



# CULCAIRN PUBLIC SCHOOL

## Fair Discipline & Effective Learning Procedure

Culcairn Public School recognises the necessity of a **Fair Discipline and Effective Learning** procedure to ensure we continue to:

- 1) raise educational standards and levels of educational achievement;
- 2) provide quality education for all;
- 3) care for and provide a safe learning environment for all students.

This policy is written to achieve the aims of the NSW Department of Education's policy on **Good Discipline and Effective Learning** (Dec 1995) and **The Core Rules for students in NSW Government Schools** (2006) (attached as an appendix).

### **EXPECTATIONS**

The school expectations are to have:

- a) a productive and harmonious learning environment where the rights of students and teachers are respected;
- b) a partnership of shared responsibility between the home and school;
- c) procedures that encourage students to develop responsibility for their own behaviour;
- d) procedures that encourage students to participate actively in the community life of school;
- e) acceptance of the school rules and rewarding of positive achievements;
- f) an inclusive environment free of bullying, discrimination, violence and harassment.

### ***Whole School Reward System***

*This is an annual rewards system for each student, which recommences at the start of each year.*

### **Awards**

*An awards book will be presented to each student to collect their awards in and will stay in the classroom, however it will be available to parents to view at any time.*

- Hume Awards** - are awarded to students who meet our daily expectations in the classroom and playground. 1 Hume Award is available per session in the classroom (3 per day) and 1 per week for homework.
- Bronze Awards** - are presented by staff to students who have attained 100 Hume Awards. Bronze Awards will be presented at whole school assemblies each fortnight. Students' names will be printed in the school newsletter within the class news.
- Silver Awards** - are presented by the Principal to students who have attained 250 Hume Awards. Silver Awards will be presented at assembly. Students' names will be printed in the school newsletter and a congratulatory letter will be sent home to parents inviting them to the assembly. Students will be able to take home the certificate. Students will be given a silver lunch and reward

**Gold Awards** - are presented by the Principal to students who have attained 500 Hume Awards, at least 1 Green Award and not more than 10 Red Slips during the year. Gold Awards and Gold Badges will be presented at a special assembly at the end of the year. Students' names will be printed in the school newsletter and a congratulatory letter will be sent home to parents inviting them to attend the special assembly. Students will be able to take home the certificate and are encouraged to wear their badge. Students who achieve this award will be invited to attend a special excursion at the end of the year.

100 Hume Awards = 1 Bronze Award

250 Hume Awards = 1 Silver Award

500 Hume Awards and 1 Green Award = 1 Gold Award

## **Strategies for Managing Unacceptable Behaviour**

Culcairn Public School has a whole school approach to behaviour management that combines clear expectations, insistence upon appropriate behaviour and consistent follow-up. All staff use a 'Traffic Light' model as a visual prompt to manage unacceptable behaviour. The model allows staff to interact with students in a calm, assertive manner. Students commence each session on green level.

Students in the classroom have the following rights:

- a. to have teachers provide positive support for appropriate behaviour,
- b. to have teachers help them modify their inappropriate behaviour,
- c. to understand the consequences that will follow their choices,
- d. to work and interact in a safe, positive learning environment.

Teachers in their classroom have the following rights:

- a. to establish a safe and effective learning environment,
- b. to determine and expect appropriate behaviour from their students,
- c. to receive help from executive staff and parents when needed.

This management model identifies and supports acceptable behaviour, while outlining consequences for unacceptable behaviour. This allows students the opportunity to make good choices and use learning time effectively.

- Every five weeks those students who have been on green continually will receive an award eg. Extra playtime, computer time etc.

## **THE PROCESS**

Being assertive about discipline requires, the establishment of school rules ensuring they remain clear and consistent with our expectations:

- Follow instructions - examples: listen, wait your turn, ask if you don't understand.
- Respect all property - examples: ask before borrowing, return borrowed items.
- Respect yourself and others - examples: be understanding of others and accepting of their differences.
- Be sunsafe - examples: wear a hat, wear sunscreen.
- Be responsible - examples: think about what you say, don't bring to school or download inappropriate software or music, use school facilities responsibly.

School Rules are displayed in classrooms and the office areas, library, hall and the staffroom for referral by students, staff and visitors.

The class, and school as a whole, discusses these rules and the consequences.

The school day is broken into three sessions, including classroom and playground time.

**Session 1** - morning play to recess (8:45am - 11:15am)

**Session 2** - recess to lunch (11:15am - 1:20pm)

**Session 3** - lunch to the end of the school day (1:20pm - 3:15pm)

## **CONSEQUENCES**

- 1st warning: Verbal
- 2nd warning: Orange level (Stop and Think); students reminded of the consequences of continuing their inappropriate behaviour. No Hume Award given for that session. Orange Playground Reporting Slips for inappropriate behaviour in the playground will be handed to a student's class teacher at the end of the break period.
- 1st consequence: Red Level 1 – 1 point and loss of 1<sup>st</sup> half of lunch break where they will complete a Reflection Sheet;
- 2nd consequence: Red Level 2 – 2 points. The teacher will complete a Reporting slip which will be taken to the principal and student will be off the playground for the following lunch session. Parents will be sent a letter with a slip to be returned to school acknowledging the notification.

Students who - have had three oranges in one week will be placed on Red 1.  
- have three Red 1s in 5 weeks – Red 2

If a student receives 10 Red Slips (Red 1 or Red 2) within one term a Warning of Suspension letter will be sent home informing parent/s of the nature of the behaviour, that a continuation of this behaviour will lead to suspension and inviting them to make an appointment with the Principal and class teacher to discuss the issues. Some behaviours may be referred directly to the Principal or may require a suspension. Students who have received a Warning of Suspension or Suspension will not be invited to participate in the Gold/Silver morning tea.

**Students with 10 Red Slips (Red 1 or Red 2), a warning of suspension and/or a suspension may not be permitted to represent the school or to participate in any external school events. The exclusion of a student from participating in any activity, internal or external, is at the discretion of the Principal.**

Teachers will keep records of individual behaviours and the number of times Red level is reached per day. The Principal will keep records of individual students seen, phone calls made.

Parents will be informed annually of the Discipline model and process.

## **PLAYGROUND**

Students displaying appropriate behaviour in the playground, during morning, recess and lunch times, may be presented with a class dojo.

Students who display inappropriate behaviour in the playground, during morning, recess and lunch times will be excluded from the playground and will receive a subsequent consequence as mentioned above.

## **EXCURSIONS**

Workplace Health & Safety (WHS) risk assessments may determine a student to be a risk when attending an out of school grounds event where safety to the student, other students, volunteers and school staff is of concern. The student's behaviour may be controlled/supported in the everyday school setting however, may be a risk in a less controlled, or routine altered, or longer than a school day type of activity. Records of inappropriate behaviour are needed to support such an assessment.

If it is determined that a student is an unacceptable risk and will not be attending an excursion then the parents will be invited to attend a meeting at school with the Principal to discuss and attempt to resolve the issue. A follow up letter, outlining the decisions of the meeting, will be sent to parents. This action may not involve a suspension. At the principal's discretion a student may not attend an excursion after a suspension.

## **BULLYING**

Bullying at Culcairn Public School is not tolerated and will be dealt with seriously. Bullying devalues, isolates and frightens. It affects an individual's ability to achieve and has long term effects on those engaging in bullying behaviour, those who are the subjects of bullying behaviour and the onlookers or bystanders.

Bullying can be defined as; intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or un-due pressure. It involves the abuse of power in relationships. Bullying can involve all forms of harassment (including sex, race, disability, homosexuality or transgender), humiliation, domination, intimidation and victimization of others.

Bullying behaviour can be:

- **Verbal** eg name calling, teasing, abuse, put-downs, sarcasm, insults, threats
- **Physical** eg hitting, punching, kicking, scratching, tripping, spitting
- **Social** eg ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **Psychological** eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones, social media and the school network

Students who are bullied may:

- Feel frightened, unsafe, embarrassed or angry
- Suffer from low self esteem
- Be worried about coming to school
- Be away from school a lot
- Suffer depression
- Have feelings of isolation or loneliness
- Start to achieve poorly academically
- Feel confused and not know what to do about the problem.

Bullying occurs everywhere in our society. Everyone in our school community and the wider community has the responsibility to work together to address bullying to ensure students are safe at school, free from the fear of bullying, harassment, intimidation and victimisation. Any person who bullies another is denying them that right. Our school rules reflect an environment where all persons have the right to be treated with respect and fairness.

### **How to Report Bullying**

Students and parents need to report all incidents of bullying that occur at school. Students must feel confident that they will be supported.

Reports can occur in a number of ways:

- Parents should inform the school
- Students should speak to school staff or the Principal
- School staff will report all incidents to the Principal

### **Recording all Incidents**

All incidences of bullying at Culcairn Public School will be recorded by the class teacher and/or the teacher on playground duty using an Incident form or Reporting slip. All forms are given to the Principal, filed and if necessary will be followed up. (The class teacher and/or teacher on duty will deal with the issue in the first instance.)

## What happens?

Teachers at our school will always:

- Listen to reports of bullying
- Protect the bullied child
- Act on these reports, record the incident and inform the Principal

The staff member and/or Principal will assure the bullied student that the incident will be dealt with, the bullies will be individually spoken to first and the bullied student spoken to last.

## Consequences

- 1<sup>st</sup> consequence – off the playground for the lunch session and the incident will be investigated.
- If a student is found to be bullying again, a Warning of Suspension letter will be sent home to the parents and an interview will be requested with the Principal.
- If the student continues to bully others, the student will be suspended from school in line with the Department of Education and Communities guidelines 'Suspension and Expulsion of School Students Procedures'. In cases involving physical contact/violence (eg punching), this is an automatic suspension.

Existing programs being delivered to students across K-6: Stop Think Do and Bounce Back. For further information on these programs, please see the Principal.

## **SUSPENSION AND EXPULSION**

Suspension is a serious disciplinary measure and will only be used when all other measures have not produced a satisfactory response. *Suspension will only be undertaken in accordance with the guidelines "Suspension and Expulsion of School Students Procedures" PD/2002/014/V002*

Suspension is removal of a student from a school for a period of time determined by the Principal. Suspensions are imposed in cases of unacceptable behaviour in the **interest of the student** and/or the school community. Parent(s) or carer(s) are responsible for the supervision, care and well-being of students while they are suspended. A student may not enrol in, or transfer to another government school whilst suspended from a government school.

### Grounds for Suspension

1. The principal may suspend a student from the school if whilst attending school or travelling directly to or from school or engaged in any school activity away from the school (including travel organised by the school), the student:
  - a. behaves in such a way as to threaten or constitute a danger to the health of any staff member, student or any person assisting in the conduct of school activities; or
  - b. commits an act of significant violence or causes damage or destruction to property, or is knowingly involved in the theft of property; or
  - c. possesses, uses, or deliberately assists others to use prohibited weapons, firearms or knives, suspected illegal drugs and/or substances prohibited by the Department of Education & Communities; or
  - d. fails to comply with any reasonable and clearly communicated instruction of a principal or teacher; or
  - e. consistently behaves in a manner that interferes with the educational opportunities of any other student; or
  - f. behaves in a way which threatens the good order of the school's program or facility; or
  - g. engages in unacceptable discriminatory behaviour (including harassment) towards another person based on sex, race (including colour, nationality and ethnic or national origin), marital status, the status or condition of being a parent, the status or condition of being childless, religious beliefs, political beliefs or physical or mental disability or impairment.

2. In determining whether to suspend a student the principal must also take into account:

- a. any special needs of a student who has an impairment and
- b. the age of the student.

After suspension, a suspension resolution meeting will be convened between the principal and the parent(s) or carer(s) to discuss the basis on which the suspension will be resolved. In some cases after a suspension resolution meeting, parents of a student may agree with a recommendation that the student might make more of his or her educational opportunity in another school. Where such agreement exists, the principal should offer assistance to the parents to find another school. Parents and students must be given comprehensive advice about the benefits that this option would provide. At the principal's discretion a student may not attend an excursion after a suspension.

When a student is transferred, the principal of the student's former school shall ensure that sufficient background information concerning the student is given to the new school. This will enable staff at that school to develop appropriate curriculum and behaviour management strategies and to ensure that appropriate support is made available. Normal transfer arrangements, including documents signed by parents, should be completed.

Where transfer is unable to be arranged, the student is to remain enrolled at his or her current school.

## **EXPULSION**

The school principal has the authority to permanently exclude a student from his or her school according to the procedures set out in the aforementioned document "Suspension and Expulsion of School Students Procedures" PD/2002/0014/V002.

### Grounds for Expulsion

1. The principal may expel a student from the school if, whilst attending school or travelling to or from school or engaged in any school activity away from the school, including travel organised by the school:
  - a. the student does anything mentioned in point 1 (a - g: Grounds for Suspension), and
  - b. the student's behaviour is of such magnitude that having regard to the need of the student to receive an education compared to the welfare and safety of other pupils at the school and the need to maintain order and discipline within the school, a suspension under point 1 is inadequate to deal with that behaviour.
2. In determining whether to expel a student the principal must also take into account:
  - a. any special needs of a student who has an impairment and
  - b. the age of the student.

Any review or appeal processes will be guided by the instructions set out in the aforementioned document "Suspension and Expulsion of School Students Procedures" PD/2002/0014/V002.

The complete document regarding suspension and expulsion will be made available to any parent on request.

## **Review**

This procedure will be reviewed by all staff at the staff development day Term 1, 2021.  
This procedure was revised Term 1, 2020.

## **APPENDIX:**

### THE CORE RULES

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.
- 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.