



ST JOSEPH'S PRIMARY SCHOOL LAURIETON DIOCESE OF LISMORE

Discipline Policy	
Policy Number:	.1.2
Status:	Ratified
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Policy Contact Officer:	School Principal – David Hughes
Related Documentation:	St Joseph's Staff Teacher Handbook

Rationale

At St Joseph's we strive to equip students with the skills that will allow them to actively participate in the life of the Church and the world at large. This cannot be done in isolation from others. Children need to respect the rights of others, realise that they are responsible for their own actions and that their actions have consequences.

Therefore St Joseph's strives to promote a secure, respectful and healthy environment in which students have the opportunity to develop into discerning, self-disciplined and contributing members of our school community.

Occasionally students do exhibit behaviours that are disruptive to learning, place others safety in danger or show disregard for the code of conduct established at the school. How the school responds to these behaviours represents a critical test of how we respond to our mission to show love to the perpetrator and at the same time respect the rights and welfare of those who have been offended

Aims

To create a school community where:

- Staff can teach and children can learn.
- Staff and students feel safe.
- Good manners are the norm.
- The gospel values of love, compassion, tolerance, acceptance, forgiveness, reconciliation and justice are easily identifiable.

Scope:

The Discipline Policy outlines the expectations for student behaviour and the consequences for children when behaviour expectations are not met. It gives teaching staff guidelines and procedures to follow to ensure that all children are treated fairly within St Joseph's Laurieton.

Student Code of Conduct

Students at St. Joseph's are expected to show behaviours that allow for the safety of themselves and others and ensure that their behaviours do not prevent maximum opportunities to learn and display growth academically and socially.

Expected behaviours include:

- Showing respect and manners towards all teaching staff and visitors to the school.
- Displaying respect towards all children in the classroom and on the playground.
- Showing respect for school property and resources.
- Displaying all the values that are highly regarded in our school such as: Cooperation, Honesty, Supporting Others, Friendliness, Fairness and Acceptance.
- We also expect the children of St. Joseph's to uphold the school motto of Courtesy, Faith and Diligence.

Procedures

Careful supervision and clear expectations in both the playground and classroom are essential for good discipline. Alert teachers can anticipate most discipline issues thus allowing them to defuse situations before they become major incidents.

Minor Incidents (Level 1 from Discipline Guidelines – see Appendix 1)

Classroom Discipline

- Teachers are responsible for the smooth running of their classroom.
- The teacher should establish classroom rules and if appropriate negotiate rules with the students.
- Classroom rules should be displayed in the room in such a way that both students and casual teachers can easily read them.

- Teachers should spend time reinforcing both classroom and school rules.
- Teachers should recognise & reward positive behaviour choices where possible.
- For minor inappropriate behaviours teachers should use a Logical Consequences approach to discipline where students have the opportunity to modify their behaviour after warnings before more serious consequences are implemented.

Sanctions

- Corporal Punishment is never to be administered at St Joseph's.

Level 1 (Available to all staff members)

- Verbal warning
- Official written warning in playground folder.
- Minor sanction

No sanction is to be applied that robs a child of their dignity or draws unnecessary attention to the child.

Teachers should impose sanctions only after warnings have been issued.

If possible the sanction should fit the misdemeanour.

Examples.

If a child makes a mess they are asked to clean it up.

If a child calls another a name they are asked to apologise and make up for the hurt caused.

If a child is stopping another child from learning then they are moved away from that child.

- If the teacher feels that a child's actions warrant detaining them from the playground then the teacher may place the child on "Working Lunch" or supervise the child in their classroom. Children should not be detained for more than half of the designated break and should be given time to eat and for toileting. Detention should not be used for finishing work not completed unless the child was deliberately wasting time during lesson time.
- If the above sanctions do not bring about the desired result then the matter should be discussed with the Principal.
- Ancillary staff can remind students of school rules and expectations. More serious incidents should be referred to class teachers.

Playground Discipline

- The teacher on duty is responsible for the implementation of the rules set out in Appendix 1
- Playground rules are agreed upon by the staff at staff meetings and may be altered to suit immediate needs as they arise.
- If a rule is changed or added the Principal will outline the change and the reasons for the change at the next assembly.
- School rules should be displayed in classrooms and reinforced when required in classrooms. If whole school reinforcement is needed this will be done by the Principal or Assistant Principal in class or at assembly.
- Playground incidents should be recorded in the Playground Folder
- Enforcement of class and school rules is the responsibility of all staff.

Sanctions to be used in the playground

- If children are not obeying one of the school rules after being warned then the teacher is to ask the child to sit down in a shaded area for 5 minutes to reflect on their behaviour.
- Incidents should be recorded in the Playground Folder
- At the end of the 5-minute period the teacher should approach the child and get verbal agreement that the behaviour will not continue.
- If the behaviour does continue the child should be sat down for the rest of the break or placed on "Working Lunch"

- If a child is argumentative he/she should be sent to the Assistant Principal. or Principal.

Level 2 – See Appendix 1 (Available to all Teachers. Other staff members may recommend to a teacher that a child be placed on working lunch)

Definition:

“Working Lunch” 15 minute detention in a classroom at lunch time.

Operation:

- A book will be circulated by the teacher on working lunch duty prior to lunchtime. Children’s names entered by teachers will assemble at the bell and proceed to the Working lunch area which will be supervised by the teacher on duty.
- A child who has been given three warnings written in the playground folder in a period of a week will have their name placed in the working lunch book.
- Children who have been given 3 warnings in a day for disruptive behaviour in class will have their names entered in the working lunch folder.
- Children who, in the opinion of the teacher, are deliberately breaking Level 1 school rules or taking advantage of the warning system may be placed on “working lunch” without receiving 3 warnings.
- If a child has been placed on working lunch on three occasions in a four week period then the teacher on working lunch duty will seek out the classroom teacher with this information.
- The classroom teacher will then contact the Principal with a recommendation to send or not to send a letter to the parents of the child.
- If a letter is to be sent it will explain that if the child continues to break school rules they will be placed on detention not working lunch. The letter will require a response from the parents.
- If children are placed on Working Lunch, the teacher on duty in Working Lunch will enter all information regarding the incident, who sanctioned the working lunch and what consequences were given in the School Worx program.
- Incidents that are deemed serious and Level 3 need to be reported in the PASTORAL CARE INCIDENTS folder in teachers common folder in school intranet.

More Serious Incidents

Level 3 –See Appendix 1 (Teachers make a recommendation to the Principal)

Definition

Detention: A child will spend their whole lunch time or recess separated from other children.

They will be given time for toileting and eating and will be supervised by a teacher.

Operation:

- A letter will be sent to the parents of the child explaining the reasons they are on detention and explaining that any further offending behaviour will result in detention not working lunch.
- The teacher will convene a meeting with the principal and other suitable professionals to formulate a behaviour management plan in conjunction with the parents.
- The usual reason that a child would be placed on detention is that they have attended working lunch on three occasions in a month and have now committed a fourth offence.
- This child will now be sent to detention for any further Level 1 or 2 offences until such time as there are less than three offences in a 4 week period or until there is a meeting with the teachers involved, the principal and the child and a satisfactory resolution is agreed upon.
- Children may be placed on Detention if they commit a Level 3 offence without attending working lunch. The Principal and teachers involved will determine the length of time the child will remain on detention.

This would include all incidents where a child is injured by another (including accidental injury), vandalism, fights, serious disrespect of teachers, contempt of teachers or students rights, suspected bullying, threats of violence, possession of knives or weapons, the presence of medication or illegal drugs or any other incident that is likely to bring the schools reputation into disrepute.

These matters should be referred to the Principal, or in the absence of the Principal the Assistant Principal, as soon as possible. Teachers should give full details of the incident to the Principal and relevant background information.

The Principal will collect as much information as is deemed necessary to get a clear picture of:

1. What actually happened?
2. Who was involved?
3. Relevant background information that could have contributed to the incident.

After these preliminary investigations the Principal should either:

- Decide the incident was accidental. Take steps to avoid such accidents happening again and refer the incident to the OH&S committee at their next meeting.
- Decide that the incident was of a minor nature. This may then involve the applying of the sanctions set out above.
- Decide that a longer detention is warranted.
The longer detention will usually be performed under the following guidelines:
 1. Supervision will be conducted by the Principal.
 2. Times will vary depending on the age and seriousness of the offence.
 3. Teachers may make recommendations to the Principal on the length of the detention.
 4. The length of the longer detention will vary from half hour to 2 days.
- Decide that external suspension or expulsion is warranted. If suspension or expulsion is to be imposed the following guidelines are to be used.
- Parents who are unhappy with the decision of the Principal have a right of appeal firstly to the Principal then to the Parish Priest and the Catholic Education Office

Suspension

Suspension means a temporary withdrawal of a student's right to participate in and attend regular school activities. The length of time of suspension will vary depending on the nature of the incident and the purpose of the suspension.

It is a serious disciplinary measure and should only be used when other disciplinary measures have not produced a satisfactory outcome. The decision to suspend a student is to be made by the Principal or their delegated authority.

It is recognised that on occasion an immediate suspension* may have to be imposed.

In normal circumstances suspension is subject to the following guidelines:

- That appropriate welfare strategies and discipline options have been applied and documented.
- That appropriate support personnel are available within the school system and externally have been involved.
- That discussion has occurred, prior to suspension, with the student and parent/caregiver regarding specific unacceptable behaviour.
- That records of all discussion and action have been taken.
- That appropriate communication processes are in place, including with the student and the student's parent/guardian.
- A student must not be sent home before the end of the school day until parent/s/guardian/s have been informed, and if necessary, agreement reached about arrangements for the collection of the student from school

Partial In School Suspension. (Used by the Principal or Assistant Principal)

Definition

Partial In School Suspension:

1. A child will report to the office area before school, recess, and lunch time. The child will be given time for toileting and eating and will be supervised by a teacher. They will not be allowed to play with other children.
2. A child will report to the office area and complete work set by the teacher under the supervision of the principal and teachers who may be off class on that particular day.

Operation

- A phone call will be made or a letter sent to the parents of the child explaining the reasons they are on Partial In School Suspension and that any further offending behaviour will result in them being placed on In School Suspension
- (1) This sanction will usually be used on a child who has done 3 detentions for playground behaviour.
- (2) This sanction will usually be used on a child who has done 3 detentions for classroom behaviour.
- Maximum length of suspension will be 3 days at a time. Once this sanction is served the child will start with a clean record.
- A child may be placed immediately on Partial School Suspension for a Level 3 offence (see Appendix 1).

In School Suspension. (Used by the Principal or Assistant Principal)

In School Suspension: The child reports to the office area for the whole of the day. He/She does not attend classes or go to the playground. The child will report to the office area and complete work set by the teacher under the supervision of the principal and teachers who may be off class on that particular day. During the normal breaks the child will be given time for toileting and eating and will be supervised by a teacher.

Operation

- A phone call will be made or a letter sent to the parents of the child explaining the reasons they are on In School Suspension and that any further offending behaviour will result in them being placed on Short Suspension
- This sanction would only be used for children who are not responding to any of the above sanctions.
- As part of this sanction the principal will spend time with the child using some Restorative Justice practices, including trying to bring reconciliation between the student and teacher and /or other students and parents if required.
- At this level School Counselling may be deemed appropriate.

- A child on In School Suspension may not represent the school in any sporting event or excursion until the suspension is served.
- Maximum length of suspension will be 3 days at a time.

Short External Suspension: Exclusion from all School Activities for up to 4 days.

Operation

- The Principal or their delegated authority may suspend a student, in accordance with the school's Pastoral Care Procedures.
- A child may be placed on Short External Suspension for Level 4 behaviours or persistent Level 3 behaviours (see Appendix 1)
- A meeting to resolve the suspension, with the student and parent/caregiver, must be convened by the Principal or their delegated authority at the earliest opportunity. Parents have the right to a support person acceptable to both Principal and parent (eg. Aboriginal Education Worker, Special Education Adviser, Counsellor). Students should not be interviewed alone in relation to suspension issues.
- Where possible, a Principal or delegated authority must have a support person present during all meetings.
- During this meeting, appropriate pastoral care strategies will be discussed to assist the student. These may include the development of a contract indicating expectations regarding the student's behaviour, specific scheduling or timetabling, and monitoring of student behaviour. The consequences of continued unacceptable behaviour needs to be determined and clearly communicated to student and parents.
- If the unacceptable behaviour persists after two short suspensions, a longer suspension must be considered.
- The details of the suspension must be recorded with all relevant documentation retained on file at the school.

Long External Suspension: Exclusion from all School Activities for between 5 to 20 days

Operation

- If short suspensions have not resolved the problem, or the misbehaviour is so serious as to warrant a long suspension, the Principal may impose a long suspension of up to and including twenty (20) school days. The school must inform the parish priest and the Catholic Education Office of the suspension including its duration. Given the seriousness of long suspension, particular emphasis must be given to procedural fairness issues.
- A formal disciplinary interview must be held with the student prior to making the decision to suspend. The Principal must ensure that the student knows what the suspension is for, and that the student has an appropriate person present at the interview. The main issues of the interview must be recorded. Where a report from the school Counsellor is available, it may be used for this interview.
- A meeting to resolve the suspension, with the student and parent/caregiver, must be convened by the Principal at the earliest opportunity. Parents have the right to a support person acceptable to both Principal and parent (eg. Aboriginal Education Worker, Special Education Adviser, Counsellor).
- Where possible, a Principal must have a support person present during all meetings.
- During this meeting, appropriate pastoral care strategies will be discussed to assist the student upon their return to school. These may include the development of a contract indicating expectations regarding the student's behaviour, specific scheduling or timetabling, and monitoring of student behaviour.
- The further consequences of continued unacceptable behaviour needs to be determined and clearly communicated to the student and the student's parents.

Deciding on, Notifying and Resolving a Suspension

Decision

- (i) The decision to suspend must be taken by the Principal, or in the Principal's absence, the acting Principal.
- (ii) The Principal must inform the student of the precise grounds on which suspension is being considered. The student must be given the opportunity to respond. The student's response must be considered before a decision to suspend is made.

Notification

- (i) A student will not be sent out of the school before the end of the school day without notification being made to the parent/caregiver, and if necessary, agreement reached about arrangements for the collection of the student from school.
- (ii) Notification of suspension must be made to parents/caregivers in writing.
- (iii) In all cases, it is desirable that the notification includes:
 - notice of the suspension
 - the date and probable duration of the suspension
 - the reasons for the suspension
 - a program of work, provided by the school, for the student to continue their studies while suspended
 - the importance of parental assistance in resolving the matter.
- (iv) If consideration is being given to proceeding to expulsion from the school, the notification of suspension should make this intention plain.

Resolution

- a. The Principal must convene a suspension resolution meeting, to facilitate the student's return to school, of personnel involved in the welfare and guidance of the student, including the parents/caregivers, school Counsellor.
- b. If parents/caregivers are unable or unwilling to attend a meeting, the Principal should consider the individual merits of the case and attempt to ensure that the student is back at school on or before the concluding date of the suspension period.
- c. All meetings and interviews are to be recorded with the documentation retained on file at the school.

Immediate Suspension*

In some circumstances the Principal may determine that a student should be suspended immediately. This will usually be due to reasons such as

- (i) the safety of students or staff because of unacceptable behaviour, harassment, violence, or threats of violence
- (ii)
- (iii) the presence of knives and/or other weapons or
- (iv) the presence of illegal drugs.

Any student who is seriously violent or threatens serious physical violence against another student or teacher or behaves in unacceptable ways, including any form of harassment against other students or teachers, is to be suspended immediately.

Any student who is in possession of a suspected illegal drug, is to be suspended immediately. The Principal must contact the Parish Priest and the Catholic Education Office to inform them of the incident and discuss with them whether the matter is serious enough to be reported to Police.

Any student who is in possession of a knife or threatening to use any item or instrument as a weapon, is to be suspended immediately. The Principal must contact the Parish Priest and the Catholic Education Office to inform them of the incident and discuss with them whether the matter is serious enough to be reported to Police.

Expulsion

Expulsion means total exclusion of a student from attendance at the school of enrolment within the diocese of Lismore.

Expulsion is an extreme disciplinary step reserved for cases of gross misconduct, extremely grave breaches of school rules and behaviour that is persistently disruptive and/or dangerous.

In normal circumstances expulsion is subject to the following guidelines, however, it is recognised that, in very limited circumstances of the most serious kind, an immediate expulsion may have to be imposed.

Expulsion is a sanction to be applied as a last resort when other disciplinary measures, including suspension, have not produced a satisfactory outcome. In deciding to expel a student, careful consideration must be given to the welfare of the student and to the overall good and/or safety of the school community.

The Principal should ensure, except as a result of a most serious incident, that all appropriate welfare strategies and discipline options have been implemented and documented, prior to expelling a student from the school because of misbehaviour.

Prior to making a decision to expel, the student must receive at least one formal written warning that such action is being considered.

Deciding on and Notifying an Expulsion

Decision

- (i) The decision to expel must only be made by the Principal.
- (ii) The Principal must inform the student, the Parish Priest and the Catholic Education Office of the precise grounds on which expulsion is being recommended.
- (iii) The student must be given the opportunity to respond. The student's response must be considered before a decision to expel is made.
- (iv) Prior to a decision being made to expel a student, the Principal must seek advice from relevant and appropriate personnel, eg. Parish Priest of the student, school's Counsellor, Catholic Education Office personnel

Notification

Having reached a decision to expel a student from the school, the following steps must be put in place:

- (i) A student will not be sent out of the school before the end of the school day without notification being made to the parent/caregiver, and if necessary, agreement reached about arrangements for the collection of the student from school.
- (ii) Notification of expulsion must be made to parents/caregivers in writing. In all cases, the notification must include:
 - Notice of the expulsion. This formal advice should also state the student's/parents' right to appeal the decision and the appropriate procedures for submitting an appeal.
 - The reasons for the expulsion.
- (iii) The Principal must inform relevant/appropriate staff, the Parish Priest and the Catholic Education Office
- (iv) The Principal should assist the student to find a suitable alternative placement.
- (v) Documentation of all steps involved and record of any interview/correspondence must be completed.
- (vi) Having completed the action outlined above, the Principal must forward a copy of all documentation related to the incident and subsequent expulsion to the Director of Schools, Catholic Education Office.

Budget

No additional funding is required for this policy

Evaluation

The Discipline Policy will be evaluated at regular intervals at staff meetings.
The policy will be given a full review as listed on the cover sheet.

INAPPROPRIATE BEHAVIOURS	TEACHERS' RESPONSE
<p><u>Level 1</u></p> <p>Inattentiveness in class or at assembly time Late to school or class Being out of uniform Talking while teacher or other students are talking</p> <p>Forgetting teacher's instructions Moving noisily around the school during class time Not having lesson materials Copying others work or cheating in tests Out of bounds</p>	<p><u>Level 1 Sanctions</u> Logical Consequences</p> <p>Discussion with child Re-doing work Time-out Making up for lost time in class</p>
<p><u>Level 2</u></p> <p>Insulting other pupils Use of bad language Minor Misbehaviour during formal or Religious events Picking on or rejecting other students Addressing or answering an adult rudely Disruptive behaviour in class Minor Bus misconduct Refusing to accept Level 1 sanction Thoughtless behaviour leading to damage to school property or other pupil's property Disobeying teacher's instructions Breaking "angry" Hands on Rule Persistent Level 1 behaviour</p>	<p><u>Level 2 Sanctions</u> "Working Lunch"</p> <p>Child to Principal or Assistant Loss of privilege Withdrawal from playground Extra duties eg sweeping assembly area Apology Teacher records and dates behaviour in Conduct Book * Bus company is informed Compensation</p>
<p><u>Level 3</u></p> <p>Unruly or offensive behaviour Offensive or sexualised language Defacing furniture, walls or other school property Bullying other pupils Fighting Telling lies to teachers Spreading unpleasant or untrue rumours Serious Bus misconduct Stealing Inappropriate use of the Internet Minor Stealing Persistent Level 2 behaviour</p>	<p><u>Level 3 Sanctions</u> Detention Inform principal or AP * Parents contacted by phone or letter Parent interview form completed</p> <p>Teacher records and dates behaviour in Conduct Book * Appropriate response from level 3 Bus pass removed</p> <p>Internet rights or computer rights removed. Compensation</p>
<p><u>Level 4</u></p> <p>Truancing Leaving school premises without permission Deliberately damaging school property or the property of other pupils Deliberate assault Serious Stealing Serious or dangerous bus behaviour The presence of knives and/or other weapons The presence of illegal drugs. Violence or threatens serious physical violence Harassment against other students or teachers Persistent Level 3 behaviour</p>	<p>Level 4 Sanctions and above at Discretion of Principal Parents contacted personally * CEO contacted Suspension Expulsion Details of incident recorded * (* This response is mandatory)</p>

