**Pilliga Public School**



**Student Welfare and Discipline Policy**

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| *“All staff and students have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation and discrimination. To achieve this, all schools are expected to maintain high standards of discipline.”*  (Student Discipline in Government Schools Policy: 3.2)  CORE RULES IN NSW GOVERNMENT SCHOOLS  All students in NSW government schools are expected to:   * Attend every school 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 courteously, 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*  . |

**Responsibilities and delegations**

**4.1 Principals**

4.1.1Principals are accountable through their school education director for ensuring a safe, secure and harmonious work environment for students and staff.

4.1.2Principals are responsible for the development, implementation and monitoring of the school’s discipline policy.

4.1.3Principals are responsible for ensuring that the school’s policy is evaluated and reviewed by the school community at least every three years.

4.1.4Principals must ensure that students, staff and parent(s) and carer(s) are provided with opportunities to contribute to the development of the policy and that staff are provided with training and development opportunities in behaviour management.

4.1.5Principals must provide a copy of their school discipline policy to the school education director when the policy is developed or whenever it is reviewed. A copy must also be made available to the families of children enrolled at the school.

4.1.6Parents and students are to be given a copy of the discipline code or school rules when the policy is developed or whenever it is reviewed.

4.1.7Principals must ensure that all disciplinary actions involving suspension or expulsion from school are managed consistent with the [Suspension and Expulsion of School Students Procedures.](https://detwww.det.nsw.edu.au/policies/student_serv/discipline/stu_discip_gov/suspol_07.pdf)

**4.2 Parents**

4.2.1Parents are expected to support the school in the implementation of the school discipline policy.

**4.3 Teachers**

4.3.1Teachers are expected to participate in the development of the school discipline policy and to support its effective implementation.

**4.4 Students**

4.4.1Students are expected to follow the discipline code or school rules and to comply with staff directions regarding discipline and appropriate behaviour.

4.4.2Students will show respect for teachers, fellow students and other staff and school visitors and not engage in any form of harassment or victimisation.

**PILLIGA PUBLIC SCHOOL BEHAVIOUR VALUES**

1. Always be polite
2. Respect everybody’s feelings and their personal space.
3. Move safely in all areas around the School.
4. Take care of all School property and equipment.
5. Be proud to be a student at Pilliga Public School

**To recognise and reinforce student achievement staff will:**

* Award assembly awards, dojo points, stickers, special awards, notes home, phone calls and emails.
* Use explicit verbal praise, and non-verbal reinforcement.
* Model consistent and caring behaviour.

**To promote and reinforce positive student behaviour staff will:**

* Use explicit verbal and non-verbal praise and reinforcement
* Acknowledge students’ efforts and work with awards at assemblies, dojo points, stickers, special awards, notes home, phone calls and emails.
* Give students appropriate responsibilities in recognition of their ability, or trustworthiness, or willingness to help.
* Promote working harmoniously as a group and a class and a School.

**To deal with suspected or alleged unacceptable behaviour staff will employ the strategies of:**

* When potential inappropriate behaviour has been identified by a teacher, student, parent or community member, an investigation into the case is made by either the principal or teaching staff. This includes informal interviews with other students where statements may be written. Parents may be contacted to inform of these actions or to gain more information.
* The identified student/s will be interviewed by the Principal and an appropriate consequence will ensue. At this point, parents will be notified. Consequences may include a student being placed on detention and off playground, placed on a Level 1 (or higher if already on a Level).

**To deal with unacceptable behaviour staff will employ the strategies of:**

* Verbal reprimand (warning) stating explicitly what the unacceptable behaviour is
* Reminder of Behaviour Values.
* Be relocated from the rest of the cohort but still in the learning environment, complete behaviour reflection sheet.
* Recording incident on EBS Central.
* Principal to interview student and determine consequence.
* Principal will interview student and parents in the event of repeated offences.

**Playground**

* Investigation of reported incident by duty teacher.
* Time out – removal from activity for 5 minutes, sitting at assigned supervised spot.
* Student returns to the playground if they display appropriate positive behaviours.
* Student/s continue to disrupt playtime are given a warning that each disruption will result in them missing and additional 5 minutes of recess or lunch or before school play.
* Parents are to be contacted by the principal at the first available opportunity should a student/s receive a time penalty of 15 minutes or more to discuss student’s behaviour.

**Other Disciplinary Actions**

* **Referral to School Counsellor**
* **Individual Behaviour Program**
* **Suspension**
  1. General Principles

In determining whether a student’s misbehaviour is serious enough to warrant suspension, the principal will consider the safety, care and welfare of the student, staff and other students.

Before a suspension is imposed, with the exception of physical violence or other serious instances of misbehaviour that impact on the safety or welfare of students or staff, the principal will:

* ensure that appropriate school student welfare strategies and discipline options have been applied and documented
* ensure that appropriate support personnel available within the school system and externally have been involved
* ensure that discussion has occurred with the student and parents regarding specific misbehaviour which the school considers unacceptable and which may lead to suspension
* develop, in conjunction with the school learning support team or appropriate school or departmental personnel, a specific behaviour management plan to assist the student to manage inappropriate behaviour
* provide a formal written caution detailing inappropriate behaviours, as well as clear expectations of what is required of the student in future, and
* record all action taken.

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. Principals must suspend immediately and consistently with these procedures (including procedural fairness) any student who:

* *is physically violent*: Any student who is physically violent, resulting in injury, or whose violent behaviour seriously interferes with the safety and wellbeing of others, is to be suspended immediately. The matter must also be reported to the School Safety and Response hotline on 1300 363 778 where advice will be provided on managing and reporting the incident.
* Any student in possession of a prohibited weapon, firearm or a knife (without reasonable cause), is to be suspended immediately. The matter must be reported to the NSW Police Force immediately and the School Safety and Response hotline on 1300 363 778.
* A resolution meeting will be held with suspended students and their parents on the day of the students return to school.

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* Department of Education and Training
* Student Discipline in Government Schools (PD 2006/
* **RIGHTS AND RESPONSIBILITIES**

Whilst all students have rights, they also have responsibilities.

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| **I have the right to be happy at school** | **My responsibility is:**   * To play fairly and show good sportsmanship * To respect others’ feelings by not teasing and bullying * To make the school a happy place * To speak to others with respect and dignity |
| **I have the right to feel safe and secure at school** | **My responsibility is:**   * To follow the School’s Behaviour Values and help others do the same * To avoid any action or place that might put myself and/or others in danger * To tell a responsible person of any potential or perceived danger * To share space and time, taking turns in games and activities |
| **I have the right to expect my property to be safe** | **My responsibility is:**   * To take good care of my own and other people’s property * To care for the School buildings, furniture, grounds and all equipment |
| **I have the right to learn all I can** | **My responsibility is:**   * To be well behaved in class and not disturb others * To do my best at all times * To keep up with my work in class to the best of my ability * To cooperate with my teachers and fellow students |
| **I have the right to be helped with any problems I have at school** | **My responsibility is:**   * To speak to my teacher if I have a problem * To understand that others may also need help |
| |  | | --- | | **I have the right to have a pleasant, clean and healthy school and grounds** | |  | | |  | | --- | | **My responsibility is:**   * To care for my school by keeping it clean and free from litter * To return equipment to the correct place | |

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