



Metung Primary School

DISCIPLINE POLICY

RATIONALE

Positive and responsible student behaviour is essential to the smooth running of the school, to the achievement of optimal learning opportunities, and to the development of a supportive and cooperative school environment.

AIM

- To build a school environment based on assertive discipline and positive behaviour, mutual respect and cooperation.
- To manage poor behaviour in a positive and professional manner. Corporal punishment of any kind is not part of the school ethos and will not be used in the school.
- To establish well understood and logical consequences for inappropriate student behaviour.

IMPLEMENTATION

Through this policy we aim to achieve:

- An excellent standard of behaviour in all students at school, on school excursions and when in the wider community
- A learning environment that is conducive to learning, teaching and carrying out other school related activities
- The development of self-discipline in students
- An emphasis on positive reinforcement
- A collaborative approach to discipline that includes assistance from parents
- A high standard of respect for others, good manners and appropriate language. This includes an acceptance and respect for those who may be different to them
- A respect for all school and community rules.

COMMON BELIEFS

- All students are expected to adhere to class and school rules at all times.
- Positive reinforcement helps promote excellence in behaviour.
- Corporal punishment is not to be used in any form.
- Parents need to be involved as part of the solution for behavioural problems.
- A collaborative approach by all staff is essential in maintaining a high standard of behaviour.

CLASSROOM OPERATION

- Classroom rules to be decided by teachers and students at the start of each new school year.
- These classroom rules are to be clearly displayed in each classroom.
- School rules are to be explained to all students.
- Students must have a clear understanding of the teacher's expectations in regards to manners, language, bullying and so forth.



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- The assertive discipline approach is to be used by Metung Primary School so that a consistent method is in place for all teachers to use. The following steps are to be followed:
 - Verbal warning
 - Name on board
 - A cross allocated child is asked to spend five minutes with the class teacher during recess or lunchtime to discuss their behaviour.
 - A recess or lunch time detention is arranged with the principal/senior staff member where students are to reflect on inappropriate behaviour. A Detention Form may be sent home to parents which is signed and returned to school.
 - Where there is a continual problem the parents are to be contacted immediately. A collaborative approach is decided upon. The meeting is documented and reviewed at a set date. The principal will attend these meetings.

SHOULD THE PROBLEM CONTINUE

Step 1: Parents are called to collect the child and then to bring the child back to school when behavioural problem has been addressed.

Step 2: Step One to be done a maximum of three times.

Step 3: After consultation with parents, an in-school suspension is arranged.

Step 4: After consultation with parents, a home suspension is arranged.

Step 5: Referral to other student support services if required.

DISCIPLINE OPERATION

1. Verbal warning.
2. Verbal warning.
3. During class - time out for two minutes (child is required to think about their behaviour).
4. Removal from the whole group within class or during playtime.
5. For repeated inappropriate behaviours:
 - a) Detention
 - b) 3-way interview with parents.

POINTS FOR CONSIDERATION

- Teachers to modify developmentally appropriate discipline policies for junior primary classes.
- A “Buddy” is to be arranged at the beginning of the school year for help/support to use at the teacher’s discretion
- Should a serious breach of school or class rules occur, the teacher may go directly to Step 4 of the Discipline Operation above
- Teachers should refer to Student Wellbeing & Engagement and Bullying Prevention policies where appropriate.
- Teachers will need to exercise discretion in exceptional circumstances.



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PLAYGROUND OPERATION

- Students displaying inappropriate behaviour are to be recorded on an “Incident Slip” and to have a time-out, decided by the duty teacher.
- The “Incident Slip” is to be passed onto the student’s classroom teacher.
- On receipt of three “Incident Slips” the student is to complete a lunchtime detention, at the discretion of the classroom teacher.

METUNG ASSERTIVE DISCIPLINE PLAN

The following steps are to be used across all year levels:

1. Verbal warning
2. Name on board
3. Cross added to name – child is asked to spend five minutes with the class teacher during recess or lunchtime to discuss their behaviour. **Teachers are asked to pass this information onto each other as part of their handover during specialist subjects**
4. A lunchtime detention is arranged with the principal /senior staff member. **Teachers issuing the detention are requested to complete a Detention Notice slip which should be signed and sent to the principal, prior to the detention.** During the detention students will be asked to reflect on inappropriate behaviour. The details of this reflection will be discussed individually with children where appropriate. **Teachers are asked to record these occurrences in a student behaviour record book. Should a serious breach of classroom or school rules occur, teachers may go directly to Step 4 of the Discipline Operation above**
5. Where there is a continual problem, the parents are to be contacted immediately for a meeting. Details from this interview are to be documented and reviewed at a pre-determined date. The principal should attend these meetings.

ALWAYS ACKNOWLEDGE AND REWARD POSITIVE BEHAVIOUR - REMEMBER THE CHILD AND MODIFY THE BEHAVIOUR

REVIEW CYCLE AND EVALUATION

This policy was last updated on 30th July 2018 and is scheduled for review in 2019.