

Charlestown Public School



**PUPIL WELFARE
FAIR DISCIPLINE
POLICY**

Revised: **June 2009**

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RATIONALE

“When parents enrol their children at public schools they enter into a partnership with the school staff.

This partnership is based upon shared responsibility and mutual respect. It should aim at achieving effective learning and good discipline so that the school environment is both productive and harmonious.

The partnership must strive to create in children an understanding of appropriate public behaviour.

Such an understanding should lead the student to develop a sense of responsibility for his or her own behaviour.

Every student has the right to expect that he or she will spend the school day - both in and out of the classroom - free from bullying and intimidation.

Students have the right to be safe and happy at school. They have the right to be treated fairly and with dignity.

The same applies to teachers.”

Minister of Education and Training

At Charlestown Public School we believe that learning is a lifelong process. Within our school community each member is recognised as an individual with potential, skills, abilities and gifts that need to be shared and developed. This will occur in a cohesive, supportive, secure, fun, happy and stimulating environment where creativity and flexibility are encouraged and respected.

Our policy defines the rights and responsibilities of students, staff and parents so that the whole school community is able to co-operate and support the policy guidelines. The School Discipline Policy will be distributed to all families of the school. Teachers will ensure that Rights and Responsibilities are discussed with their classes at the beginning of each year, and from time to time, thereafter to ensure maximum understanding.

SCHOOL RULES

These are to be reviewed annually and every child in the school along with staff, will agree to abide by the School Rules. The School Rules are compiled by representatives of the students, staff and parents.

Guidelines for a safe and happy school:

At this school everyone is important. Everyone has needs. Everyone has a right to learn and a right to feel safe and the needs of the whole group come first. Think of others and you can't go wrong.

A Keep your hands and feet to yourself – play safely

- There is no place for violence in our school.
- Sticks and stones are to stay on the ground.
- Running is only allowed at the park and during supervised class activities.
- Sit before 9.00 am bell.
- We are not to climb at school.

B Remain in bounds when playing

- Stay where you are told to play.
- Stay where a teacher can see you.
- Be in the right place at the right time.

C Keep the playground clean and tidy

- Take care of gardens.
- Place rubbish in bins.
- Keep the school clean and tidy.
- Use equipment properly – including bubblers.
- Return all borrowed sports gear.

D Be polite, co-operative, responsible and respectful to staff, parents, visitors and students

- Use correct language when speaking to others – if you haven't anything nice to say, don't say anything.
- Co-operate with others in the playground.
- Treat others with respect just as you would like to be treated.
- Listen to and follow the teacher's instructions.
- Always do your best work.

Always remember to be Sun Safe. No school hat, no play – Terms 1, 2, 3 and 4 in the park.

RIGHTS AND RESPONSIBILITIES

STUDENTS

At Charlestown Public School each child has the right to:

- be a successful learner who is not distracted by others
- be happy and treated with dignity
- quality education
- work in a safe, healthy environment both in and out of the classroom - free from bullying and intimidation

It is the student's responsibility to:

- be prepared to learn
- show respect for the school, others and their belongings
- be honest and truthful
- face the consequences of his or her action and focus on making things right or redressing damage
- be a co-operative class member
- behave in a safe manner
- be responsible for his or her own behaviour

TEACHERS

At Charlestown Public School each teacher has the right to:

- teach in a climate free from disruption and where teaching/learning is respected
- expect behaviour that contributes to a positive learning environment
- receive support from the school community
- be treated with respect and dignity and be happy and safe at school
- be respected as a professional and as an individual
- have time to work with children as individuals
- expect quality work

The following activities are considered unsafe/unacceptable:

- fighting bullying, wrestling, tackling, pushing etc.
- riding bikes, skateboards and roller blades in the playground
- running in and around buildings
- riding bikes to school if under 10 years old
- verbal abuse
- throwing objects with intent, eg sticks, stones, sand, bark
- being in out-of-bounds areas
- using fixed equipment without teacher supervision
- not wearing hats in the sun

It is the teacher's responsibility to:

- maintain a safe, happy environment
- provide the best possible programs to meet the needs, capabilities and aspirations of each student
- be caring and well prepared
- constantly self evaluate
- establish an effective classroom that is conducive to learning
- provide opportunities for students to take responsibility for their own learning and their own actions
- recognise the rights of individuals
- communicate appropriately with parents about individual progress and behaviour of each student.

PARENTS/CARE GIVERS

At Charlestown Public School parents/care givers have the right to:

- expect maximum learning opportunities to be available
- expect a safe learning environment
- enter into two way communication with the school
- receive feedback about students attitude, behaviour and learning

It is the parent/care givers responsibility to:

- share a commitment to provide opportunities for students to take responsibility for their actions
- ensure children have a positive attitude and understand appropriate school behaviour
- help promote respect for the school, staff and fellow students
- ensure children understand their responsibility in maintaining a safe school environment
- ensure children's punctuality and attendance
- notify change in circumstances
- assume responsibility for their children as they travel to and from school
- be punctual when children are arriving at school and picking up children after school

CLASS DISCIPLINE PROCEDURES

Rules

It is vital that the teacher and the class negotiate the class rules at the beginning of the school year. It is desirable that this be done in a supportive environment. Class rules will complement the school discipline code.

Role Definition

At the beginning of the year, it is also extremely valuable to have a class meeting where roles are defined and clarified, with all members of the class having an opportunity for input.

- Ensure the boundaries have been clearly defined, not only showing what the teacher's and the student's role **IS**, but also what the teacher's and student's role **IS NOT**.
- Display these role definitions on a chart for all to see.
- Use this chart to help solve simple on the spot problems.

If there are **repeated difficulties** with a child, it is wise to talk through **other options** with the Assistant Principals.

PLAYGROUND

Minor matters should be dealt with on the spot by the teacher on duty.

A short interaction should be effective for most situations. Consequences for the children may involve a talk with the teacher, mediation between students, a short time out from play accompanying the Duty Teacher or perform a service such as picking up papers.

For matters which involve the safety of children, eg hitting, fighting or throwing objects then the child or children are off the playground immediately. The teacher sends for the Assistant Principal.

The child is dealt with as an individual. It is of paramount importance that the child **OWNS** their behaviour thus taking responsibility for their inappropriate choices. The child may be withdrawn from the playground to have time to think about a more appropriate way of behaving.

Counselling will be offered to the child on a one to one basis from the Assistant Principals.

The School is not responsible for socially unacceptable behaviour of students. This is a shared responsibility of parents and students in partnership with teachers.

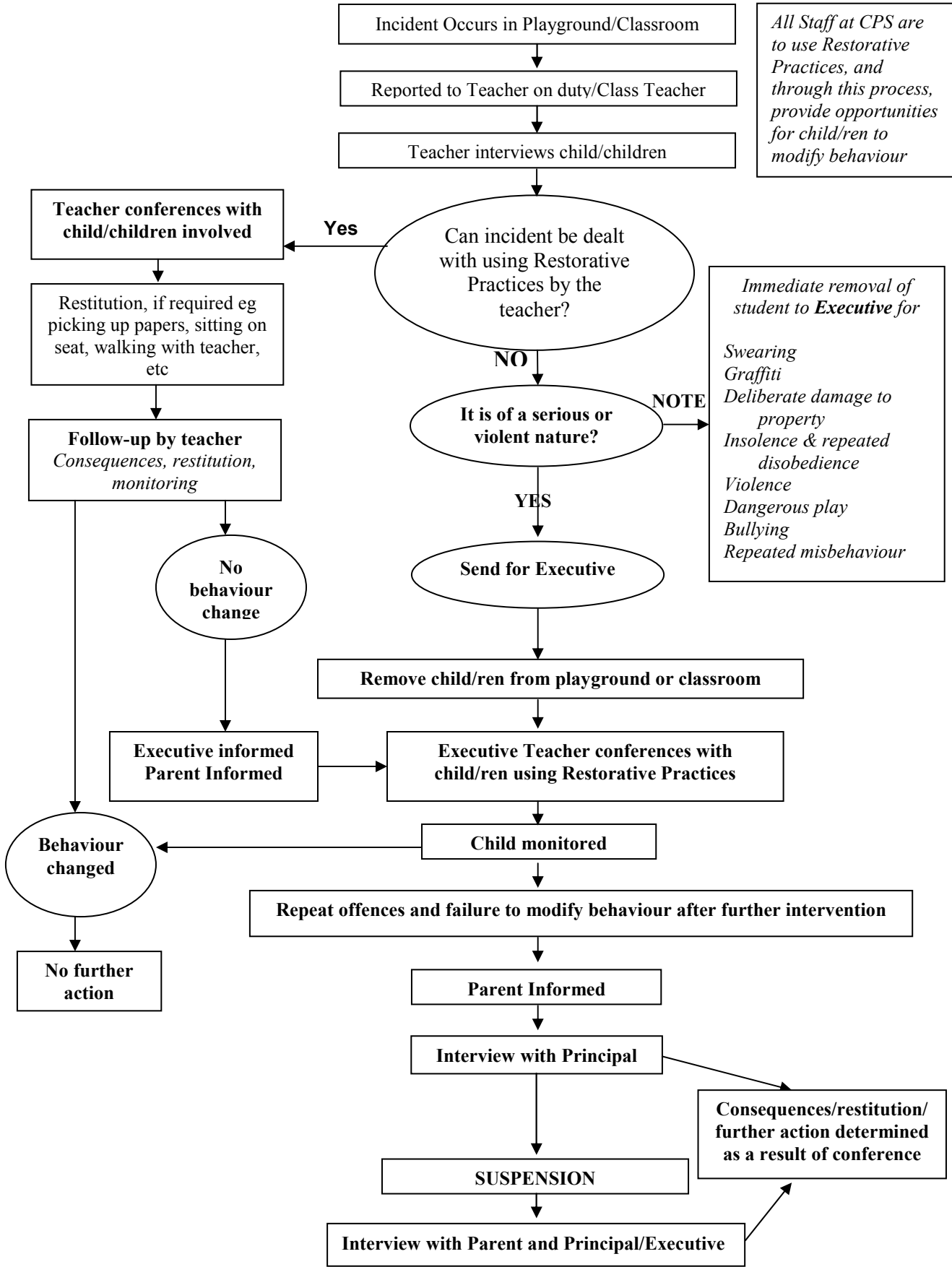
Student attendance at an excursion is a privilege. A student whose behaviour is inappropriate in either the classroom or the playground, may have the privilege of attendance at an excursion withdrawn.

MOBILE TELEPHONES

Students and parents are reminded that students who bring mobile phones to the school do so at their own risk – the school will not accept any responsibility for any loss or damage to mobile phones.

If students need to carry a phone, it is to be left at the front office on arrival and picked up at 3.15 pm when leaving school.

BEHAVIOUR PROCEDURES



Please note: Parents will be informed, at the discretion of the Principal and Executive, at any stage in the Behaviour Procedures

RECOGNITION OF STUDENT ACHIEVEMENT

At Charlestown Public School we recognise that all children have the right to be respected and trusted as responsible members of our School Community. **While they remain responsible and choose to act within the School Rules** they are able to participate in all manner of activities, excursions, happenings and any other special activity that is planned from time to time.

There are special awards which are given in the School Assembly (held weekly). The recipients of these awards can be an individual, a group or a class and they are selected by nominated students from Year 6 in collaboration with a designated teacher. These awards are:

Environment Award

Library Award

Tidy Classroom Award

Sports Award

Assembly Award

Uniform Award

As well as Assembly Awards and Uniform Awards, students are **recognised publicly** through the following:

Ongoing regular contact with parents through **newsletters**, fostering positive relationships with **local media** to promote public acknowledgement of the school and individual achievements. Participating in **festivals, concerts and performances** as School Representatives.

Individual Children's Behaviour

Teachers will hand out bronze awards to students seen playing safely, caring for others and showing co-operative behaviour. On Friday all tickets are placed in the draw for a \$3.00 Canteen Open Order.

Individual Merit Awards:

Each Friday at Whole School Assembly, teachers award up to 6 merit awards. These are cumulative over a 2 year period and can eventually lead to a Principal's Award.

SUSPENSION, EXCLUSION AND EXPULSION FROM SCHOOL

• VIOLENCE

Any student **intentionally** causing injury or threatening serious **unprovoked** violence against another student or teacher may 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.

• POSSESSION OF A SUSPECTED ILLEGAL SUBSTANCE

• POSSESSION OF A WEAPON

• CRIMINAL BEHAVIOUR

The last three reasons for immediate suspension are stated in Department of Education and Training Policy. We have never experienced such behaviour nor expect to at Charlestown Public School.

SUSPENSION, EXCLUSION AND EXPULSION FROM SCHOOL

Suspension highlights for Parents the unacceptability of the Student's behaviour and the Parent's responsibility for remediation of that behaviour

Charlestown Public School will work in partnership with parents in assisting the student to rejoin the school community.

As long as the behaviour is unacceptable, the student's continued enrolment will be in jeopardy.
(*Ministerial Statement Dec. 1995*).

PLAYGROUND PROCEDURES

Prior to 9.00 am (There is no supervision until 9 am)

All children put bags outside rooms and sit under the COLA (between Blocks A and B).
Remain seated until the teacher comes on duty at 9.00 am – **NO GAMES**.

9.00 am to 9.30 am

All children to play in area A – north of Block B and east of the Hall.
As children arrive at school they put bags outside rooms and move directly to the playground areas.
Apart from handball, ball games are not permitted.
No running.
In wet weather children go directly to their classroom. (Supervision by class teacher.)

Lunch 11.30 am to 11.40 am

All children to **sit** in designated area. There is to be no movement unless with teacher's permission.
Students eat lunch and remain seated until teacher on duty tells them to leave.
Children with canteen orders that need to be filled are to assemble when instructed to by the teacher.

Lunch Play 11.40 am to 12.00 noon

Quiet play activities, including handball and skipping.

Recess 1.30 pm to 2.00 pm

After a 10 minute eating time, children can move to Area A or Area B.

Area (A)

Quiet activities, handball, cricket nets and basketball.
Soccer/touch football only to be played at the park.

Area (B) Park

Children line up at bottom gate and are walked to the park by teacher on duty.
Infants only on fixed equipment.
Children on grassed area inside trees only.
Children not to use toilet in park under any circumstances.
Children on fixed equipment supervised at all times.
Games to be sensible/safe.
Teacher brings children back at 1.55 pm for toilet and assembly.
No child is to go to or from park unescorted.

Bus/Gate Duty 3.15 pm

Gate 1 (Smith Street)

Line children up in appropriate place (weather permitting). Supervise all children leaving gate.

Gate 2 (Dickinson Street)

Supervise children leaving through this gate.
Children left after 3.30 pm are to be taken to the office and a telephone call home is made.
Gate is locked at 3.30 pm.

The Principal or Assistant Principal is to wait with these children.

THIS SHEET IS TO BE DISPLAYED IN CLASSROOMS, LIBRARY AND A COPY SENT TO PARENTS

RIGHTS	RESPONSIBILITIES	CONSEQUENCES	
		POSITIVE	NEGATIVE
To be respected and feel safe and happy	<ul style="list-style-type: none"> • to be tolerant of each other • to be positive, kind and caring • to be non-aggressive • to play sensibly and safely • to take care of your own and other people's property • speak politely to others 	<ul style="list-style-type: none"> • happier, safer, environment • higher self-esteem • needs are met • have fun • happier school • rewards/positive reinforcement cleaner environment • learn new things 	<ul style="list-style-type: none"> • removal from playground • time out • parent contact • short term suspension • long term suspension • loss of rights • loss of responsibility • conferencing
To learn	<ul style="list-style-type: none"> • to let others work and concentrate • to let the teacher teach • to be prepared and organised 		
To speak and be listened to	<ul style="list-style-type: none"> • listen to and respect the opinions of others • speak courteously 		
To have a clean environment	<ul style="list-style-type: none"> • to keep grounds and rooms clean • to take care of equipment, buildings etc. 		
To be involved in school activities	<ul style="list-style-type: none"> • school to provide opportunities to all • students to participate in activities 		

NB Positive/Negative consequences NOT in any specific order NOR related to any particular Right or Responsibility. Consequences will depend on circumstances.