

WYOMING PUBLIC SCHOOL

STUDENT WELFARE POLICY

SCHOOL DISCIPLINE POLICY

This policy is based on:

Student Welfare Policy 1996

Student Discipline in Government Schools Policy 2006

Values in NSW Public Schools 2004

Preventing and Responding to Student Bullying in Schools Policy 2011

Suspension and Expulsion of School Students Procedures 2011

Anti-Racism Policy (2005)

School Uniform Policy (2004)

Drugs in Schools Policy (2010)

Occupational Health & Safety Policy (2006)

REVISED 2013

STUDENT WELFARE POLICY

The Wyoming Public School Community has three overriding priorities:

- Raising educational standards and levels of educational achievement;
- The provision of quality education for all its students, and
- The care and safety of the students in our charge.

In achieving these priorities, it provides young people with their foundation for life.

The quality of this foundation is of the utmost importance to each individual. If a child does not do well at school, the prospects for a fulfilling life as an adult are significantly reduced.

When parents enrol their children at public schools they enter into a partnership with the school staff.

This partnership is based on shared responsibility and mutual respect. It should aim at achieving effective learning and good discipline so that the school environment is both productive and harmonious. The partnership must strive to create in children an understanding of appropriate public behaviour.

Such understanding should lead the student to develop a responsibility for his or her own behaviour.

The precise character of this partnership will be unique to each student. There are, however, certain expectations in common to all such partnerships.

Parents are responsible for ensuring their children attend school. They share in the responsibility of shaping their children's understandings and attitudes about acceptable behaviour. They assume greater responsibility for their children's behaviour as their children travel to and from school.

Teachers are responsible for the education and care of their students when at school. Their task is to provide the best possible program to meet the needs, capabilities and aspirations of each student. They are also responsible for appropriately communicating with parents about the educational progress and behaviour of each student.

As children grow, they become more active participants in the partnership.

When the partnership is based on mutual respect, each partner will support the decisions and responsibilities exercised by the others.

CORE RULES FOR STUDENTS IN NSW GOVERNMENT SCHOOLS (2006)

Students in NSW government schools are provided with a high quality education so that they may learn to the best of their ability and become self-disciplined, tolerant, enterprising and contributing members of the school and community.

Core rules for student behaviour have been developed to establish consistent expectations in all government schools in support of these aims.

These rules are based on our core values of integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy.

The critical role of parents and care-givers is recognised as the primary influence on each child's character and behaviour and as essential partners in supporting the core rules and the successful education of their children.

The Department is committed to supporting principals and school staff in the implementation of these rules through statewide policies and programs, together with regional support staff, professional learning and alternative provisions, in order to promote the highest standards of behaviour and learning in our schools.

THE CORE RULES

All students in NSW government schools are expected to:

- 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 cooperating 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.

WYOMING PUBLIC SCHOOL DISCIPLINE POLICY

The School Discipline Policy will be in four parts:

- A) School rules or discipline code:
- B) Strategies to promote good discipline and effective learning within the school; (1) Class Awards
(2) Playground Awards
(3) Classroom Management
(4) Playground Management
- C) Practices designed to recognise and reinforce student achievement; and
- D) Strategies for dealing with unacceptable behaviour

The strategies used throughout the policy to promote good discipline and effective learning; recognise and reinforce student achievement; and deal with unacceptable behaviour, have been carefully graded to ensure their effectiveness.

A) WYOMING PUBLIC SCHOOL RULES

Rules are necessary whenever people have to exist, work or play in a group situation. Students feel more secure when they:

- Know the rules
- Understand why they were made
- Know the consequences of keeping / breaking rules.

Our school rules reflect **Core rules for Students in NSW Government Schools** on page 3. They are rephrased into an acronym to make them easier for children to understand and remember.

W_{yoming} Well-mannered

P_{ublic} Proud

S_{chool} Safe

R_{ules} Responsible

WYOMING PUBLIC SCHOOL RULES

W ell-mannered	Treat one another with dignity and respect. Always say please and thank you. Always use a friendly voice. Hands up and wait. Listen to others. Help others. Encourage peers.
P roud	Always wear school uniform. Always do your best. Be proud of yourself, your school and your community. Respect Australian values and symbols. Respect individual differences.
S afe	Always stay within the boundaries. Always keep your hands and feet to yourself. Always walk quietly around the school. Always wear a hat outside.
R esponsible	Report unsafe behaviours. Be responsible for your own actions and behaviours. Always make the best choice. Encourage your peers. Care for your playground and the environment.

B) WYOMING PUBLIC SCHOOL STRATEGIES

(1) CLASS AWARD

(I) CLASS AWARD

Students who are working well can be recognised in many ways, including praise, house points and class awards.

Principal Award

After collecting ten awards from the current year, students receive a “Principal’s Award” at morning assembly.

Principal’s Award Afternoon

In the last week of each term, students who have earned at least one Principal’s Award during that term will attend an award afternoon.

Sky High Achievers

Students who have earned five Principal Awards in the current year will have their photo placed on the “Sky High Achiever” wall in the school foyer.

(II) HONOUR CERTIFICATE

Students who collect a combination of ten Principal Awards, Certificates of Merit and/or Reading Excellence Awards (all white) receive an Honour Certificate. Honour Certificates can be earned over a number of years.

(III) CERTIFICATE OF MERIT

Certificates of Merit are awarded at primary and infant assemblies. On average two students per class receive an award each week. The award recognises substantial achievement, improvement or citizenship. (See flow chart)

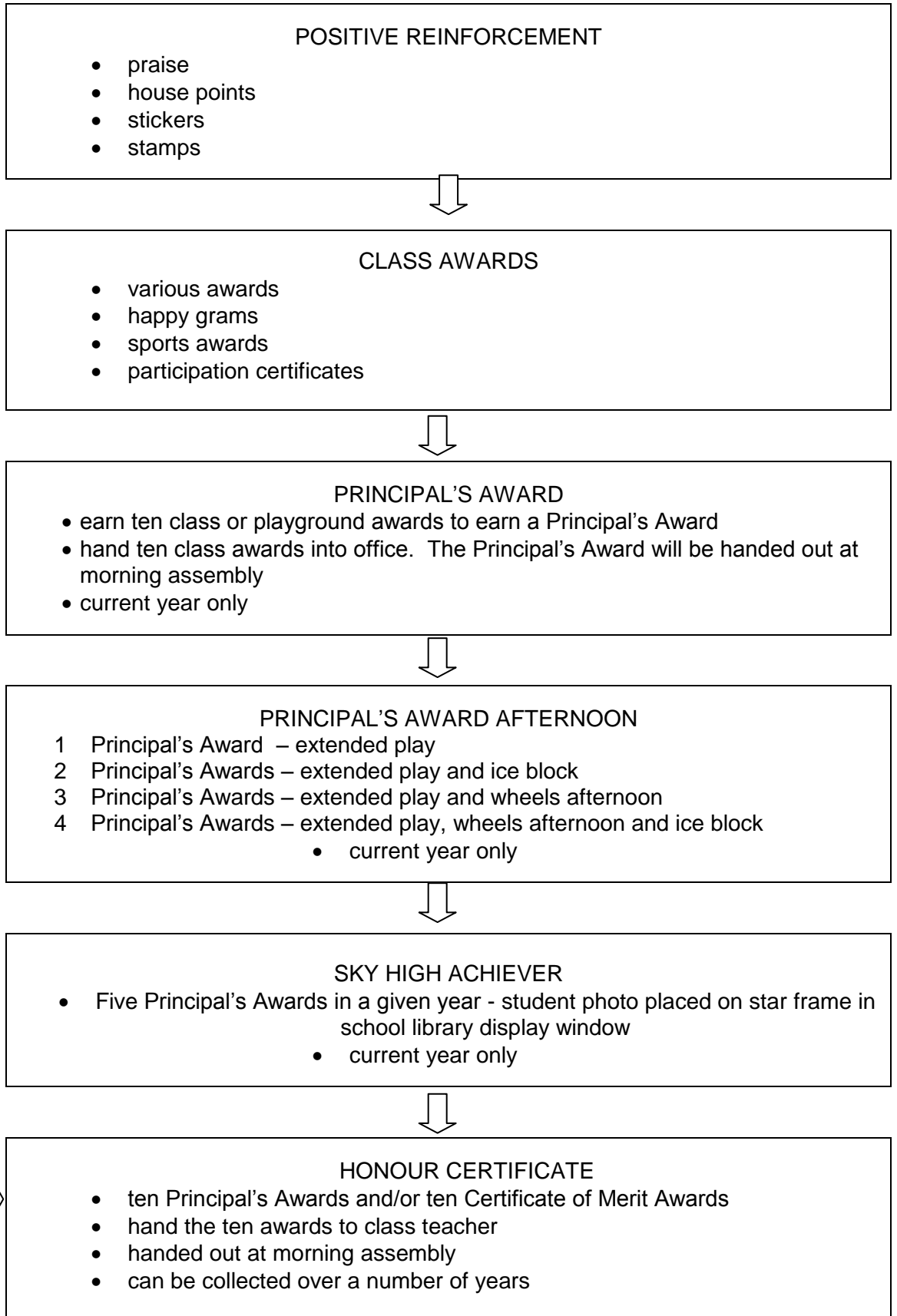
(IV) YEAR SIX WYOMING PUBLIC SCHOOL MEDALLION

The medallion is awarded to Year 6 students that have outstanding conduct, attitude and citizenship throughout their schooling at Wyoming Public School.

There is a criterion that needs to be met to receive the medallion:

- (a) Students need to have no more than one detention in Year 6.
- (b) Students need to have been awarded three Principal Awards in Year 6.
- (c) Students need to have read 100 nights of Home Reading.
- (d) Be judged at a special staff meeting as having outstanding conduct, attitude and citizenship during Year 6.
- (e) This criteria is required by the Week 5 Term 4 to allow time to order and engrave the medallions.

CLASS AWARDS



- All awards must be from the current year for a Principal's Award.
- Awards for an Honour Certificate can be collected over years.
- At least three Principal Awards, 100 nights of home reading and no more than 1 detention in Year 6 to be considered for a Wyoming Public School Medallion in Year 6. (By Week 5 Term 4)

(2) PLAYGROUND AWARD

Teachers on duty write at least one award to student/s showing good behaviour, playing appropriately etc.

Playground Award Barrel

The student takes the “Playground Award” to the Playground Award Barrel, kept in the Library.

Each Friday morning assembly three Playground Awards are drawn from the barrel.

Award Choices

The student is congratulated and entitled to select one of the following cards:

- class visit
- library visit
- \$1 canteen voucher
- computer time
- special privileges
 - first in lines (canteen, class, sport)
 - first to go to recess and lunch
 - privileges in the classroom

The student arranges with their class teacher to use or receive the award. All playground awards, including those not drawn from the barrel, are returned to the student to be used as a Class Award at the end of Week 9. (See flowchart).

PLAYGROUND AWARDS

PLAYGROUND AWARD

- minimum of one award written for each duty, examples include:
 - good behaviour
 - sitting correctly while eating
 - playing appropriately
 - helping an injured student
 - using equipment well



PLAYGROUND AWARD BARREL

- student is given the playground award and congratulated
- student places playground award into "Playground Award Barrel"



PLAYGROUND BARREL DRAW

- three names are drawn from the barrel at each Friday morning assembly
- The students choose one of the following rewards:
 - class visit
 - library visit
 - \$1 canteen voucher
 - computer time
 - special privileges
 - * first in canteen line
 - * first in sport shed line
 - * first to go to recess and lunch
 - * privileges in the classroom
- Playground Awards can be used towards the achievement of a Principal's Award. The barrel is emptied at the end of Week 9 for this purpose.

(3) Classroom Management

Warning

Children who are not following classroom rules receive a warning from the teacher.

Examples of teacher intervention could include: moving seats, three crosses on the board, time out table, etc.

Buddy

If the behaviour continues, the child is sent to Buddy Class for the remainder of the session.

If the behaviour improves the child returns to the home class for the next session.

2nd Buddy Visit

If the child persists with inappropriate behaviours they follow the procedure again, starting with a warning and proceeding to Buddy Class. With the second visit to Buddy Class a referral to detention is written with full details of the behavioural issues.

Detention

Detention referrals are handed to an executive member of staff.

Detentions will be issued for the following; aggressive behaviour, directed swearing at a person, being out of area and refusal to go to Buddy Class.

Students may also be referred to detention due to classroom discipline issues or after consultation by 'sort and talk' referral.

Detention Attendance

Students are reminded to attend detention and are expected to arrive at the beginning of the lunch period. They must sit quietly without causing disruption or distraction.

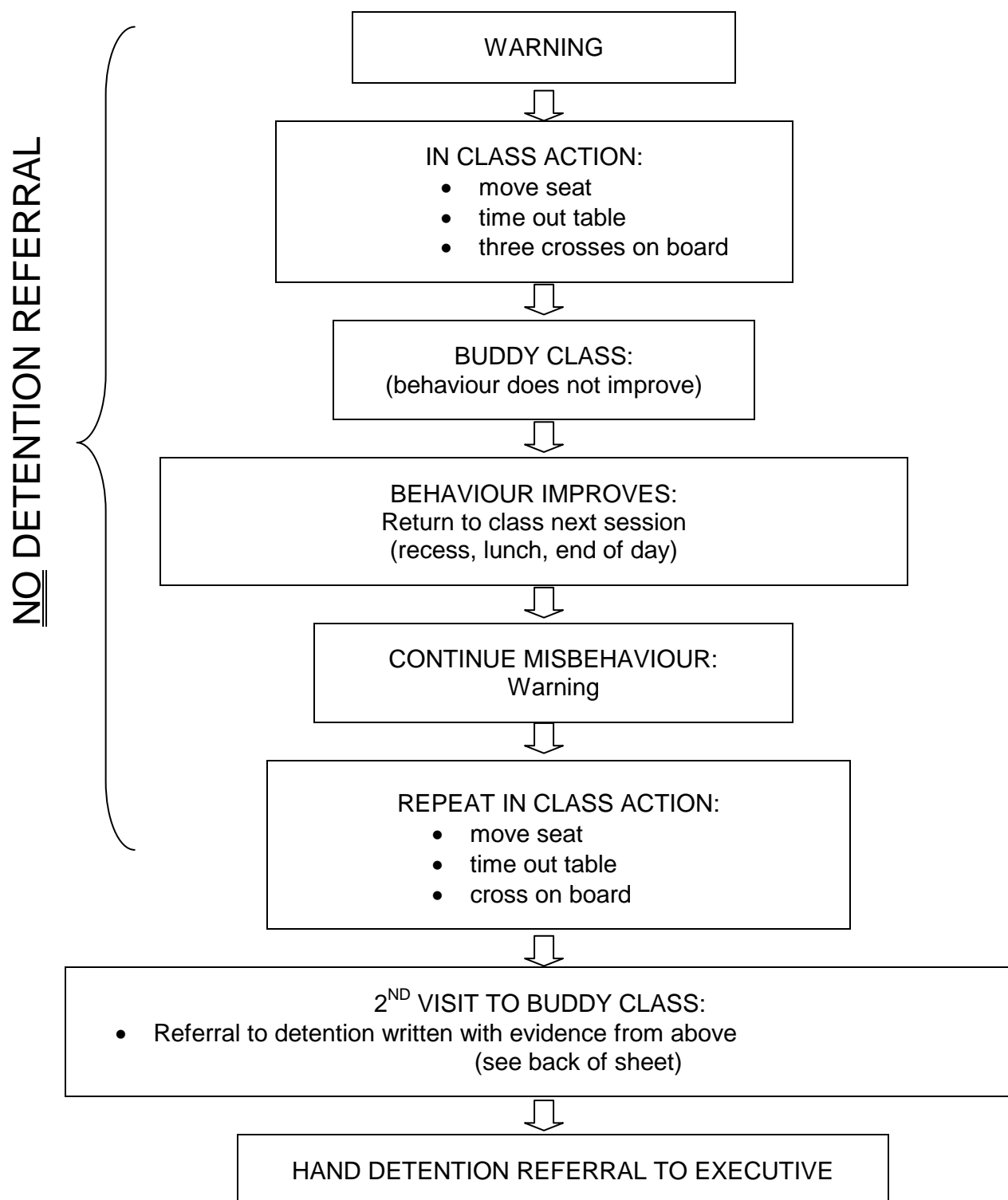
Inappropriate behaviour in detention or refusing to attend will result in the child being referred to the executive level. This will be initially the Principal who may remove the student from the Detention Room and impose another detention visit the following day. Continued misbehaviour or refusal to attend detention may result in suspension.

Detention Letter

Students are given a letter detailing the behaviour that led to the student being referred to detention. This letter goes home to the child's parent to be signed and returned. The student must return the letter to detention on the next day or they will be required to sit in detention again. This will also occur for the following day. On the third day the student returns to the playground and another letter will be written and sent home via mail.

Refer to flow chart "Classroom Management".

CLASSROOM MANAGEMENT



- EXCEPTION: Instant detention referrals for
1. Aggressive Behaviour
 2. Directed swearing at a person
 3. Out of area

NOTE: All Referrals need to show that correct policy has been followed for the referral to be approved. Include thorough details e.g. the swear words, who was involved, where it happened.

Remember what is on the referral will be similar to the parent's letter. Repeat misbehaviour will require the implementation of a "Behaviour Card" that focuses on behaviour needing modification.

(4) Playground Management

Each teacher carries a playground folder that contains awards and 'Sort and Talk' referrals. Student issues are discussed with the playground teacher.

Minor Issues

After discussion with students, many issues arising may be considered minor and can be dealt with in the playground. The teacher may use strategies such as picking up papers, walking with the teacher, loss of a privilege or making an apology.

Other Issues

Issues that cannot be resolved quickly and are considered time consuming are regarded as 'Sort and Talk' issues. Students are sent to the 'Sort and Talk' teacher with a referral detailing the event. The 'Sort and Talk' teacher discusses the event and makes the appropriate recommendation. For issues concerning respect, safety, violence or theft children will be referred to detention.

PLAYGROUND MANAGEMENT



NOTE:

- Even obvious detention matters are referred to Sort and Talk first to discuss the issues.
- Students can use Sort and Talk for themselves without a referral.
- This policy includes issues which arise coming to school, going home after school and bus travel.

Bullying

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons.

Bullying can involve:

- humiliation
- domination
- intimidation
- victimisation
- harassment (including that based on sex, race, disability, homosexuality or transgender)

Conflicts or fights between equals or single incidents are not defined as bullying.

Cyberbullying

Cyberbullying is commonly defined as the use of information technologies to support repeated and deliberate hostile behaviour intended to harm others.

It is sometimes used as an extension to other forms of bullying, and can result in the target of bullying experiencing social, psychological and academic difficulties.

Cyberbullying can involve:

- flaming (heated exchange)
- harassing and threatening messages (e.g. “text wars”, “griefers”)
- Denigration (sending nasty SMS, pictures or prank phone calls “Slam books”- negative lists)
- Impersonation (using person’s screen name or password e.g. message to hate group with personal details)
- Outing or trickery (sharing private personal information, messages, pictures with others)
- Ostracism (intentionally excluding others from an online group e.g. knocked off buddy list)
- Sexting (sharing, explicit material by mobile phone)

At Wyoming Public School mobile phones are not permitted, however they can be left at the front office whilst at school for the safety they provide when travelling to and from school. If a student is found to have a phone in their possession it will be confiscated for the remainder of the day and stored in the Administration Office.

Antibullying Plan

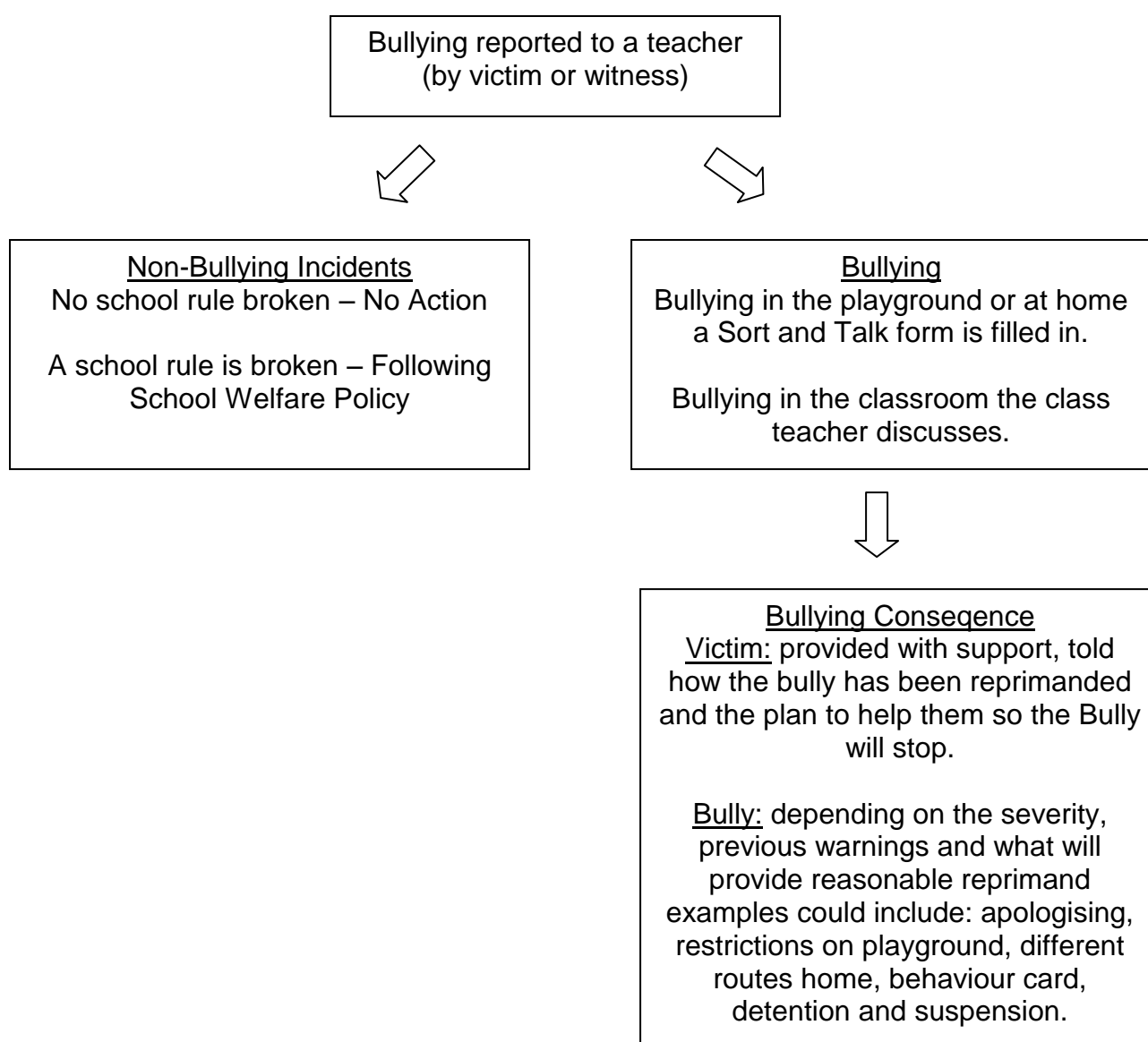
Wyoming Public School and its community work together to provide quality learning environments which are:

- Inclusive
- Safe and secure
- Free from bullying, harassment, intimidation and victimisation

One of Wyoming Public School Rules is Be Safe: Bullying –NO WAY!

Antibullying Procedure

1. Incident of bullying is reported to a teacher (by victim or witness)
2. The incident is judged as whether it is bullying or not (note: conflicts or fights between equals or single incidents are not defined as bullying.)
3. Bullying incidents are discussed:
 - a. For playground and home matters at Sort and Talk
 - b. For classroom with the class teacher
4. A decision is made about the bullying
This decision is aimed at stopping the bullying, helping the victim feel safe and secure and reprimand the bully so they understand their behaviour will not be accepted. Examples could include: apologising, restrictions on playground, different routes home, behaviour card, detention and suspension.



Extra-Curricula Activities

Extra-curricula activities provide activities and experiences additional to standard education in the classroom. Extra-curriculum activities have been recognised as a source of enrichment and vitalisation of the school curriculum.

Parents and students should be aware that any student who is unable to follow Wyoming Public School rules inside the classroom, on the playground and to/from school may be excluded from extra-curricula events.

Excursions

Some learning experiences are better achieved out of school grounds where students can improve their learning through access to specialised facilities, expertise and real life examples.

Students will be excluded from an excursion if they have been suspended or had two detentions within two weeks of the excursion. Parents will be informed of the decision and refunded the excursion costs.

A student who misbehaves on an excursion that requires disciplinary action will be excluded from the next excursion. Parents will be informed of this at the time of the first excursion.

Representative Teams

There are opportunities for students to represent Wyoming Public School in a variety of inter-school competitions. Some examples include sport, dancing, chess and debating.

Students will be excluded from a representative team if they have been suspended or had two detentions within two weeks of the competition. Parents will be informed of the decision and refunded the representative costs.

A student who misbehaves while representing Wyoming Public School that requires disciplinary action will be excluded from the next school team they are eligible for. Parents will be informed of this at the time of the first representation.

House Captain

Year 5 Election

A house captain leads one of four sporting groups at major carnivals such as swimming, cross country and athletics. There are eight house captains for the four teams. House Captains are elected in Year 5 and are not Parliamentarians unless there is no other suitable student.

House Captains need to be good role models and therefore any Year 5 student who has two or more detentions is not eligible.

Year 6 House Captain

The eight House Captains elected must complete their role whilst maintaining a high standard of good behaviour.

Any leader who has had two detentions in one term or a suspension will lose their badge and be replaced by the next student ranked in the Year 5 election.

Extra-Curricula Activities

Parliamentarian

Year 5 Election

Wyoming Public School has ten student leaders who are elected through ballot after presenting leadership speeches.

School leaders need to be exemplary role models and therefore any Year 5 student who has two or more detentions in the current year is not eligible.

Year 6 Parliamentarian

The ten student leaders elected must complete their role whilst maintaining a high standard of good behaviour.

Any leader who has had two detentions or a suspension in one term will lose their badge and be replaced by the next elected student in the Year 5 ballot.

Year 6 Farewell

Students in Stage 3 celebrate Year 6 finishing primary school with a formal dinner and dance.

A student who has more than two detentions within four weeks of the farewell will be excluded from the dance and can only attend the formal dinner.

Camp

Camp is a Stage 3 overnight excursion that goes for several days and often takes place great distances from school with extended school hours.

Students will be excluded from Camp if they have been suspended or had two detentions within four weeks of the camp. Students will be refunded the amount paid for the camp except for the non-refundable deposit.

B) OVERVIEW OF HOW OUR SCHOOL WILL PROMOTE GOOD DISCIPLINE

- communicate clear expectations through publication of school rules and consequences
- whole school social skills training
- grade and class conflict resolution programs
- peer mediation
- visiting performances that teach social skills
- highlighting School Uniform Policy and Sun Protection Policy
- Life Education Programs
- values Education
- staff modelling of consistent, caring and controlled behaviour
- reports to parents
- Bike and Bus Safety Education Programs
- Anti-Bullying Programs and procedures
- Child Protection Program

C) OVERVIEW OF PRACTICES TO RECOGNISE & REINFORCE STUDENT ACHIEVEMENT

- teacher praise
- stamp, sticker and toy rewards
- activity rewards
- Year 6 Wyoming Public School Medallion
- class achievement awards
- playground awards
- Principal's Award
- special celebration days for students who have earned Principal's Awards.

End of Term 1

1st Principal's award = extended play afternoon

End of Term 2

1st Principal's Award for the year = extended play afternoon

2nd Principal's Award for the year = extended play and ice block

End of Term 3

1st Principal's Award for the year = extended play afternoon

2nd Principal's Award for the year = extended play and ice block

3rd Principal's Award for the year = extended play - Wheels Afternoon

End of Term 4

1st Principal's Award for the year = extended play afternoon

2nd Principal's Award for the year = extended play and ice block

3rd Principal's Award for the year = extended play - Wheels Afternoon

4th Principal's Award for the year = Extended play - Wheels Afternoon and ice block

- Merit Certificates
- Honour Certificates
- Reading Excellence Awards
- Annual awards: Excellence in English; Excellence in Mathematics; HSIE / Science; Class Citizenship; Creative Arts and PDHPE

D) STRATEGIES FOR DEALING WITH UNACCEPTABLE BEHAVIOUR

The School Discipline Code provides a graded set of practices for dealing with unacceptable behaviour.

Teachers choose an appropriate consequence from Classroom and Playground Management Strategies.

For instance, minor breaches may incur a reprimand, isolation (“*Time Out*”), loss of privilege, restitution, compensation or a short in-class detention.

More serious or repeated breaches may incur detention, extended in-class or playground isolation (in-school suspension), loss of greater privileges, restitution and compensation.

See Wyoming Public School Strategies on pages 6-12.

At the higher end of the graded scale of responses to unacceptable behaviour are the procedures specified in the document *Suspension and Expulsion of School Students Procedures* (2011). The full range of school student welfare and discipline strategies will have been implemented, in most cases, before a suspension is imposed.

The “*Suspension and Expulsion of School Students Procedures*” are to be interpreted in the context of the policies: *Student Welfare Policy 1996*, *Student Discipline in Government Schools Policy 2006*, *Values in NSW Public Schools 2004*, *Drugs in Schools Policy 2010*, *Anti-Racism Policy 2005* and *Preventing and Responding to Student Bullying in Schools Policy 2011*.

In matters involving child protection issues, principals should refer to the [Protecting and Supporting Children and Young People Policy](#) and be guided by advice provided by Community Services (CS), the Joint Investigation Response Team (JIRT) or the NSW Police Force.

SUSPENSION and EXCLUSION OF SCHOOL STUDENTS

Suspension highlights for the student and the parents the unacceptability of the student's behaviour and the parents' responsibility for remediation of that behaviour.

The school, and the public school system, will work in partnership with parents in assisting the student to rejoin the school community.

This will include the provision of counselling and access to appropriate support behaviour programs.

Principals of public schools will suspend, consistent with the procedures, any student who commits the following offences:

Possession of a suspected illegal substance

The Government firmly believes that schools must be places, which are absolutely free of illegal drugs.

Suspension is to occur immediately if the substance is being represented by the student as an illegal substance, or on confirmation (in accordance with the relevant procedure of identification of illegal substances) that the substance is in fact illegal.

Violence

Any student intentionally causing injury or threatening serious violence against another student or a teacher is subject to immediate suspension.

Possession of a weapon

Any student in possession of a prohibited weapon, or using, or threatening to use, any item or instrument as a weapon, is to be suspended immediately.

Persistent disobedience

The relationship between student and teacher should be based on mutual respect. Students, who in their relationships with staff are persistently disobedient, insolent or engage in verbal harassment and abuse, are to be suspended. Suspension of these students should only occur after school based intervention has failed.

Criminal behaviour

If behaviour is criminal or there is evidence of a suspected crime, the Police Service will be notified by the school. Students, like the rest of the community, are subject to the criminal law.

Principals may impose either a short suspension of up to and including four days or a long suspension of up to and including twenty days.

APPENDIX

Appendix 1	Class Awards
Appendix 2	Principal's Award
Appendix 3	Honour Certificate
Appendix 4	Certificate of Merit
Appendix 5	Reading Excellence
Appendix 6	Annual Achievement Award
Appendix 7	Playground Awards
Appendix 8	Detention Referral
Appendix 9	Sort & Talk Referral
Appendix 10	Behaviour Card
Appendix 11	Buddy Class Visit