



Student Wellbeing

School Discipline Implementation Procedures

Melrose Park Public School

Updated 3/2019
Review 2020



Discipline Implementation Procedures

Melrose Park Public School students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. To achieve this, Melrose Park Public School will maintain high standards of student behaviour.

Our school's discipline implementation procedures guide intervention when managing inappropriate behaviour. The level of intervention is determined by the intensity, frequency and duration of the behaviour. The school's Anti Bullying Plan works in conjunction with these implementation procedures.

Students who have additional learning and support needs will be supported in their quest to develop personal discipline. An approved behaviour management program and Personalised Support Plans are identified for these students and communicated to parents. Students will assemble personal strategies and consequences according to their needs. Factors such as disability, age, individual needs and development level are taken into account.

Our school operates on a level system. We expect all students to be following and demonstrating the **school expectations of respect, responsibility and learning** at all times at school and while wearing school uniform in the community. This behaviour also extends to the appropriate use of technologies. A student may be placed on a level if the student displays inappropriate behaviour either over a defined time or as a one off serious event.

Behaviour is ultimately documented in an electronic management system, supported by the use of SENTRAL.

The school reserves the right to place a student on an appropriate level or suspend the student immediately in the case of serious or extreme behaviours. This will be at the discretion of the principal.

Classroom Management Strategies All learning spaces display information regarding respectful responsible learning behaviour. Teachers and students identify and manage strategies for mindful behaviour in all settings including in classrooms and outside. In addition to positive incentives, strategies may include reminders, behaviour cards, names on board, traffic light system and age appropriate tasks.

Time Out Strategies are employed as a means of calming during a stressful situation within a safe and predictable environment. Time-out for a student not demonstrating appropriate behaviour includes; being moved to another part of the room, moving to another classroom, being sent to an executive member of the school or to the Principal's office. In the playground time-out strategies may include missing out on play or walking around with the duty teacher for a period of time.

Degree of Incident –Incidents are identified by teachers as Low, Mid, High or Serious. Low incidents incur a reminder and Mid incidents incur a time out. High incidents incur a red card and serious incidents will incur an instant discipline level.

Examples of degrees of incidents			
Low	Mid	High	Serious
Out of seat Calling out Loud noises Talking Off task Misuse of property Not wearing a hat outside Moving around during eating time Unsafe use of equipment Not playing co-operatively	Inappropriate language Unnecessary physical contact eg poking Damage to property Book graffiti Inappropriate use of ICT Littering Out of Bounds Playing in toilets Anti-social play Unfair play Dangerous play	Refusal to follow direct teacher instruction Defiance Disrespect Rude gestures Spitting Bad language Bullying or Racism – mean on purpose Inappropriate physical contact such as pushing/ tripping Permanent damage to property Misbehaviour while wearing uniform outside of school	Continued disrespect and open defiance towards teacher Physical aggression causing harm Acts of violence towards others or property Persistent bullying actions Inappropriate behaviour whilst representing the school Intimidation Harassment Leaving the school grounds without permission with the intention of not returning Vandalism Forgery Theft

Behaviour Level System

Level 0	The student displays appropriate behaviour.
Who will manage this level?	Managed by teacher.
What happens at this level?	<p>Staff will:</p> <ul style="list-style-type: none"> • Display rules in all rooms and the respectful, responsible learner expectations across the school. • Reinforce positive behaviours. • Give reminders and employ class management strategies • Note incidences of positive and negative behaviour and action taken. <p>The student will:</p> <ul style="list-style-type: none"> • Follow the classroom rules and display the actions of a respectful, responsible learner. • Follow school staff instructions as required.
Level 1	The student displays inappropriate behaviour. E.g. High 3 times within a month period.
Who will manage this level?	Managed by teacher. Supported by Assistant Principal.
What happens at this level?	<p>Staff will:</p> <ul style="list-style-type: none"> • Note incidences of negative behaviour and action taken. • After 3 red cards in a month, call parents and send home level notification of inappropriate behaviour. This notice is signed by parents as an acknowledgement of receipt and returned to the teacher. • Discuss behaviour with the student and possible strategies for improvement. • Provide the student with a level monitoring sheet Yrs 2-6 and set goals with K/1 students. • Monitor the student's behaviour and sign sheet for each session in a day. A staff member will not sign the sheet if a student exhibits mid behaviours. • Class teacher/AP will sign off after 5 complete days of good behaviour. • If student is still on Level 1 after 10 days, move to Level 2. <p>The student will:</p> <ul style="list-style-type: none"> • Discuss their behaviour with the teacher • Write a reflection about their behaviour • Take responsibility for their behaviour and the completion of their level sheet. • Reflect with staff member on behaviour strategies for 1-2 playtimes. • Have behaviour monitored for 5 complete days • Yrs 3-6 miss PSSA • K-6 off play equipment and sand pit • Loss of badge and role of responsibility for time on level • Stay at Level 1 for 5 completed days
Level 2	The student repeatedly continues to display inappropriate behaviour or the intensity warrants a higher level. E.g. Spent more than 10 consecutive days on Level 1 or been placed on Level 1 on more than 2 occasions in a year
Who will manage this level?	Managed by Assistant Principal in consultation with teacher.
What happens at this level?	<p>Staff will;</p> <ul style="list-style-type: none"> • Make phone call to parent to inform them of the situation

	<ul style="list-style-type: none"> • Send a letter to parent outlining the behaviour, to be signed by the Assistant Principal and the parent as acknowledgement of receipt • Discuss behaviour with the student and possible strategies for improvement. • Provide the student with a level monitoring sheet Yrs 2-6 and set goals with K/1 students. • Monitor and support student behaviour as required such as with an individual program. A staff member will not sign the sheet if a student exhibits mid behaviours. • AP will sign off after 10 complete days of good behaviour. • If student is still on Level 2 after 15 days, move to Level 3. <p>The student will;</p> <ul style="list-style-type: none"> • Discuss their behaviour with the Assistant Principal • Write a reflection about their behaviour • Take responsibility for their behaviour and the completion of their level sheet. • Have 5 days half lunch and break participation in wellbeing program with a member of staff. • Have behaviour monitored for 10 complete days • Not eligible for awards whilst on Level 2 • 3-6 miss PSSA • K-6 off play equipment and sand pit • Permanent loss of badge and role of responsibility • Be returned to Level 1 for a further 5 completed days.
Level 3	<p>The student ignores behaviour management strategies and behaviour deteriorates. E.g. Continued unacceptable behaviours as outlined in Level 2 or further inappropriate behaviours</p>
Who will manage this level?	Managed by Assistant Principal and Principal, in consultation with the teacher.
What happens at this level?	<p>Staff will:</p> <ul style="list-style-type: none"> • Have an interview with parent and principal to discuss behaviour, consequences and behaviour program • Provide a formal caution of suspension letter to parents. • Make a referral to learning support team for behaviour management. • Place student on an individual behaviour modification program • Provide a wellbeing program and supervise play. • Monitor student while on this level. • AP will sign off after 10 completed days of good behaviour. • If student is still on Level 3 after 15 days, meeting to be arranged with student and parent for Level 4 consideration. <p>The student will:</p> <ul style="list-style-type: none"> • Discuss behaviour with principal • Take responsibility for their behaviour and the completion of their level sheet. • Have 10 days half lunch and break participation in wellbeing program with executive member. Play is supervised. • Have behaviour monitored on Level 3 for 10 complete days • Return to Level 2 for a further 5 days and then to Level 1 for 5 days. (Does not attend wellbeing program for Levels 2 & 1). • Not eligible for awards • May not participate in any representative or optional activities such as PSSA, sports trials, robotics, dance, optional excursions whilst on this level. • Permanent loss of badge and role of responsibility

<p style="text-align: center;">Level 4</p>	<p>The student's behaviour is intolerable. Department of Education suspension policy to be implemented.</p> <p>A short suspension of up to and including 4 school days may be imposed for</p> <ul style="list-style-type: none"> • Continual disobedience • Aggressive behaviour • Dangerous behaviour risking safety of others • Any student who is physically violent resulting in injury will be suspended immediately <p>A long suspension of up to and including 20 school days may be imposed for</p> <ul style="list-style-type: none"> • Physical violence • Use or possession of a prohibited weapon, firearm or knife • Use of an implement as a weapon or threatening to use a weapon • Serious criminal behaviour related to the school • Persistent misbehaviour • Possession or use of a suspected illegal substance <p>Expulsion (Department of Education Policy)</p>
<p>Who will manage this level?</p>	<p>Managed by Principal in consultation with the Assistant Principal, School Counsellor, School Learning Support Team and School Education Director</p>
<p>What happens at this level?</p>	<p>Staff will:</p> <ul style="list-style-type: none"> • Follow Department of Education Policy. • Principal reserves the right to make the decision to suspend immediately if and when a severe act of inappropriate behaviour endangers the health and safety of the students, staff, parent or community. <p>The student will:</p> <ul style="list-style-type: none"> • Participate in a resolution meeting and make restitution for the action <p>After a suspension</p> <ul style="list-style-type: none"> • Student will return to school on an individual behaviour plan after which the student's level will be reviewed • Student will be excluded from school activities at the principal's discretion. • Parents are to follow up with a meeting with executive