

### 3.7 Discipline Policy

The school's approach to discipline strategies incorporates Positive Behaviour Strategies and other programs which encourage students to grow through their experiences and explicitly teaches pro social behaviours. Discipline is consistent and caring.

Students are encouraged to take responsibility for their actions and their consequences. They can learn through their mistakes when they are given opportunities to observe the ripple affect their actions have had on themselves and others.

Honesty, responsibility and courage are qualities that are recognised and developed through the behaviour management process.

Underpinning the school's positive behaviour frame work is a strong commitment to the research that supports the effectiveness of social and emotional learning (CASEL). [www.case1.org/](http://www.case1.org/) Within this frame work, all staff follow a set of behaviour management procedures which can include an individual positive behaviour plan.

Bullying and violence is unacceptable behaviour at Vistara Primary School. Corporal punishment is not permitted under any circumstances.

The school does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the school.

Procedural fairness is a basic right of all students. All students, against whom an allegation has been made, have the right to:

- Know the allegations related to a specific matter and any other information which will be taken into account in considering the matter
- Know the process by which the matter will be considered
- Respond to the allegations
- Know how to seek a review of the decision made in response to the allegations

The right to an unbiased decision which includes:

- impartiality in an investigation and decision-making
- an absence of bias by a decision maker

## Behaviour Management Procedures

1. Students are required to abide by the Vistara Primary School's Student's Rights and Responsibilities, the Students Code of Conduct.
2. Teachers develop with the students, a set of rules based on the student's code of conduct, for the classroom and reinforce safety in the playground. This involves the students in deciding how we can collectively look after each other, equipment, learn and play safely. By doing this, it fosters the development of student's understanding of and commitment to, the rights and responsibilities of all students as well as actively contributing to a supportive, happy learning and playing environment.
3. Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the school, staff members or other students, the student may be subject to disciplinary actions. The behaviour management procedures undertaken will vary according to the seriousness of the offence.
4. The penalties imposed will vary according the behaviour and the prior record of the student. At the lower end of the scale, an admonition or detention may be appropriate. At the upper end of the scale, the behaviour could result in suspension. (See flow chart Appendix 3.6.2.a).
5. Where an 'at risk' student is identified, they will be supported through more explicit adjustments and or prioritised individual behaviour management plan.
6. If a student is placed on suspension from classes, relevant and appropriate school work will be provided that they will normally attend at school.
7. When the student's behaviour may result in any sanctions involving suspension and expulsion, will be based on processes of procedural fairness. The student and parent/guardian will be informed of:
  - the alleged infringement
  - who will make the decision of the penalty
  - the procedures to be followed which will include the opportunity to respond to the allegations and or have parent or guardian present
  - their right to review the appeal

When referred to the Principal or Administrator, then the Principal or Administrator will interview the teacher and the student or students to gather the information.

The Principal will review the information to reach a preliminary decision in relation to the allegation and any penalty to be imposed. The Principal will advise the student and parent and/or guardians, verbally or in writing, of the preliminary decision.

The student and the parent and/or guardian would be advised that if they wish this preliminary decision to be reviewed they may make application for a review and submit any

relevant information to be considered during the review process. If the parents and/or guardian request a review or appeal the preliminary decision, the Principal will review the documentation provided and apply the following options for the appeal;

The Principal will then either confirm verbally or in writing, the preliminary decision as final or amend the preliminary decision based on the additional information provided;

If in the event of the parents and/or guardians appealing the decision, an independent skilled and qualified facilitator will be appointed by the school to further discussions.

The Principal makes the final decision on whether a student is expelled. The Principal may advise the parents and/or guardians of the opportunities to withdraw the student's enrolment from the school. The school will not prevent a student's admission to other schools.

The school's discipline policy is available from the Principal or Administrator. A summary of the student discipline policy is also provided in the School's Prospectus, Parent Information Handbook and the school's annual report on the school's website: [www.vistara.nsw.edu.au](http://www.vistara.nsw.edu.au)

A summary of the Discipline Policy can be found in the annual report on the school's website. [www.vistara.nsw.edu.au](http://www.vistara.nsw.edu.au)

Related document: Student's Code of Conduct

## Appendix 3.6.2.a Vistara Primary School Behaviour Management Procedures

### Minor violation of class and playground rules

**Action:** The Teacher or Principal's delegate investigates and records incident if required. Teacher initiated action – e.g. a reminder, child is given an opportunity to reflect on the situation, putting themselves in others' shoes/ suggests other choices that could have been made as a way to rectify behaviour and make amends/or is given more time for reflection.

### Continued violation of class and playground rules

**Action:** Teacher or Principal's delegate implements immediate consequences e.g. reflection time, loss of privileges. The child suggests a way to make amends/rectify behaviour and carries this out, parents/guardians are contacted, Principal is informed. The Teacher may implement an individual positive behaviour management plan to help reinforce positive behaviours.

### Continuation of Inappropriate behaviour

Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the school, staff members or other students, the student may be subject to disciplinary action.

**Action:** Teacher or Principal's delegate investigates and records incident. Student's parents will be contacted for an interview. Student will have an opportunity to reply to the allegation. Depending on the seriousness of event, counselling may be required, a behaviour management plan decided upon between, teacher, student and parents, student may be given time out during recess or lunch or behaviour could result in suspension or expulsion. Disciplinary action resulting in any action against the child e.g. suspension or expulsion, provides processes based on procedural fairness. Corporal punishment is not permitted under any circumstances.

### Suspension and Expulsion

When the offending behaviour is of such a nature that it may result in suspension or expulsion, the student and parent/guardian will be informed of:

- \* the alleged infringement
- \* who will make the decision of the penalty
- \* the procedures to be followed which will include an opportunity to respond and or have a parent or guardian present
- \* their right to review the appeal.

**If a student is placed on suspension, relevant and appropriate school work will be provided to that student to complete while on away from school.**

### Other examples of behaviour which could lead to suspension and expulsion

Bringing dangerous or potentially dangerous item/s to school such as but not limited to : weapons, including firearms, knives, hunting implements, knuckle dusters, blow/dart guns, bow and arrows, whips, kung fu sticks, nunchakus, batons, spears, mace, defense sprays, boxing gloves, studded gloves, spiked wrist bands/belts or chokers, or any replicas of any of the above, possession of illegal substances, or possession of gas lighter, matches, cigarettes, drugs including alcohol, marijuana or tobacco.

Bullying, harassment and violence or threats of violence in any form, or abusive language towards a staff member or other students or the school, will not be tolerated.