

Mittagong Public School



Student Welfare Policy Information

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SCHOOL DISCIPLINE POLICY

INTRODUCTION: The Discipline Policy for Mittagong Public School is the central part of the Student Welfare Policy. The components of this policy have been developed from an involved process of consultation with staff, parents and students. The policy was reviewed in 2006 and was endorsed by the Mittagong Public School Council.

Mittagong Public School aims to provide programs that develop responsible student-citizens. These programs aim to develop in students skills of self-discipline, constructive self-evaluation, effective communication and an ability to resolve conflicts peacefully.

RED SLIPS: These are used by the playground teachers when a child breaks one of our school rules, these are for minor offences. The student is sent to the red room (timeout classroom) for the rest of that play session. The information on the red slip is recorded on a database. If the student receives 3 red slips in a short period of time, a letter is sent home to the parents/caregivers.

GREEN SLIPS: Green slips are written for more serious issues by both the classroom teachers and the playground teacher.

When a green slip is written for a child who has broken a school rule, a letter is sent to the parents/caregivers to notify them of the incident. This gives the parent an opportunity to counsel and discuss the matter with the student. The student can be sent to the red room for a period of detention.

If a student receives a second green slip within the term a letter will be sent to the parents/caregivers. The matter will be referred to the stage team leader, who will counsel the student and place the student on a daily behaviour sheet for 2 weeks. The student will attend sessions in the red room and report to the team leader each recess and lunch to discuss his/her behaviour for that session. A copy of the behaviour sheet will be given to the parents/caregivers each week.

If a student receives a third green slip in a 4 week period during the term, the matter will be referred to the Assistant Principal, who will send a letter to the parents/caregivers. The student will not be able to represent the school or attend 'out of school' activities, such as excursions, for a minimum of 4 weeks. The student will also attend the welfare meetings where he/she will discuss his/her behaviour and the consequences associated with this. Students will look at strategies they could use to change and improve their behaviour.

Continued inappropriate behaviour could result in either an 'In-school Withdrawal', 'District Behaviour Referral' or 'Short Suspension', depending on circumstances.

In the case of violence, threats of violence towards students or staff, the presence of weapons or illegal drugs, further investigations will be carried out and these could lead to a short or long term suspension following Departmental guidelines.

SCHOOL CORE RULES: The *Core Rules for Students in NSW Public Schools* form the basis of rules to be followed by students at Mittagong Public School along with all students in NSW government schools.

These are that all Mittagong Public School students will:

- *Attend every school day unless they are legally excused, and be in class on time and prepared to learn.*
- *Maintain a neat appearance including adhering to the requirements of the school's uniform or dress code policy.*
- *Behave safely, considerately and responsibly, including when travelling to and from school.*
- *Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and co-operating with instructions and learning activities.*
- *Treat one another with dignity and respect.*
- *Care for property belonging to themselves, the school and others.*

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

SCHOOL RIGHTS & RESPONSIBILITIES CODE: The following Rights and Responsibilities will be promoted with the students of Mittagong Public School:

I HAVE THE RIGHT ...

TO BE RESPECTED

This means I will be treated with courtesy & fairness

TO BE SAFE IN SCHOOL

This means that nobody should deliberately hurt me with their actions or words.

FOR MY PROPERTY TO BE SAFE

This means that people should not touch my property without my permission.

TO PARTICIPATE & HAVE A SAY - WHEN IT IS MY TURN

This means I will be able to express my feelings & ideas.

TO LEARN & PLAY IN A QUALITY SCHOOL ENVIRONMENT

This means that the school environment will be kept clean, orderly & pleasant.

TO LEARN AS WELL AS I CAN

This means I will be assisted when necessary and allowed to do my work without being disturbed by other students.

MY RESPONSIBILITY IS TO ...

TREAT OTHERS WITH RESPECT

This means that I will be kind, courteous & fair towards others.

HELP MAKE SCHOOL SAFE BY BEING CAREFUL FOLLOWING THE RULES

This means I will not hurt anyone by what I do or say, and I will ask for help if I am not feeling safe.

RESPECT THE PROPERTY OF OTHERS

This means that I will not touch the property of others without their permission.

GIVE OTHERS A FAIR GO - LET OTHERS HAVE A TURN

This means I will cooperate, listen to others & respect their feelings & ideas.

CARE FOR THE SCHOOL ENVIRONMENT

This means I will protect the school environment and not deliberately damage anything.

DO MY BEST

This means I will co-operate with others, listen to teachers, ask questions, complete work and participate fully in learning.

SCHOOL POSITIVE REWARD SYSTEM

The Positive Reward System forms a vital part of the Student Welfare Policy. Its implementation enables students to become responsible, contributing members of our society.

Students earn reward cards from teachers and the principal in the classroom, playground and at special events. They then collect and redeem their reward cards for Lion Awards which are presented at school assemblies.

IRON LION AWARD

Five awards (two must be a class award) entitle the student to an Iron Lion Award.

Students who receive this award are: -

1. Presented with their award at a Whole School Assembly,
2. Mentioned in the school newsletter,
3. Congratulated on their efforts and achievements by way of a letter, which is sent home to their parents/caregivers. Their parents/caregivers are also invited to come to the presentation at the Whole School Assembly and
4. Rewarded with a small treat at the Whole School Assembly - students choose.

BRONZE LION AWARD

An Iron Lion Award plus six more awards (two must be a class award) entitles the student to a Bronze Lion Award.

Students who receive this award follow the same procedure as outlined 1-4 above and, in addition are:

- Eligible for school privilege - joining the 'Bronze Lion' canteen line, which is a 'fast track' line to the canteen (a five week time limit applies).

SILVER LION AWARD

A Bronze Lion Award plus seven more awards (three must be a class award) entitles the student to a Silver Lion Award.

Students who receive this award follow the same procedure as outlined 1-4 above and, in addition are:

- Mentioned in the school newsletter with photo
- Receive a special voucher e.g McDonald's, video hire or sausage sizzle voucher
- Eligible for school privilege i.e. playing on play equipment every Tuesday and/or borrowing equipment from the sport's shed on Mondays and Fridays (a five-week time limit applies).

GOLD LION AWARD

A Silver Lion Award plus eight more awards (three must be a class award) entitles the student to a Gold Lion Award.

Students who receive this award follow the same procedure as outlined 1-4 above and, in addition are:

- Presented with their 'student profile' at a Whole School Assembly
- Mentioned in the school newsletter with photo
- Included in the "Gold Lion Award Book" which will be kept in the foyer or in the School Library - name/photo and 'Student Profile'
- Rewarded with a special 'gold' event excursion such as a barbecue picnic day at the pool.
- Rewarded with a free 'sausage sizzle' voucher
- Presented with a special 'discount voucher' booklet from local businesses
- Presented with a Mittagong Public School green and gold pen

ANTI-BULLYING PLAN (SUMMARY)

Some important parts of the school's Anti-Bullying Plan are included below:

1. POLICY STATEMENT

- To ensure that Mittagong Public School is a safe and happy environment for all.
- To recognise that bullying occurs and that it needs to be dealt with swiftly and with due thought to procedural fairness.
- To build a strong supportive culture, so that bullying and anti social behaviour is not acceptable under any circumstances.

2. DEFINITION OF BULLYING

Bullying can be defined as intentional, repeated behaviour by an individual, or a group of individuals, that causes distress, hurt or undue pressure for an individual.

Bullying involves the abuse of power in relationships. Bullying can involve all forms of harassment, (including gender, race, disability, homosexuality or transgender), humiliation, domination and intimidation of others.

Bullying behaviour can be:

- verbal eg name calling, teasing, abuse, putdowns, sarcasm, insults and threats
- physical eg hitting, punching, kicking, scratching, tripping, spitting, throwing objects, locking someone in or out
- social eg ignoring, excluding, ostracising, alienating, making inappropriate gestures
- psychological eg spreading rumours, dirty looks, hiding or damaging possessions, malicious notes, email and text messages, inappropriate use of camera phones.

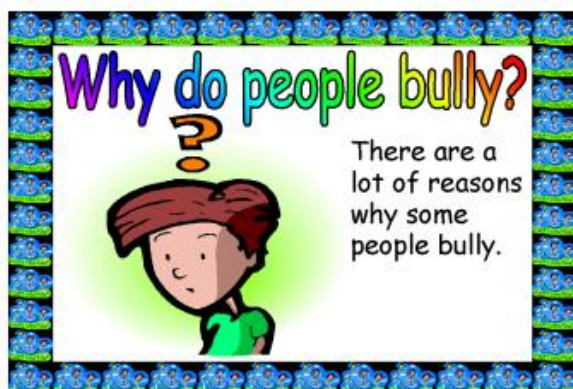
5. SCHOOL STRATEGIES TO PREVENT BULLYING BEHAVIOUR

□ The Mittagong Public School Anti-Bullying Program will be implemented in all stages in Term 2 each year. This is a school resource and has been compiled from various components including teaching guide notes and student worksheets. It has been successfully implemented over a number of years. It includes Problem Solving Rules for students.

- Peer Support: This program involves students from Year 1-4 and Year 6 students as group leaders. Peer Support is completed in Term 1 each year.
- The Kindergarten/Year 5 Social Skills Buddy Program is completed in Term 1 each year.
- A visiting performance with an Anti-Bullying theme is scheduled each year, e.g. "I am Special".
- The APEEL Program will be completed with students from Kindergarten – Year 2 to develop interpersonal skills.
- The Supervised Play Area operates for a small number of children at Mittagong Public School to play in a secure, closely supervised area of the playground where they have assistance from staff to develop positive social interaction skills.

6. PROCEDURES FOR REPORTING & DEALING WITH BULLYING BEHAVIOUR

- Class teacher and student deal with smaller issues.
- Parent and staff members work with students to look at underlying problems and seek solutions.
- Regional and school support staff are involved with pro-social programs if required, e.g: School Counsellor, Support Teacher Learning Assistance, Itinerant Support Teacher Behaviour, HSLO, Disability Programs Consultant, Integration Support Teacher.
- Issues are resolved in a calm manner with quite a large amount of time given to hearing what each student feels and assisting all students feel more able to cope.
- Restitution when required so that students have the notion of rights and responsibilities reinforced and the requirement to take responsibility for their own action.
- ALL reported incidents to be investigated and followed up by teachers.
- Appropriate consequences outlined in Mittagong Public School Discipline Policy are applied.
- Green Slip system utilised to record and track incidents so that bullying can be correctly identified, i.e. a repeated pattern. School consequences applied where appropriate, e.g. red room. Opportunities for counselling at red room and at Student Welfare meetings. School counsellor referral may follow.
- Parents of person responsible for bullying to be notified as well as notification to parents of person being bullied.
- Implementation of suspension procedures where appropriate.
- Where teachers identify particular isolated instances of bullying, e.g. within a particular class, additional class activities with specific students will be undertaken e.g. conflict resolution, peer mediation etc.



Students' Code of Conduct

The following Code of Conduct appears on the School Student Transport Scheme (SSTS) application form and sets out acceptable standards of behaviour for students travelling on buses. Students are expected to follow these simple rules for the safety of themselves and others travelling on buses. Disobeying these rules may lead to the withdrawal of travel passes for subsidised travel and may even lead to prosecution action.

CODE OF CONDUCT FOR SCHOOL STUDENTS ON BUSES

To ensure their safety and the comfort of other passengers students will:

- behave safely at all times
- respect the needs and comfort of other passengers
- behave appropriately at all times (eg no use of offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus)
- protect bus property and report any vandalism
- show their travel passes or tickets to the driver on boarding and when requested
- only use the travel pass for its intended purpose
- maintain possession of the travel pass at all times
- follow the driver's instructions about safety on the bus (eg instructions on where to sit)
- adhere to the law that bans smoking on buses
- only eat or drink (other than water) on the bus with the written permission of the bus operator
- keep arms, legs and other parts of their bodies inside the bus
- only attract the attention of the driver in the case of an emergency.

Students and parents/carers should take note of the following:

- If students have reasons to believe that they have been treated inappropriately by bus drivers, they can raise the issue with their parents who can take it up with the bus operator or the Ministry for investigation.
- A student in possession of a subsidised travel pass is required to display it each time he/she travels and at the request of drivers or bus inspectors.
- As part of the process following a breach of the Code of Conduct, students may be required to forfeit their subsidised travel pass.
- Depending on the gravity of the offence, students may be refused travel on the bus for a period of time as determined by the bus operator and in accordance with the appropriate procedures.
- Bus operators/drivers are required to comply with occupational health and safety requirements and will take action if the behaviour of a student puts others at risk. Such action may include nominating the area in which a student should be seated for the journey.
- Where closed circuit television is installed in buses, it can be used to substantiate claims of breach of the Code of Conduct.
- If students are refused travel, parents/carers will need to make alternative travel arrangements and to meet any costs of that transport. Parents/carers are not eligible for the Ministry's Private Vehicle Conveyance Scheme under such circumstances.



*Reprinted from Guidelines for Managing
School Students' Behaviour on Buses*

MINISTRY OF TRANSPORT

Mittagong Public School Student Use of Mobile Phones Policy

RATIONALE: Mobile phones are an important and widespread communication device used in our society. Sometimes, however, mobile phones can be misused by individuals for inappropriate purposes, such as sending threatening text messages or inappropriate pictorial material. Young people, including primary aged students, need to learn about the appropriate use of mobile phones. Mittagong Public School understands that, in a very small number of cases, parents may decide that a student needs to carry a mobile phone for personal safety reasons or for contact with children on the way to school, on the way home or en-route to another activity after school. The school therefore accepts that some students may need to bring a mobile phone to school.

PROCEDURES: To safeguard the welfare of all students, the following rules will apply:

- ❑ Mobile phones are not allowed to be used by school students during the day at school.
- ❑ If phones need to be brought to school by students, parents should send in written confirmation. A note to the class teacher is sufficient. (*Many thanks to parents who have already notified the school in writing*).
- ❑ Students must turn off mobile phones on arrival at school and hand them in at the front office before the bell at 8:55 am. Class teachers will allow students to pick up any phones left at the front office just prior to the afternoon bell at 2:55 pm.
- ❑ Mobile phones must not be left in school bags or given to teachers to mind.
- ❑ The school accepts no responsibility in relation to the theft or loss of mobile phones.
- ❑ If parents need to get an urgent message to their child during the day please phone the front office on 4871 1020 and every effort will be made to pass on this message.

Parents are thanked for their co-operation.

