



# Discipline Policy

2019

Review

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## Aim

Marra Creek Public School's Discipline Policy is based on positive behaviour management and proactive measures that are designed to reduce disruptive and anti-social behaviour before they escalate into major issues.

The aim of this policy is to ensure the school is a safe environment where students can achieve their full potential both academically and socially.

## Core Rules

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

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.
- 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
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Treat one another with dignity and respect.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Care for property belonging to themselves, the school and others

## Core Values

The school's Code of Behaviour and Conduct are centred on the NSW DEC document "Values in NSW public schools" March 2004

These core values are:

Integrity	Being consistently honest and trustworthy
Excellence	Striving for high personal achievement in all areas of schooling.
Respect	Having regard for yourself and others. Respecting your own and other's property. Respecting other students' right to learn in a safe and peaceful atmosphere
Responsibility	Accepting the consequences of your actions and understanding how your actions affect those around you.
Cooperation	Working with, and helping others and resolving conflict through positive and constructive discussions.
Participation	Being a productive member of the school community.
Care	Concern for yourself and others.
Fairness	Turn taking, consideration of others, sharing of limited resources.
Democracy	Accepting and listening to others opinions and accepting the everyone has a right to be different from them.

## School Discipline Code

Good discipline is fundamental to the achievement of Government priorities for the public school system. In line with this Enngonia Public Schools' discipline policy is developed in consultation with school community members.

- Attend school as required and present notes to explain all absences.
- Be punctual to school, to class, and follow instructions of those in authority.
- Complete all required work and homework carefully and to the best of your ability.
- Behave in a responsible, polite and courteous manner travelling to and from school and at all school activities.
- Behave in a manner which shows self-respect and respects the rights and feelings of others.
- Behave in a manner, which keeps you and others safe at all times.
- Respect and care for school property, the property of others, flora and fauna.
- Adhere to the standards of dress determined by the school community within and outside the school.

## School Behaviour Management Plan

Marra Creek Public Schools Behaviour Management Plan focuses on the main components outlined in the Student Discipline in Government School Policy. These are:

- Promoting positive student behaviour
- Maintaining a climate of respect
- Recognising and reinforcing student achievement

### Promoting Positive Student Behaviour

Promoting positive student behaviour is enhanced by:

- An appropriate curriculum
- Good behaviour management techniques
- Staff training and development
- Consistent, caring and controlled behaviour
- Close liaison with parents and community
- Special Programs
- Respect

### Maintaining a Climate of Respect

A climate of respect is maintained by:

- Recognition of good behaviour
- Active listening
- Immediately responding to problems
- Listening to parents' concerns with empathy
- Modelling respectful behaviour

### Recognising and Reinforcing Student Achievement

Student achievement is recognised and reinforced through:

- A consistent caring environment
- Acknowledging effort- verbally, stamps, stickers
- Merit awards
- Commendations
- Contact with parents- in person, phone and newsletter
- Media acknowledgments- newsletter, local paper
- Assemblies
- Extra curricula activities
- Principals' recognition

## Managing Inappropriate Behaviour

Marra Creek Public School uses many strategies to manage students' inappropriate behaviour. These strategies are listed below.

### Strategies to Address Inappropriate Behaviour

- Clear and concise rules
- Verbal reprimand
- Loss of privileges
- Restitution
- Time out
- Individual management plan
- Counselling
- Learning support team
- Welfare team
- Referral to outside agencies
- Suspension or expulsion
- In school suspension

### In School Suspension

An in school suspension is only one strategy within a schools' disciplinary code. Students on an in school suspension will be required to follow the following guidelines:

- Students must attend school during the regular hours
- Students will be withdrawn from their regular class and be supervised at all times.
- Students will have a separate recess and lunch break.
- They will lose all extra curricula activities for a period of less than two weeks or exclusion from a school event.

## Suspension and Expulsion

Suspension is only one strategy within a school's student discipline code. It is most effective when it highlights the parent or caregivers' responsibility for taking an active role in partnership with the school to change the behaviour of their child. Suspension allows students time to reflect on their behaviour, to acknowledge and accept their responsibilities for their behaviours that led to the suspensions and to accept responsibility for changing their behaviour. It allows time for school staff to plan appropriate support for the student to assist with successful re-entry.

The principal, consistent with the DEC policy and procedures, has the authority to suspend or expel a student from a particular school, or recommend expulsion from the government school system. The principles of procedural fairness are fundamental to the implementation of the procedures.

DEC policy states that principals must suspend immediately and consistently any student who:

- Uses, or is in possession of, a suspected illegal substance or supplies a restricted substance
- Is physically violent
- Is in possession of a firearm, prohibited weapon or knife (without reasonable cause)

A **short suspension** of up to and including four school days, or a **long suspension** of up to and including twenty school days may be imposed.

In extreme circumstances the principal may expel a student from a particular school or recommend to the Director General that the student be expelled from the Government School System.

Students placed on suspension at Enngonia Public School will:

- Be interviewed with their parent/s.
- Be placed on a monitor card for at least five days supervised by the class teacher/principal.
- Lose all school extra curricula privileges, for a period of no less than two weeks. During this time their behaviour will be monitored and any breach of a serious nature will result in a continuation of the loss of privileges. These privileges may include excursions, representing the school and other school functions.



## Basic Principles and Referral Procedures for discipline

The basic principles and referral procedures are divided into the following sub dissections:

Classroom Misbehaviour  
Playground Misbehaviour  
Truancy  
Contact with Parents  
Staff responsibilities

### Classroom Misbehaviour

- Students sent out of class should not be left unsupervised.
- Parental involvement and notification should be made in consultation with the teaching staff and principal at an early stage to ensure that appropriate behaviour becomes the norm.

### Playground Misbehaviour

- The Principal should be informed of any serious misbehaviour in the playground.
- If the staff member on duty is able to deal with the serious misbehaviour they should do so immediately.
- All minor offences should be dealt with by the teacher on playground duty.

### Truancy

- Cases of suspected truancy or fractional truancy should be reported as soon as possible to the Principal.
- Each teacher is responsible for keeping a class attendance record.
- The Principal is responsible for notifying the HSLO when there is reoccurring non-attendance.

### Contact with Parents

- Contact in person, by letter or by phone is encouraged to resolve issues with students.
- Classroom teachers should collaborate with the Principal.
- Uninvited parents who present themselves in the playground or at the staff room should be directed to the Principal.
- A copy of any letters sent home should be placed in the students' file.

## Staff responsibilities

All staff members have a vital role to play in the discipline process. For school discipline to be successful the 'rules' should be adhered to by all staff members and should be applied consistently in classrooms, in the playground and at sport.

The basic philosophy should be *"Prevention is better than cure"*

To prevent problems arising:

- Be punctual- to classes, to playground duty and to sport
- Be positive in classroom management- have good rules and clear consequences for breaches of rules.
- Give clear and prompt instructions for transition times to avoid disruptions.
- Reward behaviour you wish to perpetuate.
- Dismiss classes promptly but not before the bell.
- Send only reliable students on messages.
- Keep a sense of proportion and humour.
- Be vigilant and active on playground duty.
- Try to anticipate problems

In the event of circumstances arising whereby assistance is advisable, the student should be referred to the appropriate person in the school welfare/discipline network, together with an explanation.

## Student Responsibilities

Students' responsibilities are divided into the following sub dissections:

Attendance

Uniform

Playground Areas and Rules

Technology Code of Behaviour

Travel to and from school

Items forbidden on the School Premises

### Attendance

- Students are expected to arrive at school on time for commencement of classes at 9:00am.
- On arrival, students should enter grounds immediately
- Students should not leave the school grounds during school without the permission of the Principal or classroom teacher.
- Students who wish to leave school early must bring a note to the teacher and be picked up by an authorised adult.
- Students who have been absent from school should bring a note from their parent on the day of their return to school, explain the absence. The note should be dated and signed and show the day(s) and date(s) of absence(s).

### Uniform

- Students should adhere to the schools uniform policy at all times.
- Students must wear uniform on all occasions, unless advised otherwise.

### Playground Areas and Rules

- Students are expected to behave in a manner that keeps both themselves and others safe.
- No hat-no play rule applies for all students.

### Technology Code of Behaviour

- Student use of computers in the school and access to the Internet will be monitored by supervising teachers at all times.
- Student use of computer technology and Internet access at school must be for appropriate educational purposes and must follow the code of conduct/rules.
- Breaches of these rules will be treated as for other breaches of the school discipline code and could result in referrals, restitution, and/or suspension and restrictions of access to computers and the Internet for a period of time.
- Parents will also be required to pay for repairs necessary because of deliberate abuse or misuse of information technology equipment.

## Travel to and from school

Regardless of the means of travel, students en route to or from school are representatives of Enngonia Public School. Behaviour at all times should be responsible, sensible, safe and respect the rights of others. This applies particularly to members of the community.

### Students riding bicycles to school

Safe riding practices should be followed. Riders must:

- Obey the rules of the road
- Use designated entrances to the school.
- Walk the bike on the school premises
- Leave the bike in the bike rack. The school accepts no responsibility for loss or damage to any bike left on school premises.
- Wear a safety helmet
- Ride safely and show courtesy to members of the community and other road users.

### Items forbidden on the School Premises

Several Items are banned and should not be brought on to the school premises. These include:

- All drugs (including tobacco and alcohol) except these being taken under medical supervision. The school is a *drug free zone*.
- Chewing gum
- Any item that may endanger people and or property.
- Liquid paper
- Mobile phones
- Students are discouraged from bringing valuables to school. The school does not cover damage, loss or theft.
- Students (and staff and visitors) are not permitted to smoke on school premises. Government policy declares all public buildings are smoke free.

## Consultation Committee

Marra Creek Public Schools Discipline Policy has been updated with consultation from the school community.

Name	Role	Signature
Marnie Hibbins	Principal/Classroom Teacher	
Kellie Turnbull	SAM	
Heidi Fitzgerald	Classroom/L.A.S.T Teacher	