



WONGARBON PUBLIC SCHOOL

STUDENT WELFARE & DISCIPLINE POLICY

STATEMENT OF PURPOSE

Wongarbon Public School nurtures students through a variety of proactive programs to ensure that the core values of integrity, respect, honesty, excellence, responsibility, cooperation, participation, care, fairness and democracy are imbedded in all school practices.

As a school community we continue to:

- develop skills and positive attitudes to life long learning;
- harness the latest technology to assist us to excel in teaching and learning;
- develop partnerships based on mutual respect and shared goals;
- treat each other positively and respectfully in a safe environment; and
- build morale and the school profile.



MY RIGHTS

1. I have the right to be **happy** at school.
2. I have the right to feel **safe and secure** at school.
3. I have the right to expect **my property** to be safe.
4. I have the right to **learn all I can**.
5. I have the right to be **helped with any problems** I might have at school.
6. I have the right to have a **pleasant, clean and healthy school and grounds**.
7. I have the right to be **treated as an individual** with respect and politeness.
8. I have the right to **make decisions and express opinions** that concern me.
9. I have the right to expect that the local community will **support and have pride in our school**.

MY RESPONSIBILITIES

1.
 - to play fairly and show good sportsmanship
 - to respect others' feelings by not teasing or bullying
 - to make school a happy place
2.
 - to avoid any action or place that may be dangerous to myself or others
 - to not use or possess any illegal drugs, alcohol, tobacco or weapons
 - to tell a responsible person of any danger I find
 - to obey all school rules and help others to do the same
 - to respond to all reasonable requests from staff
 - to share space and time, taking a turn
3.
 - to keep my hands and feet to myself
 - to take good care of my own and other people's property
 - to care for buildings, furniture, grounds and all equipment
4.
 - 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 and also with homework
 - to attend school regularly and be punctual
 - to cooperate and work with my teacher and class mates
5.
 - to speak to my teacher if I have a problem
 - to understand that others may also need help
6.
 - to care for my school environment, by keeping it clean, tidy and free from litter
 - to return equipment to the correct place
7.
 - to learn self control and ignore silly people
 - to treat others fairly, politely and with respect
 - to listen when others speak
8.
 - to express my point of view politely, in the right place and time
 - to think about my choices
9.
 - to behave in a way which will bring credit to our school
 - to present myself in a clean and tidy manner
 - to wear my school uniform with pride
 - to represent the school to the best of my ability

SCHOOL RULES

- ✓ **Attend every school day, unless you 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 policy.**

- ✓ **Behave safely, considerately and responsibly, including when traveling 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 another with dignity and respect.**

- ✓ **Care for property belonging to yourself, the school and others.**

Expectations of students during breaks and in the playground

Morning 8:30am—9:00am

- On arrival bags should be placed in class lines
- No use of footballs, basketballs or soccer balls on bitumen area
- Children are to play on bitumen area
- Tennis ball games, e.g. handball—can be played on bitumen area
- A Teacher must be present in rooms if children are to go inside
- Bicycles—children to walk bicycles into school grounds and place bikes at racks and leave bike area promptly
- Lunch orders— placed at the office on Fridays

RECESS

- On being dismissed from class children are to promptly collect food from bags and leave the classroom
- Recess food is to be eaten at lunch seats or bitumen area
- Grassed area in behind the classroom block is out of bounds
- No hat—no play in the sun! - Children must play in the shade if they don't have a hat

LUNCHTIME

- Collect lunches promptly from bags and sit in the lunch area
- If the canteen is serving, lines are to be orderly—no pushing or letting others into line
- Children are to leave lunch areas only after being dismissed by a teacher who will check the cleanliness of area (approx 1:15pm)
- Children are not to enter buildings without permission
- Grassed area in behind the classroom block is out of bounds
- Games can be played on the field or bitumen areas
- No hat—no play in the sun! - Children must play in the shade if they don't have a hat
- Children exhibiting aggressive and outlandish behaviour are to sit in a designated area

AFTERNOONS

- On being dismissed, children are to leave in an orderly fashion
- Bike riders to walk bikes out of school grounds
- Children walking home assemble at the back gate
- Children waiting for parents assemble at back gate
- Children waiting are not to play games with sporting equipment

Strategies for dealing with unacceptable behaviour

When unacceptable behaviour is considered minor which is in the 1 to 3 category of misdemeanors it will be dealt with by teacher concerned.

These misdemeanors include:-

MISDEMEANOR		CONSEQUENCES (Might include)
Calling out in class/disruptive noise	1-3	
Out of seat without permission	1-3	
Littering—classroom	1-2	
Late to class	1-2	
Swinging on chair	1-2	
Running in building	1-2	
Running on verandah, asphalt, ramp	1-2	
Out of bounds	1-3	Friendly reminder
Unauthorised visit—office /sick bay	1	Use of non verbal communication
Whistling—inappropriately	1-2	Reminder of school/class rules
Littering—playground	1	Calm reasoned approach
Ignoring bell	1	Reprimand
Late to assembly	1	Verbal or written apology
Not telling the truth	1-5	Playground withdrawal
		In class withdrawal
		Loss of classroom privileges
		Completion of assigned tasks
		Discussion with parents/caregiver
		Parent courtesy note
Refusal to do/complete task	2-4	
Refusal to assist with clean up	2-3	
Leaving classroom without permission	2-4	
Interference of other pupil's work	4	
Climbing fences/trees/buildings	3	
Interference in others games	2-4	
Failure to return sports' equipment	2-3	
Playing in toilets	2-3	
Teasing/Bullying	2-3-4	

Should these measures not ensure the required change in the behaviour the child will be referred to the Principal

Misdemeanors 4—6 will be referred to the Principal

Stealing	4-6	• Remind of school rule
Lack of self-control	4	• Involvement of parents/caregivers
Refusal to follow directive	4	• Withdrawal from play
Throwing stones	5-6	• Behaviour modification contracts
Leaving playground without permission	2-4	• Completion of assigned task
Violence:		• Loss of privileges
throwing stones	3-6	• Detention
destructive use of equipment	5-6	• Unable to attend excursion or represent school
verbal threat	5-6	• Counseling—School Councillor (with parent permission)
offensive language	5-6	• Involvement of further teachers such specialist/
actual physical hurt	5-6	• Behaviour Management Plan—Support Teacher Behaviour
unprovoked physical hurt	5-6	• Suspension
Use/possession of:		• Expulsion
alcohol, illegal drugs	5-6	
weapons	6	

Strategies to promote discipline and effective learning

- provide appropriate curriculum to meet the needs of each student
- support children in achieving success in learning
- develop a small number of easily understood rules which are fair, clear and consistently applied
- discuss with parents their role in promoting acceptable student behaviour
- attend appropriate support programs, eg counselling, remediation, speech pathology, occupational therapy
- provide programs that develop self-discipline, self evaluation, communication and conflict resolution skills
eg Pro social skills program

Practices designed to recognize and reinforce student achievement

- the use of merit certificates, awards and other appropriate school based rewards
- ongoing regular contact with parents, eg letter, telephone, chat
- fostering positive relationships to promote public acknowledgment of the school and individual student achievements
- modelling of consistent manners, respect and caring by staff
- **CLASSROOM** Individual or group reward systems
 - Praise and encouragement
 - Class awards—including student of the week
 - Stickers, stamps, privileges
- **ASSEMBLIES** Performance Awards
 - Achievement Awards
 - Class Awards
 - Principal's Award
 - Special academic and sporting awards
 - Student of the Week Award
- **PLAYGROUND** Win Bin, raffle tickets box. One draw each week with six super draws at the end of term.
 - Incentive prizes
 - Privileges

Suspension, exclusion and expulsion from school

Suspension highlights for the student and the parents the unacceptability of the student's behaviour and the parents' responsibility of remediation of that behaviour.

As long as the behaviour is unacceptable, the student's continued enrolment will be in jeopardy.

The Principal will suspend, consistent with the procedures, any student who commits the following offences:

Possession of a suspected illegal substance

The Government firmly believes that schools must be places which are absolutely free of illegal drugs.

Suspension is to occur immediately if the substance is being touted, held out or passed off by the student as an illegal substance, or on confirmation (in accordance with the relevant procedure for identification of illegal substances) that the substance is in fact illegal.

Under arrangements made with the NSW Police Service, the substance will be identified within 48 hours of the material being handed to the police by the school principal. The cost of the identification to be charged to the Department of School Education; the Police Service will hold the substance pending any legal action.

Violence

Any student intentionally causing injury or threatening serious violence against an other student or a teacher is to be suspended immediately.

Possession of a weapon

Any student in possession of a prohibited weapon, or using, or threatening to use, any item or instrument as a weapon, is to be suspended immediately.

Persistent disobedience

The relationship between student and teacher should be based on mutual respect.

Students who, in their relationships with staff, are persistently disobedient, insolent or engage in verbal harassment and abuse, are to be suspended.

Criminal behaviour

If behaviour is criminal or there is evidence of a suspected crime, the Police Service will be notified by the school.

Students, like the rest of the community, are subject to the criminal law.

The authority of the Principal

The Principal has the right to lead the establishment of effective learning environments in his/her schools.

His/her responsibility involves ensuring the provision of a safe and harmonious work environment for students and staff and, in particular, an effective learning environment.

In this context, and consistent with policy, the Principal has the authority to suspend, exclude or recommend expulsion. Expulsion can only be approved by the Minister on the recommendation of the Director-General, following the principal's submission.

Consistent with legislation and government policy, the principal has the authority to determine the conditions for a student's continued enrolment.

The Principal will exercise this authority having regard to his responsibilities to the entire school community and the principles of procedural fairness and natural justice.

While the principal may delegate responsibilities with regard to student discipline to the staff, and cooperate with other members of the school council in determining local discipline policy, he/she remain ultimately accountable to the Director-General for the effectiveness of school discipline.

The responsibilities of parents

Parents and teachers share a commitment to provide opportunities for students to take responsibility for their actions and to have a greater say in the nature and content of their learning.

The school is not by itself responsible for, or equipped to develop, socially acceptable behaviour by students. That is a shared responsibility of parents and students in partnership with teachers.

Working through their school council and duly constituted parent organisation, parents will be encouraged to contribute to the development of the School Discipline Policy.

Subsequently, parents will be expected to support the school in the application of the policy and also, themselves, adhere to the school's code of conduct.

There must be a partnership between parents, teachers and students to teach and promote socially responsible behaviour.

It is the responsibility of all parents to discuss and monitor the appropriate use of their children's texting, emails and use of social network sites.

Wongarbon Public School Student Welfare & Student Discipline Policy

PROCEDURES TO FOLLOW

CLASS MISBEHAVIOUR

The class teacher has a BEHAVIOUR BOOK that serves as a student behaviour record and a communication tool for parents. Any teacher will write notes about a student who exhibits unreasonable, aggressive and / or disruptive behaviour during school time.

The procedure in place is: -

- The teacher may warn the student up to three (3) times to obey instructions. The method is called " Magic 1,2,3" and is used to help the student correct their behaviour. If the student continues to misbehave then the behaviour is written into the Behaviour Book, the student placed in Time Out during their lunchtime and a courtesy note sent home to parents. Three / four entries over a short period of time may lead to a Warning Letter being sent to parents.
- If a student harms or bullies another student in any way then the action will be noted in the Behaviour Book, a courtesy note sent home to parents and also recorded as a school incident. The student will be given Time Out during their lunchtime. Blatant aggressive acts towards a teacher or student will result in suspension.

A LETTER OF WARNING

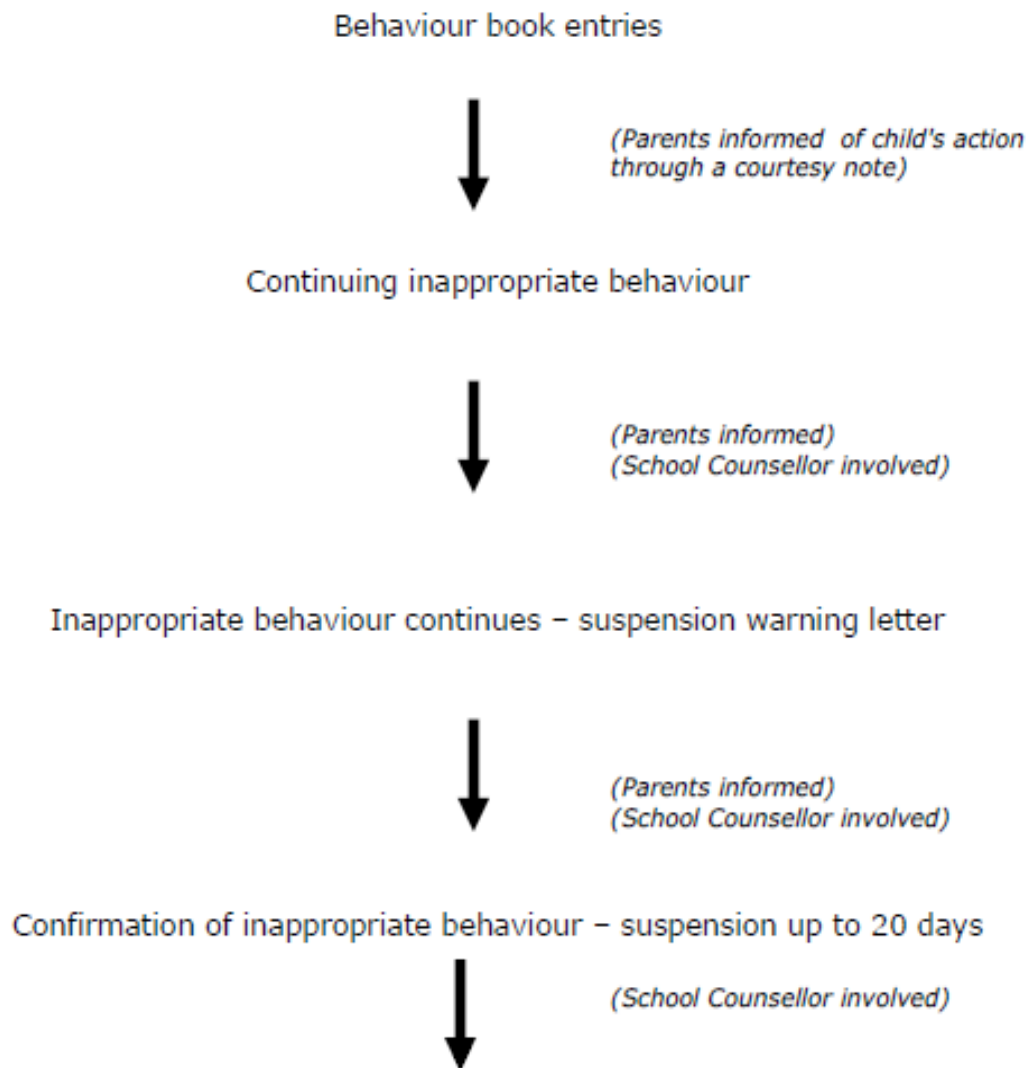
This is a letter sent home as a result of too many entries in the Behaviour Book in a given period. It is at the teacher's discretion after consultation with the Principal when a warning letter is sent home

If the student's behaviour does not improve then a second letter will be sent and this will be a SUSPENSION WARNING.

SUSPENSION

This will occur after a SUSPENSION WARNING letter has been sent to the student's parents and if the student's behaviour has not improved or IMMEDIATELY in serious incidents as determined by the principal. Suspension processes must follow the Department of Education and Training policy guidelines.

SUMMARY OF BEHAVIOUR POLICY



RE ENTRY MEETING AFTER SUSPENSION:

The student and parents will meet with the principal to discuss future strategies and procedures concerning the students behaviour and learning.

Student Welfare

In order to more quickly deal with any student breaking the school rules we have devised in consultation with a parent group a form of swift notification for parents. Parents want to know if their child is behaving inappropriately at school so, if necessary, they can act further on the issue. Remember, however, that these notes are courtesy notes used as a communication tool. The school would already have established and put in place consequences for misbehaviour.

Parents are asked to sign and return notes to school to acknowledge that they have seen them. If teachers feel that a parent interview is necessary it will be noted on the form.

Any students repeatedly placed on detention will also follow the normal course of the school discipline code which can lead to suspension and even expulsion following the Department of Education and Training guidelines.

The list of no tolerance resulting in detention includes the following:

- ***No swearing***
- ***No back chatting***
- ***No name calling***
- ***No teasing***
- ***No kicking***
- ***No pushing***
- ***No hitting***
- ***No weapons***
- ***No vandalism***
- ***No throwing objects***
- ***No bullying (including cyber-bullying)***
- ***No stealing***
- ***No refusal of staff instruction***

We ask that all parents strongly support this system to make our school secure and safe for all members of the school community.

The school does have the services of a school counsellor who assists with specific testing to help us establish individual work programs and access funding for teachers aides who work with individuals and groups. The counsellor also works with individual students in helping resolve personal issues so that they can better cope with their lives or schooling.

The school has access to other agencies to assist children with behavioural problems.

Staff are always willing to discuss student progress but we do ask parents to arrange an interview time.

Anti-Bullying Policy

Wongarbron Public School is a school community which stands up against bullying.

We have identified bullying in schools and society as a concern and that we need to provide a safe and happy learning environment for all students.

Therefore as a school community:

- We will not tolerate bullying in any form
- We value the right of all members of the school to feel safe at all times

Unfortunately, bullying is a silent disease which spreads if students, parent and teachers do not take a stand to report it.

Many students think that to report bullying means that there will be further trouble. This is not the case and not reporting bullying means that it will continue and perhaps escalate.

Some students and parents are reluctant to report bullying as they may not recognise it as such, the following may help.

What is bullying?

- It may be physical, verbal or psychological in nature
- It involves an imbalance of power
- It can be planned or organized or it may be unintentional
- The attacks are repetitive and cause distress both at the time of the attack and also at the threat of future attacks

Examples of bullying include:

- Verbal abuse such as name calling
- Physical violence such as hitting, punching, pushing
- Using anything as a weapon, eg pencil, ruler, bag etc
- Destroying another person's property
- Spreading rumors about another person
- Using medium such as text and picture messaging, video clips, phone calls, social networking websites such as Bebo, Facebook, MySpace or YouTube etc to harass, embarrass or intimidate another person
- Taking another person's possessions
- Writing offensive material about a person on desks, walls etc
- Teasing someone about their appearance or their racial background
- Threatening to harm another person
- Isolating others from a group
- Sexual harassment

SUMMARY OF BEHAVIOUR POLICY

How can we stand up against bullying?

As a school community we will stand up against bullying by reporting cases of bullying and thereby ensure the safety of our school members.

For this to happen staff will need to

- Be role models in word and actions at all times
- Be observant and aware of signs of distress or suspected incidents of bullying
- Make efforts to remove occasions for bullying by active patrolling during supervision duty
- Listen and show empathy to someone who reports being bullied
- Use conflict resolution skills as a strategy for negotiating with other school community members
- Maintain an incident book to record behaviour so patterns of repeat bullying can be identified

For this to happen students will need to

- Let teachers know if they or someone else are being bullied
- Talk to their parents and let them know if they are being bullied
- Not be bystanders to incidents of bullying but instead try to assist the person being bullied, if they feel they can do this without being hurt
- Support other students who have been bullied by listening to them and reporting the incident

For this to happen parents must be aware that

- They will be heard and action will be taken if they report a bullying incident or suspected bullying incident to members of the school staff
- They may report bullying incidents using the form on this sheet or they may contact the school
- If their child has been bullied they will show certain behavioural indicators
- Through open discussions with their family about the nature of bullying their child/ren will be able to make more informed decisions about standing up to bullying
- Encouraging their child to retaliate could lead to an escalation in bullying
- Their child should be encouraged to report any incident of bullying
- They will receive a phone call and /or letter home and will be required to attend an interview if their child is involved in bullying
- Bullying involving physical injury may lead to suspension (as per the Suspension and Expulsion Policy)
- Students involved in bullying will be required to reflect on their behaviour and complete an incident form to explain their actions and consider the feelings of those who have been hurt
- Students who bully others will lose playground privileges for one week
- The deliberate invitation to be bullied will not be accepted by the school

Anti-Bullying Policy

The cool way is to:

- Tell them to stop annoying you or firmly ignore their behaviour and walk away from them
- Speak in a firm, not angry voice
- Stand tall
- Look in their eyes firmly (but not in a threatening way)
- Stay in control of yourself
- Report the incident

The agro way is to:

- Push, punch or trip or kick another person
- Use insults and put-downs
- Call people names, make blaming comments or try to make people feel ashamed
- Have a really angry expression on your face
- Shout and yell
- Swear
- Stand close to the person and act in a threatening manner
- Lose control of yourself

The weak way is to:

- Give in to others when you don't want to
- Let other people continue to do bad things to you
- Talk quietly, mumble or speak hesitantly
- Cry or sulk or sob without trying to deal with the problem yourself first
- Look down at the ground when you are speaking
- Stand small as if you are trying to hide

Anti-Bullying Policy

Bullying Notification Form

Name: _____

Class: _____

When did the bullying happen?

What happened?

- Physical violence
- Verbal abuse
- Destroying/taking others property
- Spreading rumors/writing offensive material about others
- Threatening behaviour
- Isolating others from a group
- Sexual harrassment
- Cyber-bullying

Comment (if necessary):

Witness: _____

Student/Parent/Teacher Signature:

Date: _____