

Goulburn Public School

Student Discipline Procedures



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Signed

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1. Student Discipline Procedures

NB: These procedures are written in compliance with NSW Department of Education policies

All students and teachers have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination.

At Goulburn Public School we believe in quality education for life in a safe, caring, child-centred environment. Our school is committed to promoting the highest standards of behaviour and learning. Students are provided with high quality, innovative teaching and learning programs so that they can learn to the best of their ability and become self-disciplined, tolerant and resilient contributing members of the school and wider community.

We believe that effective procedures treat students with respect and dignity, and promote the co-operation of teachers, students and parents. These procedures recognise that students are ultimately responsible for their own behaviour, have the ability to change their behaviour and need to recognise and accept the fact that there are consequences for their actions.

This policy has been developed through consultation with staff, parents and students to ensure it reflects the needs of our school community.

2. Rationale

Discipline is a learning process through which students develop self-control and assume responsibility for the values and socially appropriate skills necessary to work co-operatively within the school community through a system of relationships, expectations, acknowledgements and sanctions. Discipline is a compilation of concepts and skills that have a positive effect on learning; therefore, it is not a punishment. In every interaction student wellbeing is paramount.

Children have many needs, as distinct from wants, and these perceived needs are as follows: consistency; security - care; parameters (awareness of rules); respect as individuals; respect for rights and properties of others; responsibilities; fairness; student involvement in decision making; communication; and promotion of high levels of morale.

Student self-discipline will be achieved by:

- creating an environment in the school and in the classroom where students are caring, cared for, feel confident, secure and comfortable.
- developing a code of behaviour appropriate to the school community.
- developing an awareness in the student that he/she is responsible for his/her own actions and aware of the consequences which may be positive or negative.
- developing effective and consistent student management strategies across the school.
- establishing a communication network to inform parents of children's behaviour.
- encourage parents to be supportive and share responsibility for child's discipline.
- implementing a reward system that is highly desirable.

Behaviour records are kept on Department of Education EBS4 Ontrack + (and EBS4 Central) relating to both classroom and playground behaviour. These records are monitored by Goulburn Public School Assistant Principals.

When parents enrol their children at Goulburn Public School they enter into a partnership with the school. This partnership is based on a shared 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. Collaboration between school staff, students and parent(s) or carer(s) is an important feature of discipline at Goulburn Public School.

Goulburn Public School Discipline Procedures may apply outside of school hours and off school premises where there is a clear and close connection between the school and the conduct of students.

3. Anti-Bullying Plan

At Goulburn Public School, all stakeholders abide by the school's anti-bullying plan. This plan was reviewed in August 2017.

4. Core Rules for students in NSW Government Schools

Students in NSW government schools are provided with a high quality education so that they may learn to the best of their ability and become self-disciplined, tolerant, enterprising and contributing members of the school and community.

Core rules for student behaviour have been developed to establish consistent expectations in all government schools in support of these aims.

These rules are based on our core values of integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy.

The critical role of parents and care-givers is recognised as the primary influence on each child's character and behaviour and as essential partners in supporting the core rules and the successful education of their children.

The Department is committed to supporting principals and school staff in the implementation of these rules through state-wide policies and programs, together with regional support staff, professional learning and alternative provisions, in order to promote the highest standards of behaviour and learning in our schools. The Behaviour Code for Students contains information for parents/carers and students (Appendix B).

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.*
- *Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and co-operating 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.*

5. Rights and Responsibilities

Students

At Goulburn Public school children have the right to:

- Be successful learners who are not distracted by others
- A quality education
- Work and play in a safe and happy environment, in classrooms and in the playground, free from bullying and harassment
- Be respected by everyone
- To be known, valued and cared for at Goulburn Public School

It is the student's responsibility to:

- Be prepared to learn
- Follow the school expectations
- Be a co-operative class member
- Show respect for the school, other people and their belongings
- Be responsible for their own behaviour
- Wear the school uniform
- Represent the school with pride

Teachers

At Goulburn Public school teachers have the right to:

- Teach in classrooms free from disruption and where teaching/learning is respected
- Expect quality work
- Set high expectations for work and behaviour
- Receive support from the school community
- Be happy and safe at school ie treated with respect and dignity

It is the teacher's responsibility to:

- Maintain a safe and happy environment
- Provide quality teaching programs that meet the individual needs of all students in their class or teaching role
- Provide opportunities for students to take responsibility for their own learning and behaviour
- Provide support for students and parents
- Communicate appropriately with parents about the individual progress and behaviour of students
- Respect the rights of individuals

Parents/Caregivers

At Goulburn Public School parents/caregivers have the right to:

- Expect quality teaching and learning programs to be available
- Expect a safe learning environment
- Enter into two way communication with the school
- Receive feedback about student attitude, behaviour and learning

It is the parents/caregivers responsibility to:

- Encourage students to take responsibility for their actions
- Promote positive attitudes to school behaviour
- Help promote respect for the school, staff and fellow students
- Notify changes in circumstances
- Ensure student's punctuality and attendance
- Make an appointment to discuss any issues with the class teacher, AP or Principal
- Ensure the safety and wellbeing of all students at the school; they will not approach other students in the playground/classrooms
- Assume responsibility for their children as they travel to and from school
- Explain all student absences

6. Promoting Positive Student Behaviour and Learning

Teachers are primarily responsible for classroom behaviour. It is their professional responsibility to seek advice or assistance when their own strategies are not successful.

Goulburn Public School Assistant Principals will determine the most appropriate course of action including initiating contact with Parents/Carers following major behaviour misdemeanours. When a student major behaviour repeats or continues, the Assistant Principal and Principal will decide on further more serious actions including formal caution of suspension, suspension and automatic exclusion from a range of extra-curricular activities. The Principal has the power to remove privileges or suspend a student if necessary.

Students whose behaviour may result in an unsafe situation whilst on an out of school activity may be refused permission to participate. A letter will be sent home forewarning this may be a possibility or that permission to attend will not be given. Students who may also cause the activity to be unduly stressful for staff or other students may also be refused permission to participate.

7. PBL – Positive Behaviour for Learning Goals of PBL

- Build systems which make it easier to teach
- Create environments that encourage pro-social behaviour.
- Teach all students what is expected.
- Provide a continuum of behaviour and learning support to students who need more support to be successful.

Goulburn Public School - PBL Values

Safe * Respectful * Responsible * Learner

Goulburn Public School PBL was initiated in 2017. Our values of safe, respectful, responsible, learner were chosen by staff, students and parents.

Our PBL mascot was designed by a student and voted by the students. Goulburn Public School in consultation with staff, students and parents developed PBL School Wide Expectations Matrix.



PBL Leadership Team

The PBL team is made up of the Principal, Executive, Classroom Teachers, School Support Staff and Parents/Community Members.

The team meets fortnightly to:

- Develop school-wide systems to aid implementation of PBL in the school
- Monitor and feedback on new initiatives
- Collect, monitor and evaluate data
- Evaluate PBL action plan and identify next steps
- Feedback to staff on PBL issues

Goulburn Public School promotes Positive Behaviour for Learning in the following ways:

- Providing appropriate curriculum to meet the needs of each student
- Utilising a range of teaching and learning strategies
- Establishing effective classroom routines and practices
- Providing appropriate support programs eg LST, counselling
- Supporting students in achieving success in learning
- Understanding and appreciating student backgrounds
- Discussing with parents their role in promoting acceptable student behaviour
- Attending appropriate training and development programs
- Using PBL behaviour management techniques
- Utilising a range of teaching and learning strategies
- Establishing effective classroom routines and systems
- Establishing school and classroom rules based on the principles of PBL consulting specialist personnel to effect appropriate intervention strategies

8. Recognising & Reinforcing Student Achievement

- Awards and certificates
- Recognition at assemblies
- Recognising achievement in the school newsletter
- Class reward systems
- PBL 'free and frequent' acknowledgement – Green Grins: whole school acknowledgement
- PBL Student of the Week
- PBL Class of the Week
- Modelling consistent and caring behaviour by staff
- Leadership opportunities – School Executive and PBL Student Leadership Team members
- Praising students verbally
- Recognising outstanding student achievements at the end of year presentation day – academic, creative arts, sporting
- Student Attendance Award for 100% attendance presented each term
- Positive Assembly award system (Appendix A)

9. Strategies and Practices to Promote Positive Student Behaviour in a Climate of Respect

- Goulburn Public School acknowledges the importance of the NSW Quality Teaching Framework in the promotion of positive student engagement.
- Learning and Support Team (LST) encompassing the Wellbeing Team – Goulburn Public School Learning and Support team (LST) meets weekly to discuss and address the learning and behaviour needs of students. The team, working with parents and carers discusses strategies to improve particular
- Student outcomes and is responsible for managing support programs throughout the school.
- The Learning and Support Teacher to supporting classroom teachers and staff in the development and implementation of appropriate support for identified need.
- The use of data, both external and internal related to student achievement/learning outcomes and wellbeing.
- School Counsellor - A School Counselling service is available to students who are experiencing academic, behavioural or social difficulties. Access to this service is through teacher or parent referral. Parental consent must be obtained in order for students to visit the school counsellor.
- Behaviour Support Plan/Risk Management
- Check-in, check-out student monitoring
- Buddy Class/Mentor teacher
- Classroom Teacher Reflection
- Individualised conference with Assistant Principal
- Formal Caution of Suspension
- Suspension.

Behaviour Management

The majority of our students behave in a courteous, responsible and appropriate manner. They are outstanding role models for other students and outstanding ambassadors for our school.

Clear and explicit flow charts of behaviour for classroom and playground are in place to ensure consistency in response to inappropriate behaviours and to make these clear to staff, students and parents (Goulburn Public School - Managing Problem Behaviour Flow Chart).

Behaviour management is achieved through a comprehensive approach that includes building positive relationships with each child and utilising a range of educational, organisational and responsive strategies. The classroom flowchart is used to assist teachers in dealing with playground behaviour consistently (Goulburn Public School 'Traffic Light').

10. Note including Appendices A & B


Goulburn Public School Discipline procedures should be read in conjunction with DoE policies relating to Work, Health and Safety, Anti-Bullying, Anti-Discrimination, Suspension and Expulsion, Attendance, Anti-Racism and Drug Related Incidences and Enrolment of students with a History of Violent Behaviours.

A copy of Goulburn Public School Discipline Procedures will be made available to all parents and students via the school website or on request through Goulburn Public School Office. *This procedure document is to be reviewed at least every three years.*

Appendix A: Goulburn Public School Positive Award System

GPS Positive Awards

- ✓ **Blue Achievement Award** – This award can be given by any teacher for positive behaviour or work in the classroom or playground. Students can earn an Achievement Award form classroom awards. In the Primary, 4 class awards (singing, spelling, etc) will count towards one Blue Achievement Award.
- ✓ **Honour Ribbon** – 10 Blue Achievement Awards will earn an Honour Ribbon. Students earning an Honour Ribbon will be acknowledged at a formal Monday Assembly in Week 5 or Week 10 and with a photo in the weekly GPS Newsletter.
- ✓ **Certificate of Excellence** – Students with 3 Honour Ribbons are presented a Certificate of Excellence. This is acknowledged at a formal Monday Assembly in Week 5 or Week 10 and with a photo in the weekly GPS Newsletter.
- ✓ **Pennant of Achievement** – Students with 6 Honour Ribbons will earn a Pennant of Achievement. This will be acknowledged at a formal Monday Assembly in Week 5 or Week 10 and with a photo in the weekly GPS Newsletter.
- ✓ **Banner of Achievement** – Students with 9 Honour Ribbons will be presented with a Banner of Achievement. This is Goulburn Public School's highest award for positive behaviour. This award will be presented at the Annual Presentation Day Assembly.

<div><div><div>NSW GOVERNMENT</div><div>Education</div></div><div><div>Behaviour code for students</div><div><div>Behaviour code for students</div><div>Information for parents/carers and students</div></div></div></div> <div><p>NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.</p><p>In NSW public schools students are expected to:</p><ul style="list-style-type: none">• Respect other students, their teachers and school staff and community members.• Follow school and class rules and follow the directions of their teachers.• Strive for the highest standards in learning.• Respect all members of the school community and show courtesy to all students, teachers and community members.• Resolve conflict respectfully, calmly and fairly.• Comply with the school's uniform policy or dress code.• Attend school every day (unless legally excused).• Respect all property.• Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools.• Not bully, harass, intimidate or discriminate against anyone in our schools.<p>Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.</p><p>Telephone interpreter service</p><p>If you would like to discuss this document with the Principal and need assistance with English please call the telephone interpreter service on 131 450, tell them what language you need and ask the operator to phone the school. The operator will get an interpreter on the line to assist you with your conversation. You will not be charged for this service.</p></div> <div><div>NSW Department of Education Behaviour Code for Students</div><div>English</div></div>	<div><div><div>Behaviour code for students</div><div><div>Behaviour code for students</div><div>Information for parents/carers and students</div></div></div><div><p>NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.</p><p>In NSW public schools students are expected to:</p><ul style="list-style-type: none">• Respect other students, their teachers and school staff and community members.• Follow school and class rules and follow the directions of their teachers.• Strive for the highest standards in learning.• Respect all members of the school community and show courtesy to all students, teachers and community members.• Resolve conflict respectfully, calmly and fairly.• Comply with the school's uniform policy or dress code.• Attend school every day (unless legally excused).• Respect all property.• Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools.• Not bully, harass, intimidate or discriminate against anyone in our schools.<p>Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.</p><p>Telephone interpreter service</p><p>If you would like to discuss this document with the Principal and need assistance with English please call the telephone interpreter service on 131 450, tell them what language you need and ask the operator to phone the school. The operator will get an interpreter on the line to assist you with your conversation. You will not be charged for this service.</p></div><div><div>NSW Department of Education Behaviour Code for Students</div><div>English</div></div></div>
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