



Discipline Policy and Procedures

Statement of Purpose

All students at Mortdale Public School have the right to be treated fairly and with dignity in an environment which fosters positive behaviour for learning, free from disruption, intimidation, harassment and discrimination. To achieve this, it is necessary to maintain high standards of discipline. Our school's discipline policy aims to outline the responsibilities of teachers, students and parents and outline strategies and practices to encourage positive behaviour and manage inappropriate behaviour.

Responsibilities

All members of our school community are responsible for ensuring that high standards of discipline and respectful relationships are maintained.

Principals and School Executive are responsible for:

- Providing a safe, secure and harmonious work environment for students and staff;
- Developing, implementing and monitoring the school's policy;
- Ensuring school discipline code procedures are implemented and followed up in all classes and that all teachers, including casual and new staff, are informed of procedures;
- Communicating with parents and carers in regard to school discipline policy and procedures.

Teachers are responsible for:

- Promoting and implementing the school discipline policy;
- Participating in the development of the school discipline policy and supporting its effective implementation;
- Communicating with parents or carers in regards to school procedures and the school discipline code.

Parents are responsible for:

- Supporting the school in the implementation of the school discipline policy.
- Communicating with school staff in regards to their child's behaviour and circumstances which may influence this behaviour.

Students are responsible for:

- Demonstrating respect to all staff, fellow students and school visitors.
- Following the discipline code and school rules, rights and responsibilities, and complying with staff directions regarding discipline and appropriate behaviour.

Strategies for Managing Inappropriate Behaviour

Students are expected to:

- Attend school every day, be in class on time and be prepared to learn.
- Behave safely and responsibly at all times.
- Show respect at all times to their peers, all school staff, including following school and class rules, speaking courteously and engaging with learning activities.
- Care for property belonging to the school, themselves and others.

Classroom Behaviour Management

Strategies will be used within the classroom context:

| BEHAVIOUR | ACTION/CONSEQUENCES |
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| <p><u>The student:</u></p> <ul style="list-style-type: none"> • does not follow class or school rules. • disrupts the learning environment. | <p><u>Verbal Reminder</u></p> <ul style="list-style-type: none"> • Verbal redirection to an appropriate behaviour or cueing the student to class rules. • Reminder of student rights and responsibilities. |
| <p><u>The student:</u></p> <ul style="list-style-type: none"> • continues to display inappropriate behaviour by disrupting learning or breaking rules. | <p><u>Reminder 1</u></p> <ul style="list-style-type: none"> • Setting limits for a student by stating a positive direction and then giving a simple choice or consequence direction. • The student's name is put on a first reminder. |
| <p><u>The student:</u></p> <ul style="list-style-type: none"> • continues to display inappropriate behaviour by disrupting learning or breaking rules despite the previous warning. | <p><u>Reminder 2</u></p> <ul style="list-style-type: none"> • Further reminder of appropriate behaviour. • The student's name is put on a second reminder. • Reflection & conversation time within the classroom. (Question: What do you need to do to get back on track?) |
| <p><u>The student:</u></p> <ul style="list-style-type: none"> • continues to display inappropriate behaviour by disrupting learning or breaking rules. • behaviour has not been modified as a result of the classroom reflection time. | <p><u>Reflection</u></p> <ul style="list-style-type: none"> • Student is sent to <u>buddy class for Time Out/Reflection</u>. (Teacher to complete a Time-Out card. Student to complete reflection sheet). • Behaviour is recorded in school's online system (ESR) by class teacher. • The classroom teacher will contact the parent to inform them of student behaviour concern. |

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| <p><u>The student:</u></p> <ul style="list-style-type: none"> • Continues to display inappropriate behaviour upon returning from Time Out. • has their name recorded on the school's online system (ESR) 3 or more times in a term • is involved in behaviours such as fighting, hurting others, stealing or any other behaviour deemed serious. | <p><u>Welfare Letter 1</u></p> <ul style="list-style-type: none"> • Student is sent to the <u>stage supervisor</u> to discuss ongoing behaviour. • The stage supervisor will contact the student's parents to discuss the behaviour. • Parent contact and student behaviour is recorded in school's online welfare system (ESR) by the stage supervisor. • A letter to parents is sent home by the stage supervisor. (Letter 1) |
| <p><i>If the behaviour is ongoing and persistent, another letter (Letter 2) is sent home to parents and a behaviour monitoring card is implemented and monitored for a minimum of two weeks.</i></p> | |
| <p><i>If the behaviour continues, a third letter (Letter 3-a suspension warning letter) is sent home in consultation with the Principal and Stage Supervisor.</i></p> | |
| <p><i>If the behaviour continues, parents are contacted and a fourth letter (Letter 4- Suspension) is sent home by the Principal. A return to school resolution meeting is arranged for the student by the Principal. Prior to this meeting, a behaviour plan is developed, ready to be communicated to student and parents.</i></p> | |



Playground Behaviour Management

| | BEHAVIOUR <i>These are a guide/examples only. Difficult to list all inappropriate behaviours.</i> | ACTION/CONSEQUENCES |
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| Minor Playground Infringements | <p>Minor Playground infringements</p> <p>Eg</p> <ul style="list-style-type: none"> • Not sitting down for required amount of time to eat. • Out of bounds • Playing in toilets • Dropping rubbish on ground • No hat in playground and not playing in shade when asked. • Interfering in others' games • Incorrect use of playground eg running/ball games at the wrong time • Inappropriate behaviour during assemblies | <ul style="list-style-type: none"> • Teacher on duty gives the student a verbal reminder of appropriate behaviour. • If inappropriate behaviour continues an immediate timeout can be given and an Orange slip filled in (at teacher's discretion). • Class teacher to inform parents of Orange slip ie. Phone call, Seesaw, in person, etc. |
| Moderate Playground Infringements | <p>Moderate Playground Infringements</p> <p>Eg:</p> <ul style="list-style-type: none"> • Persistent minor behaviour infringements • Breaches of the rules requiring greater consequences • Bringing banned/prohibited items to school • Deliberate pushing and shoving • Stealing • Spitting • Not following a teacher's instructions • Verbal abuse to peer – includes racist comments, swearing • Continued and deliberate interference in others' games • Lying to staff • Throwing sticks or stones | <ul style="list-style-type: none"> • Teacher on duty reminds student of appropriate behaviour. • Immediate timeout (5 minutes). • The teacher on duty records details on an Orange slip. • Reflection & discussion time may be implemented by Stage Supervisor (executive teacher) |

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| Serious Playground Infringements | <p>Serious Playground Infringements</p> <p>Eg:</p> <ul style="list-style-type: none"> • Violence – fighting, hitting, kicking, biting • Vandalism • Bullying - intimidation, harassment, continued racist comments, physical violence • Persistent disobedience • Verbal abuse to staff • Repeated stealing • Spitting at a person | <ul style="list-style-type: none"> • Details recorded on an Orange slip by the teacher on duty. • Immediate time out (Off the playground). • Student attends an interview with executive teacher. (Principal/Assistant Principal) (Letter 1) • reflection session • restitution where appropriate • Students who continually offend (Letter 2 or next letter in sequence) at this level will be placed on an Individual Playground Program (Blue Card) • Time out in office during break with an executive |
| Further Serious Breaches | <p>Further Serious Breaches</p> <p>Eg:</p> <ul style="list-style-type: none"> • Physical violence which results in injury • Possession of a prohibited weapon or illegal substance • Continual Disobedience or Persistent Misbehaviour | <ul style="list-style-type: none"> • An interview between the parents, teacher, Principal & student is organised. • Behaviour contract is negotiated at this meeting. (Letter 3) • Any further action is at the discretion of the Principal in accordance with DoE Suspension Policy. (Letter 4) |

Management of Lunch Break Time Reflection

Students exhibiting consistent inappropriate behaviours will be sent to the stage supervisor for lunch time reflection. During this time they will reflect on their behaviour using a series of questions. Students will also engage in a discussion with the stage supervisor regarding the rule they have broken and a reminder of student rights and responsibilities.

Long Term Behaviour Management Strategies

The following strategies will be put in place to manage a student's inappropriate behaviour in the long term. This will be done through consultation with the classroom teacher and Assistant Principal and where necessary, the Principal:

- Evaluating individual student learning and support needs and modifying learning tasks to match these needs;
- An ongoing behaviour contract which is monitored on a daily basis by the Assistant Principal or Principal and parents;
- Referral to the Learning Support Team for consideration of further action eg. inclusion in specific wellbeing/ behaviour programs;
- Application for regional itinerant support teacher behaviour, school counsellor intervention, referral to external support agencies.

Student Discipline in Government Schools Policy

<https://education.nsw.gov.au/policy-library/policies/student-discipline-in-government-schools-policy>