DISCIPLINE POLICY

Rationale:
At Bellbridge Primary School we believe that all students should be engaged in a safe, caring and positive environment. All discipline at Bellbridge Primary School follows the guidelines published in the DEECD Student Engagement and Inclusion Guidance at https://education.edugate-cms.eduweb.vic.gov.au/school/principals/participation/Pages/studentengagementguidance.aspx as well as the school’s Student Engagement Policy.

Aims:
• To build a school environment based on fairness, mutual respect and cooperation.
• To manage inappropriate behaviours in a professional manner.
• To establish clear and appropriate consequences for student behaviour.
• To provide appropriate support for students at risk.

Implementation:
• All teachers are required to establish appropriate behaviours in the classroom.
• Classroom rules are to be developed at the beginning of the school year but these may vary between classes to suit the teacher’s mode of operating.
• All staff and students will model and reinforce the school’s expectations related to School Wide Positive Behaviours.
• All staff are required to deal with class issues and minor misdemeanours and only in exceptional circumstances will a student be sent to the office from the classroom.
• Individual Behaviour Management Plans will be developed for students whose behaviour is a serious concern.
• The school administration will generally deal with unacceptable/extreme misbehaviours.
• Each case is treated individually as circumstances create unique situations.
• Consequences for inappropriate behaviours should be reasonable and appropriate for the misbehaviour.

The following procedures may be used as a guide:
1. Discipline by the classroom teacher according to classroom rules and consequences
2. Discipline by the Grade Leader
3. Classroom teachers sends the student to ‘time out’ in a selected classroom by the classroom teacher as pre-arranged in teams
4. Classroom teacher sends the student to the Office (with an explanation about why the student has been sent to the office) to a member of the Leadership Team
5. Student sent to the office where they will be counselled and appropriate consequences will be administered. These may include: time out, restricted play, internal detention, behaviour contract, after school detention and parent contacted.

Bellbridge Primary School does not subscribe to the use of Corporal Punishment.

Detention:
The following serious behaviours will incur an after school detention:
- Repeated non-compliance
- Assault
- Verbal abuse
- Harassment/bullying
- Throwing objects
- Unlawful behaviour
- Improper/indecen behaviour
- Vandalism

• All students who have violated school rules will be counselled and have the reason for their detention clearly explained to them.
• During detention, appropriate consequences will be given, e.g. students write about what they have done and explaining why it was wrong, complete work, write a letter of apology.
• Families will be notified prior to any after school detention.
• The school leadership team will manage after school detention.
• A record will be kept of the after school detentions.
• After school detentions will be 30 minutes (2:45 – 3:15pm) and parents are responsible for making appropriate arrangements for students to go home.

Suspensions:
• Student suspension will be at the discretion of the Principal.
• Procedures for student suspension will be conducted according to the DEECD Student Engagement and Inclusion Guidance and the school’s Student Engagement Policy.
• Generally, suspension will occur when serious or continued and deliberate misbehaviour occurs and all other intervention strategies have been implemented.
• In all suspension cases, the school will endeavour to supply work for the student and the parent will keep the child at home to complete the set work.
• Suspended students should not be allowed to treat the suspension as a holiday as this can encourage misbehaviour.
• Parents also need to assume responsibility in encouraging correct behaviours.

Parent Contact:
Parents will be contacted directly in the following circumstances:
• When detention or suspension is required
• When outside authorities (e.g. Police) need to be involved
• When cigarettes, matches, theft, drugs or similar situations occur
• When students have continually behaved inappropriately
• When it is deemed the parents would appreciate or have requested to be notified

It is crucial that parents are kept informed about students’ inappropriate behaviour. All class teachers are responsible for informing parents of student misbehaviour.

Yard Duty Responsibilities:
• All staff are encouraged to deal with and solve issues immediately.
• Teachers on duty will encourage appropriate yard behaviour and issue warnings when needed for inappropriate behaviour.
• Issues should be referred to the Leadership Team if they are deemed impractical to deal with in the yard.
• In cases of dangerous/extreme behaviours, yard duty teachers will send a student to the office with an ‘urgent assistance card’, or contact the Office by phone, if available
• Teachers on Yard Duty will record incidents of unacceptable behaviour in the Playground Incident Report and pass it on to member of the Leadership Team
• All yard duty teachers will carry a first aid kit, which will contain basic necessities to reduce ‘crowding’ in the first aid room.
• Children who need to go to the first aid room will be given a ‘pass’.
• At all times, student dignity will be recognised and truthfulness will be encouraged.

Evaluation:
This policy will be reviewed as part of the school’s three-year review cycle.

Ratified by Bellbridge Primary School Council – February 2014
Principal: Debbie Clancy School Council President: Kerri Cahoon