



Student Discipline Policy 2018/9

RATIONALE:

It is recognised by the Department Of Education, and its employees, that good discipline is fundamental to the achievement of students when addressing educational priorities. Merimbula Public School has developed a school discipline policy, in consultation with school community members, in order to ensure:

- the welfare and safety of all students;
- a climate of respect is maintained;
- the school and its programs are inclusive; *and that*
- children are safe, secure and free from bullying, harassment, victimisation, intimidation racism and discrimination.

AIMS:

The aim of this policy is for students to be able to participate in a safe, secure, quality learning environment where they are treated equitably and with dignity and respect.

SPECIAL NOTES:

There are four main components to this Student Discipline Policy. They include:

1. Merimbula Public School Values Matrix;
2. Strategies and practices to promote positive student behaviours;
3. Strategies and practices to recognise and reinforce student achievement; *and*
4. Strategies and practices to manage inappropriate student behaviour.

This policy is consistent with legislation and reflects government and departmental policy, including the Behaviour Code for Students. It incorporates the principles of procedural fairness. It has been developed by the Positive Behaviour for Learning Committee, Executive and endorsed by the staff and P&C, reflecting the changing needs of the school community. The policy has developed as a result of reflection on previous policies and practices within the school.

PROCESS:

Students who do not adhere to the School Discipline Policy or Values will receive major or minor behaviour notifications. Minor notifications are recorded internally and reported to parents upon a child receiving ten, or fewer than ten in a short period of time. Major notifications are recorded and reported to parents as soon as practicable (usually within 24 hours) via a telephone call, discussion or in writing. The classroom teacher, or in their absence the Stage Leader, initiates the communication. Major notifications are reported to class teachers as soon as possible, to support improvement. RFF teachers, Executive Staff, the Learning Assistance and Support Teacher and Counsellor are notified within 24 hours.

Students who receive 3 notifications within a 10 week period are placed on behaviour monitoring and will receive a Formal Suspension Caution (via a conference with the student and written notification to the parent). *This may alter in the case of a student having an individual Behaviour Support Plan.*

Behaviour monitoring is one week for students in Kindergarten to Year 2, and support class students, and two weeks for students in Years 3 – 6. Students will be monitored and supported in reaching behaviour targets relating to the reasons they were placed on monitoring in the first instance. Behaviour Monitoring may continue for an additional week if goals are not met. Students being monitored are required to check-in with the Learning Assistance and Support Teacher (LAST), or delegate, each morning and afternoon, to encourage and support the positive behaviours that are expected of the student. They must also present to the 'Chill Out Room' for check-in on arrival to school. Students on behaviour monitoring are unable to fill representative positions, leadership positions, represent the school, attend out-of-school-hours events, excursions or off site activities. They may also be required to stay within certain play areas whilst being monitored.

Students who continue to receive behaviour notifications during the monitoring period may be suspended. In some cases, students may be suspended after receiving fewer than 3 notifications, for more serious actions, in accord with the Department's Suspension Policy (*see our web site for details*).

Students who have been suspended will re-start/commence Behaviour Monitoring (see durations above) on their return to school. Suspended students will not be able to fill representative positions, leadership positions, represent the school, attend out-of-school-hours events, excursions or off site activities for ten weeks. *This may alter in the case of a student having an individual Behaviour Support Plan.*

Students who have a Behaviour Support Plan, and students who are not on Behaviour Monitoring, will still lose the privilege of attending out of school hours events, excursions and off site activities if they have been physically violent or have absconded within the previous week.

Students who come off monitoring may return to being monitored should they receive an additional major notification for the same reason(s) within ten weeks.

Notifications:

Minor inappropriate behaviours that would result in a notification include:

- Repeated dress code violation
- Being late to class
- Fractional truancy
- Mild disruption
- Non-compliance
- Inappropriate language
- Physical contact
- Cheating/plagiarism
- Property misuse

Major inappropriate behaviours that would result in a notification include:

- Disruption
- Defiance
- Absconding
- Abusive language
- Physical aggression
- Forgery or theft
- Property damage
- Criminal behaviour

RESPONSIBILITIES OF THE PRINCIPAL:

All Principals are accountable to the Director of Public Schools for ensuring a safe, secure and harmonious working environment for students and staff.

The Principal of Merimbula Public School is responsible for the development, implementation and monitoring of the school's Discipline Policy. The Principal is also responsible for ensuring that the school's policy is evaluated and reviewed by the school community regularly.

The Principal must ensure that the students, staff, parents and carers are provided with opportunities to contribute to the development of the policy and that staff are provided with quality training and development opportunities in behaviour management.

The Principal must provide a copy of the school's Discipline Policy when the policy is developed or whenever it is reviewed. A copy must also be available to the families of students. The Principal must also ensure that all disciplinary actions involving suspension or expulsion of students from school are managed consistently with the *Suspension and Expulsion Of School Students – Procedures*.

RESPONSIBILITIES OF STAFF:

Merimbula Public School staff members are expected to participate in the development of the school discipline policy and to support its effective implementation through discussion about, and display of, the school Discipline Policy and its procedural flow chart. Staff members are also expected to follow the school's Behaviour Policy Flowchart for staff consistently.

Staff who have further or immediate concerns about a child's behaviour should also acknowledge this by completing a LST referral form regarding the student, with the students' parent/s, to be evaluated by the School Learning Support Team (LST). This will ensure that supportive procedures can be accessed and monitored when necessary.

This also includes all staff members adhering to the *Work Cover Dignity and Respect In The Workplace Charter* initiatives, Health and Wellbeing initiatives and confidentiality acts.

RESPONSIBILITIES OF STUDENTS:

Students are expected to follow the Department's Behaviour Code, the school's Discipline Policy, Anti-Bullying Policy and related school rules. They are also expected to comply with staff directions regarding discipline and appropriate school behaviour, whether that be: in the classroom; on the playground; off-site in an outdoor learning environment,

on excursions, at sporting or representative events, supervised activities outside of the school grounds; *and* when on route to/from school.

Students will show respect for teachers, fellow students, other staff and school visitors and not engage in any form of harassment, victimisation, intimidation, racism or discrimination.

RESPONSIBILITIES OF PARENTS:

Parents are expected to support the school in the implementation of the school Discipline Policy. This includes visiting parents and parent helpers adhering to the policy's aims and expectations whilst involved in school activities. This also includes parents adhering to the Department's *Code Of Conduct* and *Work Cover's Dignity and Respect In The Workplace Charter* initiatives.

Parents are requested to support school and staff initiatives when addressing the behaviour concerns related to their child in the best interests of their child and other students within the school. Parents are responsible for adhering to the NSW Department's *Complaints Handling Policy Guidelines* if they are in opposition to actions the school has taken in regards to implementing the school's Discipline Policy.

EVALUATION:

This policy will be evaluated annually. *Current update: March 6, 2018.*



For further information please contact:
The Principal: Ms Michelle Hulme
Merimbula Public School, Main Street, Merimbula NSW 2548
T (02) 64951266 F (02) 64953239
Email: merimbula-p.school@det.nsw.edu.au
www.merimbula-p.school.nsw.edu.au