

Jells Park Primary School Student Discipline Policy
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Purpose:

Jells Park Primary School believes that a positive approach to student wellbeing ensures that the rights and safety of all students are protected. Teachers are trained in behaviour management strategies and ensure that positive reinforcement is the major approach utilised. This leads to increased levels of resilience in students and a minimal need for discipline measures to be carried out. Occasionally the actions of students may lead to the need to implement more structured (formal) measures.

Guidelines:

- Corporal punishment is prohibited in all Victorian schools. Corporal punishment must NOT be used at Jells Park PS under any circumstances.
- To provide a safe and supportive environment for all students, a set of class rules/expectations is to be developed by each classroom teacher and students at the beginning of the year. This set of rules is to have a similar theme across the entire school and to reflect the positive values of Jells Park Primary School and the agreed Code of Conduct/Practice for students and staff. (See Appendix 1 & 2)
- For bullying behaviours, discipline measures are discussed in detail in the Anti-Bullying Policy.
- Discipline measures are to be carried out consistently by all staff.
- At all times, wherever possible, the discipline measures administered should relate to the unacceptable behaviour.
- All aspects of the Student Discipline Policy are to be carried out in accordance with D.E.E.C.D. Student Discipline Procedures, 2014 and Ministerial Order No. 625 – Suspensions & Expulsions and, from 1st March, 2014, the Student Engagement and Inclusion Guidelines 2014. These will replace the previous orders and guidelines.
- Jells Park Primary School's Rights, Responsibilities and Rules Booklet (refer to attachments) outlines the expectations of all students.
- Jells Park PS 'Attendance Policy' outlines all expectations concerning attendance at school.
- Respectful and courteous behaviour is expected from all groups of students in class or when representing the school at events or participating in excursions and camps.
- Where breaches of rules involve students with special needs, discretion will be used in consultation with staff and Assistant Principal.

Implementation:

- In general, the agreed strategy is that the first reported incident will result in the offending student receiving a verbal warning, if the student continues to breach rules they will then receive further consequences in line with classroom rules.
- If a staff member decides that the appropriate consequence is that the student is excluded from their classroom, the student will be sent to designated Leading Teachers, as specified by the Principal at the beginning of each year.
- Each classroom teacher is to develop a set of classroom rules in consultation with their students.
- All incidents that occur in classrooms are to be recorded on the Classroom Incident Report Sheet and will be collected by a designated staff member at the conclusion of each term. The designated staff member will collate the results and distribute the data to relevant staff.
- Yard duty teachers are to record any incidents that occur in the playground on the Playground Incident Record, and wherever possible, speak to or provide a brief note to the respective classroom teacher/s. A designated staff member will collate the Playground Incident Record regularly and provide the staff with the results.
- If the staff member on Yard Duty deems the behaviour to be worthy of some 'Time Out', the student will walk with the yard duty teacher for part of morning or lunch recess.
- A Behaviour Reflection sheet will be completed by the student, where possible, and a copy sent to the classroom teacher and the Assistant Principal.
- Any group of students whose behaviour is unacceptable will be spoken to by co-ordinators and/or Assistant Principal and Principal. The removal of privileges may result.
- Serious and/or continued breaches of the Student Discipline Policy and School Rules will result in more formal disciplinary measures in line with D.E.E.C.D. Student Discipline Procedures, 2014 and Ministerial Order No. 625 – Suspensions & Expulsions, and from 1st March, 2014, the Student Engagement and Inclusion Guidelines 2014. These will replace the previous orders and guidelines.

Examples of these types of behaviours may include;

- Swearing at, or deliberately hurting a staff member.
- Throwing chairs and/or other missiles that endanger the safety of others.
- Deliberately causing physical harm to another student.
- Deliberately damaging property.
- Continued refusal to follow instructions so that the safety of the child or others is compromised.

If these types of incidents do occur, it is expected that the Principal or Assistant Principal are notified immediately and they will deal directly with the student and parents to determine the consequences. These consequences will comply with the Student Discipline Procedures, 1994 and Ministerial Order No. 1, Discipline of Pupils. From 1st July 2009 The Effective Schools are Engaging Schools; Student Engagement Policy Guidelines 2009 and Ministerial Order No. 184 will replace the previous orders and guidelines.

- The Assistant Principal will keep records of all discipline related incidents, including steps taken by the Assistant Principal and consequences incurred. All communications with parents are to be recorded in writing.
- Attached is an outline of some examples of breaches of rules and the agreed consequences, which will also be placed in the Yard Duty Folders.

Out of Classroom Examples

<i>Types of Unacceptable Behaviours</i>	<i>Consequences</i>
Eating Outside of the Courtyard	1. Finish eating and remain in courtyard until notified by teacher and record on Incident Record. 2. Regular offenders will complete 15 minutes of Yard Duty after they have finished eating their lunch in the courtyard.
Dangerous Activities <i>Including climbing trees, throwing sticks or stones indiscriminately, going out of bounds etc.</i>	1. Warning and record on Incident Record. 2. Student directed to sit in the courtyard area for 15 minutes. 3. Repeated offences refer to AP and parents to be notified.
Inappropriate Language	1. Verbal apology and record on Incident Record. * If inappropriate language was involved of specific 4 letter words, immediate referral to AP and parents to be notified.
Physically Aggressive Behaviour <i>Including pushing, kicking, hitting etc.</i>	1. Apology, record on incident record and student directed to walk with the yard duty teacher. 2. Serious incidents result in immediate referral to AP and parents to be notified.

Classroom Examples

<i>Types of Unacceptable Behaviours</i>	<i>Consequences</i>
Inappropriate Language	1. Verbal apology and record on Incident Record. 2. Notify parents of incident. * If inappropriate language involved specific 4 letter words, immediate referral to AP and parents to be notified.
Disruptive Behaviour <i>Including talking at inappropriate times, returning to class after breaks late, wasting time etc.</i>	1. Warning. 2. Removal to somewhere else within the classroom. 3. Exited to Leading Teacher and discussion of rule breach with classroom teacher during recess or lunch interval. 4. Parents notified. 5. Exited to AP. * For students who repeatedly breach this rule, a Behaviour Management Plan will be implemented in consultation with the classroom teacher, AP and parents.
Physically Aggressive Behaviour <i>Including pushing, kicking, hitting etc.</i>	1. Apology, exclusion from an activity and record in Incident Record. 2. In serious incidents immediate referral to AP and parents being notified.

Appendix

- JPPS Student Code of Conduct
- JPPS Staff Code of Practice

Reference

- DEECD ‘ Discipline’ link at:
<http://www.education.vic.gov.au/school/parents/behaviour/Pages/discipline.aspx> (parents)
<http://www.education.vic.gov.au/school/students/support/Pages/discipline.aspx> (students)
<http://www.education.vic.gov.au/school/principals/participation/Pages/reengagewellbeing.aspx>
<http://www.education.vic.gov.au/school/principals/participation/Pages/studentengagementguidance.aspx>
(Suspensions & Expulsions)

Evaluation

Successful implementation of this policy will be measured by:

- Data collected from the annual Student Attitude to School Survey.
- Feedback from the annual Parent Opinion Survey.
- Data from the annual Staff Opinion Survey.

This policy will be reviewed as part of Jells Park Primary School’s four-year review cycle or sooner, as required.