



STUDENT DISCIPLINE POLICY

Introduction

This policy provides a guide for staff, students and parents/carers to understand the processes and procedures that Oak Flats Public School follows to ensure the wellbeing of all students. It includes information regarding our school expectations, as well as strategies and practices to encourage positive behaviour choices, recognise student achievement and manage inappropriate student behaviour. Oak Flats Public School consistently reinforces positive behaviour and aims to ensure that all students and members across our community feel safe and happy at school. Through the creation of a culture of respect, resilience and safety, students will be able to engage in educational programs with success. This policy reflects the *Wellbeing Framework for Schools* and the *Student Discipline in Government Schools Policy*.

Oak Flats Public School continues to be a central component of the community it serves. The school is exemplified by a deep, caring and sensitive partnership with the students, parents/carers, staff and broader community. The belief statement of 'focusing on children reaching for excellence in a caring environment' is shared and appreciated by our whole school community. The school culture nurtures and encourages individual growth and achievement in an environment based on respect and responsibility.

At Oak Flats Public School we:

- Ensure educational standards are met and expectations are high so that students realise their full potential
- Provide equity of access to a broad and enriching curriculum to all learners
- Provide for the care and safety of all students
- Pursue quality practice and management of programs and services
- Develop respectful relationships between home and school, students and staff
- Encourage students to be responsible for their own behaviour and choices
- Empower students to become self-motivated, lifelong learners

ROLES AND RESPONSIBILITIES

The roles and responsibilities of staff, students and parents/cares to ensure the wellbeing of all members of our school community include:

Students

- Demonstrate behaviours in line with the DoE core values and Oak Flats Public School's expectations
- Follow the code of behaviour and school rules, and comply with staff directions regarding discipline and appropriate behaviour when engaged in any school activity, both on and off site
- Show respect for teachers, fellow students, other staff and school visitors
- Display behaviour that is free of any form of harassment, intimidation, victimisation or bullying
- Actively contribute to the safe and caring environment of Oak Flats Public School
- Report incidents of negative behaviour that impact on an individual

Parents/Carers

- Support the school in the implementation of the discipline policy
- Work in collaboration with the school to shape your child's understanding of the school expectations and acceptable behaviour

- Regularly talk to your child about their day at school, focusing on the positive aspects and counselling them on any negative occurrences
- Report any concerns you or your child has to the classroom teacher. If you are not satisfied with the outcome, speak with the assistant principal in charge of your child's stage. If you feel there is still a problem, make an appointment to speak with the Principal
- Actively contribute to the safe and caring environment of Oak Flats Public School

Staff

- Participate in the development and implementation of the school discipline policy and support its effective implementation
- Provide learning experiences for all students to develop the understanding of and strategies to demonstrate school expectations and values
- Build positive relationship with students across the school and members of the school community
- Actively supervise students at all times in the classroom, on the playground and when engaged in any school activity, both on and off site
- Follow up all incidents of negative behaviour and take appropriate steps as per the discipline and anti-bullying policies
- Document significant incidents appropriately and work collaboratively with other staff to eliminate the occurrence of these incidents
- Seek advice and / or refer students to an assistant principal, principal or Learning and Support Team
- Utilise class and whole school reward systems
- Actively contribute to the safe and caring environment of Oak Flats Public School

STRATEGIES FOR PROMOTING GOOD DISCIPLINE AND EFFECTIVE LEARNING

Oak Flats Public School is committed to providing quality education to all students in a challenging and caring environment.

To this end we aim to be:

- Providing consistency in discipline across the school
- Recognising student achievement
- Meeting student needs through appropriate class programs
- Supporting students learning so success and goals are achieved
- Keeping lines of communication with parents open and honest
- Implementing policies
- Providing Personal Development programs which develop self-esteem, personal safety, communication and self-discipline skills
- Modelling of respectful behaviour by staff.

SCHOOL EXPECTATIONS AND RULES

Our school's expectations and rules are explicitly taught to all students from Preschool to Year 6. All members of our school are expected to follow the school rules and are encouraged to work towards achieving the school PBL values.

The school PBL values are:

- ✓ Be safe
- ✓ Be respectful
- ✓ Be responsible
- ✓ Be an active learner

Behaviour code for students

NSW public schools

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.

In NSW public schools students are expected to:

- 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

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.

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments.

The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

education.nsw.gov.au



BEHAVIOUR EXPECTATIONS MATRIX


The behavior expectations matrix clearly identifies the behaviour students are expected to display in each setting in the school. It is used by teachers to explicitly teach students the expectations and skills they need to be successful in these settings. The matrix is displayed around the school on large area-specific and general matrix signs.

The Oak Flats Public School community recognises that behaviour impacts on learning and achievement. Less time spent disciplining students gives teachers more instructional time. At Oak Flats we focus on the explicit teaching of positive behaviours and social skills. Our aim is to provide a quality learning environment in which all students can learn and engage in schooling in a positive way.

Our commitment is underpinned by the following guiding principles that represent fundamental beliefs about our school community. These guiding principles emphasise the importance of student welfare as a prerequisite for effective learning in all school settings.

- the discipline code or school rules
- strategies and practices to promote positive student behaviour, including specific strategies to maintain a climate of respect
- strategies and practices to recognise and reinforce student achievement
- strategies and practices to manage inappropriate student behaviour

POSITIVE BEHAVIOUR FOR LEARNING (PBL) MATRIX

	SAFE	RESPECTFUL	RESPONSIBLE	ACTIVE LEARNER
	Behaving in a way that benefits everyone	Being kind to others and having good manners	Making good choices to do the right thing	Doing your personal best at all times
ALL SETTINGS	<ul style="list-style-type: none"> • Safe walking • Stay in bounds • Hands and feet to yourself • Right place right time 	<ul style="list-style-type: none"> • Walk quietly • Knock and wait at the door • Follow instructions the first time • Allow other students to learn • Sensible voice 	<ul style="list-style-type: none"> • Place bags neatly • Report problems to teacher at right time • Take care of property 	<ul style="list-style-type: none"> • Respect personal space • Do your personal best • Cooperate with others • Have equipment ready to learn
COLA	<ul style="list-style-type: none"> • Walk • Use COLA equipment correctly 	<ul style="list-style-type: none"> • Be a good sport • Share COLA space • Keep our COLA tidy 	<ul style="list-style-type: none"> • Put equipment away when finished • Put rubbish in bin • Look after belongings • Line up quickly and quietly 	<ul style="list-style-type: none"> • Listen to teacher • Follow rules of game • Have a go
EQUIPMENT	<ul style="list-style-type: none"> • Wait for teacher • Use playground equipment correctly • Play safely 	<ul style="list-style-type: none"> • Share the equipment space • Play fun, fair and safe games 	<ul style="list-style-type: none"> • Cooperate with others • Follow rules 	<ul style="list-style-type: none"> • Try new skills
FIELD	<ul style="list-style-type: none"> • Use field equipment correctly • Stay in bounds • Wear school hat 	<ul style="list-style-type: none"> • Include others • Share playground space • Keep playground tidy 	<ul style="list-style-type: none"> • Cooperate • Listen to teacher • Put equipment away when finished 	<ul style="list-style-type: none"> • Follow rules of game • Follow sports roster • Be a good sport
EATING TIME	<ul style="list-style-type: none"> • Eat your own food • Remain seated 	<ul style="list-style-type: none"> • Follow teacher instructions • Put rubbish in bin • Use manners 	<ul style="list-style-type: none"> • Sensible voice • Look after belongings 	<ul style="list-style-type: none"> • Choose healthy food • Bring food, drink and hat
TOILETS	<ul style="list-style-type: none"> • Use, flush, wash and leave • Keep food outside • One person in each toilet 	<ul style="list-style-type: none"> • Give others privacy • Keep the area clean • Sensible voice 	<ul style="list-style-type: none"> • Use toilets correctly • Wait outside for friends 	<ul style="list-style-type: none"> • Use water wisely • Return to lines promptly • Use toilets during break times
CANTEEN	<ul style="list-style-type: none"> • Walk to and from canteen • Line up, buy and return to playground 	<ul style="list-style-type: none"> • Wait your turn • Use manners • Sensible voice 	<ul style="list-style-type: none"> • Just buy for you • Put rubbish in bin • Join end of line 	<ul style="list-style-type: none"> • Make healthy choices • Buy at the right time

CORE VALUES DEVELOPED

BY THE STUDENTS and STAFF of Oak Flats Public School:


<p>SCHOOL CODE OF CONDUCT</p> <p>We SHARE our responsibilities.</p> <p>As a successful member of our Oak Flats Public School Community I will:</p>	<p>Strive for better things</p> <p>Help by following instructions</p> <p>Always work and play safely</p> <p>Respect all people and property</p> <p>Enjoy and care for our environment</p>
<p>SCHOOL CODE OF CONDUCT WHEN USING TECHNOLOGY</p> <p>As a successful member of our Oak Flats Public School Community I will:</p>	<p>Share, discuss and report unsafe practices when using technology</p> <p>Access information that is appropriate</p> <p>Follow school rules, procedures and practices when using technology</p> <p>Email responsibly and respect the privacy of others</p>
<p>SCHOOL CODE OF EXCELLENCE</p> <p>We strive for PRIDE in all that we do.</p> <p>As a successful member of our Oak Flats Public School Community I will:</p>	<p>Participate and persist</p> <p>Reach for my goals</p> <p>Improve myself and help others</p> <p>Do my personal best</p> <p>Enjoy and celebrate success</p>

RECOGNISING STUDENT ACHIEVEMENT - SCHOOL MERIT SYSTEM

- Communicating daily with students in class in formal and informal ways
- Utilising peer assessment strategies and feedback
- Developing skills of students so self-evaluation can be meaningful and rewarding
- Presenting assembly awards and white cards for when students demonstrate a commitment to the Code of Conduct and Code of Excellence
- Frequently rewarding students through raffle tickets and weekly draw at assembly
- Providing students with opportunities for leadership development through:
 - Student Representative Council (Years 2-6)
 - School Leaders
 - Sport Captains and Vice Captains
- Featuring student work in newsletters and displays
- Implementing class presentations at assemblies
- Communicating student progress to parents through reports, interviews and work samples

Student Merit Award System detailed as follows:

Oak Flats Public School Student Awards



Due to COVID-19 disruptions in Terms 1 and 2, the whole school BRONZE, SILVER and GOLD Awards system has been modified for 2020.

Students will be required to achieve **5 less 'White Cards'** before they are awarded a GOLD Merit Certificate and badge.

This will ensure that student achievement of merit is not disadvantaged whilst learning from home.

Changes for 2020

Student Awards

Bronze	5 white vouchers
Silver	10 white vouchers
Gold	15 white vouchers

Student Awards

Bronze	5 white vouchers
Silver	10 white vouchers
Gold	10 white vouchers

RESPONDING TO AND MANAGING INAPPROPRIATE BEHAVIOUR (DISCIPLINE STRATEGIES)

When students exhibit inappropriate behaviour, staff implement fair and consistent procedures as outlined in the *Oak Flats Public School Behaviour Management System* flowchart. Staff response will be calm, consistent, brief, immediate, respectful and private. Students are prompted to make appropriate choices and are redirected to exhibit positive behaviours. If inappropriate behaviour continues or if behaviour is unsafe, students are referred to a member of the executive for further intervention and support.

Continued inappropriate behaviour could result in the development of individual targeted interventions to be determined in consultation with parents and which may include: referral to the Learning and Support Team; referral to the School Counsellor; and/or the development of targeted programs to reteach appropriate behaviour. Serious inappropriate behaviour may result in suspension in line with the *Department of Education's Suspension and Expulsion of School Students Procedures*.

POSITIVE CONSEQUENCES

Focusing on the positive elements of attitude and behaviour can have a profound impact upon the quality of work, social behaviour and attitude to school. Individual teachers will have their own way of indicating a job well done by a student. It may be through the use of verbal praise, a smile, high marks or grades, stamps, stickers, privileged seating position, leader of the line, assembly certificate, a visit to the Principal, etc. Positive consequences are also fostered with the introduction of PBL in and out of the classroom in the form of *Oakie Doakies*.

OTHER CONSEQUENCES

Name on the Board/Time Out:

- Teachers will use subtle techniques such as eye contact, an auditory sound such as a clap, or bell etc, verbal redirecting to indicate a student's need to correct their behaviour.
- The student's name is written on the board when subtle messages have not worked.
- A cross is placed beside a student's name when misbehaviour continues.
- A second cross beside the name may lead to time out in another classroom.
- Only an executive can place a student on detention
- The teacher maintains a record of all students who reach the "name on the board" stage and beyond.

Behaviour / Attitude Sheet:

When there is cause for concern regarding a child's behaviour, a Behaviour/Attitude sheet can be used by the teacher to:

- Remind the student that their behaviour is being monitored and that correct behaviour is expected.
- Communicate matters to the child's parent.
- Indicate when the child has frequently had their name on the board for inappropriate behaviour or when the child has developed a pattern of behaviours that are leading to detention.

The sheet needs to be signed by the parent and returned the following school day.

Individual Behaviour Programs:

Students who experience continual problems will have Individual Behaviour Programs developed in an effort to encourage more consistently acceptable behaviour and attitudes.

Such programs will follow the same basic principles as the Fair Discipline Code but will have variations to suit the particular needs of the student for which it is designed. These behaviour programs may include referral to the Learning Support Team and the School Counsellor.

Time-out/Detention:

Time-out strategies are used when a student is behaving inappropriately and a temporary separation from that particular environment may assist in supporting the student to demonstrate appropriate behaviour. A record of the use of the dedicated time-out room with each individual student and for each occasion is maintained by Executive staff.

Suspension:

Procedures specified in the Department of Education document *Suspension and Expulsion of School Students* will be followed as necessary.

- Suspension highlights for the student and the parents the unacceptability of behaviour and the parents' responsibility for remediation of that behaviour. Schools have the right to maintain high standards of behaviour.
- Suspension may only be invoked following the implementation of procedures outlined in the document.

Suspension may occur at the Principal's discretion where:

- A student is physically violent or exhibits aggressive behaviour (including verbal abuse or abuse transmitted by electronic means e.g. SMS or email)
- A student is in possession of a firearm, prohibited weapon or knife, or uses an object as a weapon
- A student uses, or is in possession of, a suspected illegal substance or supplies a restricted substance
- A student is continually disobedient

The school and parents will work in partnership to assist the student to re-join the school community. Counselling and special behaviour programs will be available. Students and their parent/guardian attend a Suspension Resolution meeting as part of their return to school.

RELATED POLICIES ON THE SCHOOL WEBSITE:

[Oak Flats Public School Wellbeing Framework](#)

[Oak Flats public School Anti Bullying Plan](#)

[Oak Flats Public School Anti-Racism Policy](#)

[Oak Flats Public School Student Awards Policy](#)

[Oak Flats Public School Leadership Policy](#)

[Oak Flats Public School Learning and Support Team Policy](#)

[Oak Flats Public School Care and Supervision Policy](#)

[Oak Flats Public School Attendance Policy](#)