

# **EDEN PUBLIC SCHOOL**



## **FAIR DISCIPLINE POLICY**

**September 2015**

## **PURPOSE**

When parents enrol their children at Eden Public School they enter into a partnership with the school. This partnership is based upon shared responsibility and mutual respect, and should result in an understanding that *students are responsible for their actions and behaviour*. The aim of this partnership between home and school is to establish life skills that make for *socially responsible students who can make sensible, informed decisions about their personal behaviour*.

To ensure that Eden Public School is a supportive learning environment that promotes mutual respect and fosters high achievement. Our school must be:

- Inclusive
- Safe
- Secure
- Happy

## **DEFINITION**

We believe that all students, staff and community members have the right to be treated fairly and with dignity in an environment free from racism, violence, bullying, disruption, intimidation, harassment and discrimination. To do this we must work together (students, staff, community) to achieve and maintain high standards of student discipline at our school.

## **ROLES AND RESPONSIBILITIES**

The precise character of the relationship between parents, students and staff will be unique to each student but there are responsibilities that each member of the partnership must implement.

### **Principals and Executive**

- Principals are responsible for the development, implementation and monitoring of the school's Fair Discipline Policy.
- Principals are responsible for ensuring that the school's Fair Discipline Policy is evaluated and reviewed.
- Principals must ensure that students, staff, carers, parents and the wider community contribute to the development of the school's Fair Discipline Policy.
- Principals must ensure that staff are provided with training and development opportunities in behaviour management.
- Principals must provide the Director of Public Education with a copy of the school's Fair Discipline Policy when it is developed or reviewed.
- Principals must make sure that a copy of the school's Fair Discipline Policy is available to all members of the school community upon request.

### **Teachers and Support Staff**

- Teachers are responsible for the education and wellbeing of all students when they are participating in school activities.
- Teachers will provide a program of instruction that supports, engages, enriches and enhances the needs, capabilities and aspirations of each student.
- Teachers are expected to participate in the development of the school's Fair Discipline Policy and to support its effective implementation.

## **Parents**

- Parents are expected to support the school in the implementation of the school's Fair Discipline Policy.
- Parents are expected to share in the responsibility of shaping their child's understandings and attitudes about acceptable behaviour.

## **Students**

- Students are expected to follow the school rules and comply with staff directions regarding discipline and behaviour.
- Students will show respect for teachers, fellow students, other staff, school visitors, community members and the property of others. They will not engage in any form of racism, violence, vandalism, bullying, disruption, intimidation or harassment.

## **RULES**

The following core rules have been developed to establish consistent expectations of student behaviour in NSW government schools. These core rules form the basis of our PBL values: Respect, Responsibility and Resilience.

All students in NSW government schools are expected to:

- Attend 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.
- 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 and other with dignity and respect.
- Care for property belonging to themselves, the school and others.

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

## VALUES

Our school values are the qualities to which we aspire to in behaviour and relationships in our school community. They are:

<p><b>Respect</b></p> <p><b>Care for yourself, others and the environment.</b></p>	<p><b>Treat others, as you would like them to treat you.</b></p> <p><b>Be polite and kind.</b></p> <p><b>Be honest.</b></p> <p><b>Care for school property.</b></p> <p><b>Listen to others.</b></p> <p><b>Allow for personal space.</b></p> <p><b>Wear school uniform.</b></p>
<p><b>Responsibility</b></p> <p><b>Do the right thing at the right time.</b></p>	<p><b>Follow the rules.</b></p> <p><b>Be an active learner.</b></p> <p><b>Accept the consequences of your actions.</b></p> <p><b>Be in the right place at the right time.</b></p> <p><b>Always do your best.</b></p> <p><b>Care for your belongings.</b></p> <p><b>Keep your hands and feet to yourself.</b></p>
<p><b>Resilience</b></p> <p><b>Keep calm and carry on.</b></p>	<p><b>Be a positive friend.</b></p> <p><b>Right choice, right time.</b></p> <p><b>Have a positive attitude.</b></p> <p><b>Find courage in difficult situations.</b></p> <p><b>Be independent.</b></p> <p><b>Be persistent.</b></p>

## **POSITIVE BEHAVIOUR FOR LEARNING**

At Eden Public School we are using a Positive Behaviour for Learning (PBL) reward system to encourage student's positive behaviour in all areas of the school. This system focuses on our three key values:

- Respect: Care for yourself, others and the environment
- Responsibility: Do the right thing at the right time
- Resilience: Keep calm and carry on

Students receive and collect tokens (PB's) aligned to the value they exhibit. These are accumulated for each student working towards earning certificates, wrist bands and end of term rewards/celebration days. Students obtaining certificates and wrist bands are recognised in the newsletter, at assemblies and on the school's Facebook page (with parental permission).

The students of Eden Public School are working towards a set target of PBL tokens for a whole school celebration.

## **CODE OF CONDUCT**

Eden Public School Students:

- Respect every other student's right to learn and the teacher's right to teach.
- Play safely, fairly and sensibly (No racism, bullying, violence, harassment or intimidation)
- Don't throw sticks, rocks or any other objects.
- Respect their own property, school property and the property of others.
- Use appropriate language at all times.
- Follow school rules at sport, on buses, camp and on excursions.
- Are punctual.
- Follow teacher instructions.
- Work co-operatively with others.
- Are expected to attend regularly.
- Remain in the school grounds.
- Wear school uniform when at school.
- See the teacher on duty if assistance is needed on the playground.
- Do not bring valuable items to school.
- Respect the rights of others.
- Play in safe areas away from fences, toilets, banks and car parks.
- Walk on the concrete paths.
- Move to classes and lines promptly when the bell goes.
- Are good ambassadors for Eden Public School at all times.

## **PROCEDURAL FAIRNESS**

Fundamental to the implementation of this Fair Discipline Policy is the need to ensure that all students receive procedural fairness when investigating their involvement in any incident that will require the use of these procedures. All students have the:

### **a) Right to be heard:**

- Advise the student what the issue is and what is being considered.
- Give them the opportunity to “put their side.”

### **b) Right to a fair and impartial decision**

- A support person or spokesperson may need to be provided.

### **c) No evidence rule:**

- Reasonable basis for a decision based on some form of proof.

## **STRATEGIES TO PROMOTE GOOD DISCIPLINE**

- The provision of appropriate curriculum that meets the needs of all students.
- Teaching and learning that motivates, engages and extends all students.
- Regular monitoring, assessment and rewarding of class work.
- A physically attractive and exciting classroom environment.
- A classroom discipline code negotiated between students and teacher based on PBL core rules that will be consistent across the school. These will be displayed.
- Support programs that allow children to achieve success in their learning.
- Recognition and reward of positive achievement –
  - ✓ Class and playground PBL tokens
  - ✓ PBL certificates and prizes
  - ✓ Class merit awards at whole school assemblies
  - ✓ Yearly awards on presentation day
  - ✓ Public recognition at assemblies and in the media
  - ✓ Displays of quality work
- The maintenance of a small number of easily understood rules.
- Regular clarification of school rules, values, and the Code of Conduct.
- Regular positive communication with parents/carers.
- Targeted behaviour support.
- Targeted support to maintain regular attendance.

## STRATEGIES TO MANAGE INAPPROPRIATE BEHAVIOUR

BEHAVIOUR	EXAMPLE	RESPONSE
<b>MINOR BREACHES</b>		
Out of bounds	<ul style="list-style-type: none"> <li>• In classrooms without permission</li> <li>• Outside the school perimeter</li> <li>• Down the bank</li> <li>• Behind Tarerergudje/Library</li> </ul>	<ol style="list-style-type: none"> <li>1. Warning and reminder</li> <li>2. Child walks with duty teacher</li> <li>3. Child sent to time out seats for 10 minutes</li> <li>4. Detention room</li> </ol>
Disrupting the activities of others	<ul style="list-style-type: none"> <li>• Interfering in games</li> <li>• Taking sports equipment</li> </ul>	““
Unsafe behaviours	<ul style="list-style-type: none"> <li>• Climbing trees</li> <li>• Throwing sticks/rocks</li> </ul>	““
Bad language	<ul style="list-style-type: none"> <li>• Swearing</li> <li>• Aggressive speech</li> </ul>	““
Minor physical infringements	<ul style="list-style-type: none"> <li>• Rough games</li> <li>• Pushing and shoving</li> </ul>	““
<b>SERIOUS BREACHES</b>		
Continued disobedience	<ul style="list-style-type: none"> <li>• Breaches of discipline code</li> <li>• Refusing to obey instructions</li> <li>• Defiance</li> </ul>	<ol style="list-style-type: none"> <li>1. Warning and redirection</li> <li>2. Supervisor</li> <li>3. Detention room</li> <li>4. Principal</li> <li>5. Note to parent</li> <li>6. Parental interview</li> <li>7. Suspension</li> </ol>
Aggressive behaviour	<ul style="list-style-type: none"> <li>• Verbal abuse</li> <li>• Abusive text message/emails</li> </ul>	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. Detention room</li> <li>3. Supervisor</li> <li>4. Note to parent</li> <li>5. Parent interview</li> <li>6. In school suspension</li> <li>7. Suspension</li> </ol>
Persistent misbehaviour	<ul style="list-style-type: none"> <li>• Repeated refusal to follow the Fair Discipline Policy.</li> <li>• Serious threats against staff and students.</li> <li>• Deliberately interfering with the rights of students to learn and teachers to teach.</li> </ul>	<ol style="list-style-type: none"> <li>1. Detention room</li> <li>2. Principal</li> <li>3. Note to parent</li> <li>4. Parent interview</li> <li>5. In school suspension</li> <li>6. Suspension</li> </ol>
Use of an implement as a weapon or threatening to use a weapon	<ul style="list-style-type: none"> <li>• Any offensive implement made or adapted that can cause an injury.</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate suspension</li> <li>• Police</li> <li>• Report to the Safety and Security Hotline</li> </ul>
Serious criminal behaviour related to the school	<ul style="list-style-type: none"> <li>• Vandalism</li> <li>• Malicious damage to property</li> </ul>	<ul style="list-style-type: none"> <li>• Parental interview and restitution</li> <li>• Suspension</li> <li>• Report to the Safety and Security Hotline</li> </ul>
Possession or use of an illegal substance	<ul style="list-style-type: none"> <li>• Illegal drugs</li> <li>• Prescription drugs</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate suspension</li> <li>• Police</li> <li>• Report to the Safety and Security Hotline</li> </ul>
Use or possession of a prohibited weapon	<ul style="list-style-type: none"> <li>• Knife</li> <li>• Firearm</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate suspension</li> <li>• Police</li> <li>• Report to the Safety and Security Hotline</li> </ul>
Physical Violence	<ul style="list-style-type: none"> <li>• Resulting in pain and injury</li> <li>• Interferes with the safety and well being of staff and students</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate suspension</li> <li>• Report to the Safety and Security Hotline</li> </ul>

Other penalties that may be imposed include:

- Removal to another class
- Loss of canteen privileges
- Non-attendance on excursions
- Non-participation in PSSA sporting teams
- Non-attendance at visiting performances
- In-school suspension

## **DETENTION ROOM PROCEDURES**

1. Children can only be placed in the detention room for inappropriate playground behaviour.
2. A child will only be sent to the detention room if they breach the school's Code of Conduct.
3. Incidents are recorded on a Yellow Slip which is issued by the playground teacher
4. The Yellow slip is sent to the office. If the incident has occurred during lunch time the yellow slip is taken straight to the detention room.
5. All incident data is entered into Sentral
6. All incidents are recorded within "incidents" and detention is recorded against the student's name if required
7. Students are informed of being in detention for the incident, if required.
8. When the student attends for the required incident it is marked as completed within the Sentral Detention roll
9. Any students required for detention are posted on daily notices on Sentral

## **Detention Room Rules**

1. No talking
2. No eating – children can finish lunch but can't go to the canteen.
3. Do not sit with other children – only if space permits.
4. If behaviour is unsatisfactory they can be given more detention time.
5. A note will be sent to parents if a child has three or more separate incidents/detentions in a term.
6. Refer any problems to the Executive.



## **RELATED POLICIES**

- Student Discipline in Government Schools (2015)
- Student Discipline in Government Schools Support materials (2014)
- Suspension and Expulsion of School Student Procedures (2014)
- School Attendance Policy (2015)
- Anti-bullying Plan for Schools (2011)
- School Uniform Policy (2015)
- Student Welfare Policy (2014)
- Values in NSW public schools (2014)
- Anti –Racism Policy (2015)

## **REVIEW DATE**

- September 2018