected each Friday with 4 Smileys being drawn out to receive a free ice block from the canteen.

### **Classroom Positives**

Teachers will reward and recognise students who observe the rules in a variety of ways. These will include:

- Verbal praise.
- Merit cards
- Whole Class Reward system such as stamp charts, class dojo points, money monsters to earn additional time to do favourite activity, stickers, stamps, small prizes and happy notes home. Teachers may also use phone calls home or allowing students to undertake special roles of responsibility in classroom.

### **Strategies to support students who do not follow the school rules**

#### **If a student breaks a rule in class:**

- Rule reminder: Warning and redirection. Teacher makes a positive verbal statement about what the student is expected to do.
- Second Time in a session: Warning and redirection with visual cue of name being moved to yellow.
- Third Time in a session: Visual cue of name being moved to orange
- Fourth Time in the day: Visual cue of name being moved to red then sent to supervisor's class with work to complete. The recommended withdrawal time is 10-15 minutes or until the student is calm. Supervisor enters the behaviour referral on Sentral as soon as possible. Supervisor may choose to contact parents.
- Continued misbehaviour: If the student is continuing to be disruptive after being sent to supervisor, student should be referred to Principal, with work to complete for one session.

#### **General Procedures**

- Before sending students to another room, call and make sure the teacher is there and available.

#### **If a student breaks a rule in the playground:**

If a student breaks the rule in the playground, teachers will use their discretion to determine which way to respond:

- Teachers may remind the student of the rule and the expected behaviour
- Teachers may impose an immediate consequence such as asking the student to stop play and sit on the seat for 5 minutes or asking the student to walk with them for a short period. This should be recorded on Sentral.
- Teachers will refer serious incidents to the Principal immediately.

#### **Serious misbehaviour**

If a student is involved in an incident (at school or while on a school organised activity), which is regarded as serious it will be referred to the Principal.

The Principal may suspend any student who:

- Is violent or aggressive (including verbally abusive) towards others
- Endangers the health and safety of themselves or others
- Brings drugs, weapons or dangerous items to school
- Damages school property
- Persistently disrupts the learning of others

#### **Behaviour Monitoring**

This will take place only in very serious cases. The Principal will keep data about those students referred for continued and significant breaches of the school rules.

Students who have a pattern of consistent inappropriate behaviour despite school interventions, will require continued support. The Principal will contact the parents of these students advising that their child's behaviour will be monitored and a warning given of the possibility of suspension.

The Learning Support Team will discuss the nature and level of support required. They may decide to exclude the student from all excursions, functions, visiting shows and representative sport until the data from Sentral indicates that the student's behaviour has improved.

### Short Suspension

A short suspension may be considered if a student has failed to change behaviour choices, is displaying persistent non-compliance to teacher directions, displays aggressive behaviour, is interfering with the learning of the class, or displays continued classroom disruption while on Behaviour Monitoring card or with Principal

#### Consequences

- Short suspension - up to 4 days may be imposed
- Principal to supply parents with the formal DoE letter advising of the reasons for and length of the suspension, the DoE Suspension Policy and a copy of the school's Discipline Policy.
- The teacher to provide a package of work so the student can continue with their learning as soon as possible after the decision is made.
- Principal organises a Parent Conference to negotiate a plan for student's return.
- Behaviour monitoring may be one of the strategies used to support a student's successful return.

### Suspension/or Exclusion

In accordance with DoE Suspension and Exclusion Policy Principals MUST impose a long suspension (6.3.2) of up to 20 days for:

- ♦ Physical Violence
- ♦ Use or possession of a prohibited weapon, firearm or knife.
- ♦ Possession or use of a suspected illegal substance

#### Long suspensions may also be imposed for:

Persistent Misbehaviour: Including repeated refusal to follow the school discipline code; making serious threats against students or staff; behaviour that deliberately and persistently interferes with the rights of other students to learn or teachers to teach.

Serious criminal behaviour related to the school, including malicious damage to property

Use of an implement as a weapon or threatening to use a weapon

#### Consequences

- **Prior to making the decision to suspend** a formal disciplinary interview must be held with the student. The Principal will ensure that the student is given explicit information about the nature of the allegations and the opportunity to respond to these. Minutes should be kept of this interview.
- Principal to supply parents with the formal DoE letter advising of the reasons for and length of the suspension, the DoE Suspension Policy and a copy of the school's Discipline Policy.
- The teacher to provide a package of work so the student can continue with their learning as soon as possible after the decision is made.
- Details of the suspension will be recorded in the electronic Suspension Register
- The Director–Educational Learning must be advised within 2 days
- The assistance of the School Counsellor, Learning Support Team, Regional and other resources may be sought to assist in resolving the suspension.
- Principal organises a Parent Conference to negotiate a plan for student's return.
- When the student returns: Behaviour Monitoring Card established and maintained . The card is kept until there is a week of consistent behaviour (ie no session having more than 2 crosses)

#### NOTE

- The Department of Education Suspension and Expulsion Procedures apply to the behaviour of students at school, on the way to and from school and while away from the school site on school endorsed activities.