

Beacon Hill Primary School

Student Welfare Policy & Discipline Code

Endorsed by the staff, students and parents
of Beacon Hill Primary School
2007

Beacon Hill Primary School

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Beacon Hill Primary School

Student Welfare Policy & Discipline Code

MISSION STATEMENT:

Beacon Hill Primary School is a dynamic learning community committed to fostering each child's personal best within a caring and friendly environment

SCHOOL COLOURS: Black and White

SCHOOL MOTTO: Be Proud to Achieve

SCHOOL IMAGE: The Friendly School

Improper use of mobile telephones or other electronic devices will result in the following sanctions.

- Students who misuse mobile telephones or other electronic device will surrender their phone to the Principal. The student can collect the device at the end of the school day.
- Repeated offences will lead to the mobile telephone or other electronic device being surrendered to the Principal until such time as their parent or caregiver is able to attend school to collect the device.
- The school's discipline policy will apply to students who misuse mobile telephones or other electronic devices, especially but not limited to bullying, intimidation, harassment and/or inappropriate photography.

This policy reflects the Department of Education and Training guidelines for the use of Mobile Phones, Portable Computer Games, MP3 Players/iPods, Cameras and Similar Devices in Schools by Students

Beacon Hill Primary School

Use of Mobile Phones, Portable Computer Games, MP3 Players/iPods, Cameras and Similar Devices in Schools by Students

Where students bring a mobile telephone or camera to school, they have the following responsibility.

- The student must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk.
- Students who use their mobile telephone do so in a way which reflects the core values being taught in schools, including the values of respect, responsibility, care and fairness.
- Students must not use mobile telephones or other devices to disrupt the learning environment or interfere with the operation of the school.
- Mobile telephones must be switched off when on the school grounds or during any school related activities.
- Students must not use mobile telephones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the telephone or for any illegal activity.
- Under no circumstances will inappropriate use of mobile telephones with cameras be tolerated.

Student Welfare Policy & Discipline Code

Rationale

Student Welfare

- encompasses everything the school community does to meet the personal, social and learning needs of students
- creates a safe, caring school environment in which students are nurtured as they learn
- is achieved through the total school curriculum and the way it is delivered
- incorporates effective discipline
- incorporates preventive health and social skills programs
- stresses the value of collaborative early intervention when problems are identified
- provides ongoing educational services to support students
- recognises the diversity within the school community and provides programs and support which acknowledge difference and promote harmony
- recognises the role that the school plays as a resource to link families with community support services
- provides opportunities for students to:
 - * enjoy success and recognition
 - * make a useful contribution to the life of the school
 - * derive enjoyment from their learning

Schools provide effective learning and teaching within secure, well-managed environments, in partnership with parents and the wider school community.

Source: Student Welfare Policy, DET 1996

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Student Welfare Policy & Discipline Code

Our approach to Behaviour Management!

This policy is designed to outline the school's expectation of student behaviour and associated discipline code at Beacon Hill Primary School.

This policy reflects the overall positive approach we have in our school towards all aspects of the child's learning and development. By implementing this approach, a positive school environment will be emphasised in our classrooms, in the playground and continuing to build a community spirit.

We believe that discipline is leading, guiding, encouraging and instructing children within a framework of rights, rules and responsibilities supported by the incorporation of values.

The three strands of discipline should work together to create a caring community atmosphere.

Use of Mobile Phones, Portable Computer Games, MP3 Players/iPods, Cameras and Similar Devices in Schools by Students

There is a range of technology available today including mobile telephones, emails, SMS messages, blogs, chatrooms, pagers, digital cameras, portable CD and MP3 players/iPods, personal digital assistants and other similar devices. All of these have the potential to be incorporated appropriately into lessons, under the direction and supervision of teachers. When these technologies are misused by students they can be very disruptive to teaching and learning.

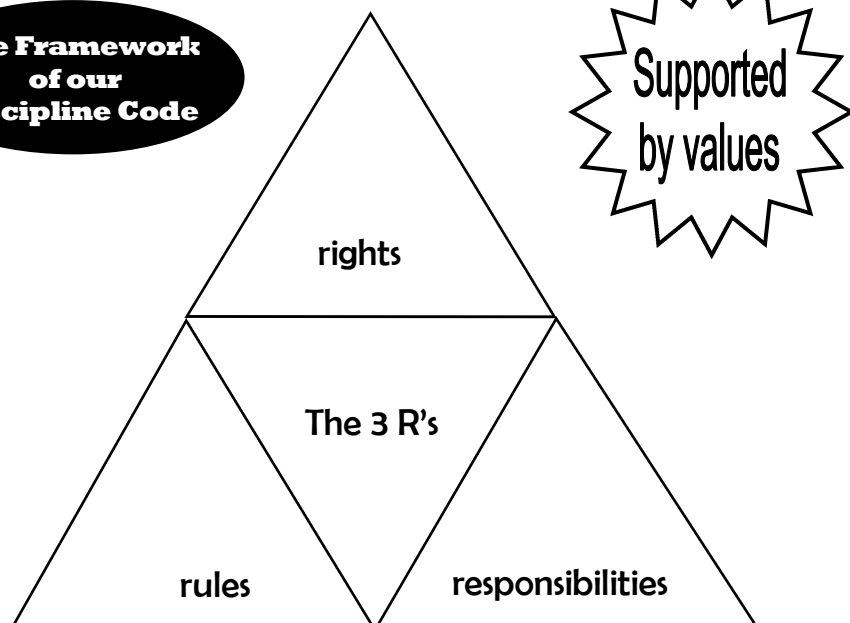
Beacon Hill Primary School acknowledges that students may need to be in possession of a mobile telephone at school for reasons relating to their safety in travelling to and from school.

If a parent or caregiver needs to contact a student at school, they are required to call the school's main office and a message will be sent to the student.

If a student needs to make emergency contact with anyone they can do so through the school's main office and with the permission of their class teacher or principal.

Taking photographs or videos while at school or engaged in school-related activities by students may only occur if there is a sound reason for the photography and is endorsed and supervised by the teacher. Depending on the particular circumstances and purpose of the photography, the permission of staff, parent/ carer or student is required.

The Framework of our Discipline Code



Beacon Hill Primary School

Expulsion

In serious circumstances of misbehaviour the principal may expel a student.

When considering expelling a student for misbehaviour, the principal will:

- ensure, except as a result of a most serious incident, that all appropriate student welfare and discipline strategies have been implemented and documented.
- convene a formal disciplinary interview. notify the student and the parent(s) or carer(s), in writing, that expulsion from the school is being considered, giving reasons for the possible action.

Compiled using the policy documents for Suspension and Expulsion of School Students - Procedures from NSW government schools.

Student Welfare Policy & Discipline Code

Student Welfare Initiatives are implemented at Beacon Hill Primary

Focus Areas

Term 1 Social Skills / Anti Bullying & Gender Equity
Term 2 Child Protection
Term 3 Life Education / Drug Education
Term 4 Road / Beach / Bus / Bicycle & Sun Safety

All Year Values & Aussie of the Month Awards

Term 1

- Integrity
- Responsibility

Term 2

- Participation
- Co-operation

Term 3

- Excellence
- Democracy

Term 4

- Respect
- Caring & Kindness

Positive Initiatives

Recognition of Student Achievement
Critical Incidents Policy
School Discipline
School Counselling
Anti Bullying/Conflict Resolution
Student Leadership / SRC

Catering For All Student Needs

Integration
Extra Curricula Activities
Peer Tutoring
STLA program
Enrichment Classes/small group enrichment
Extension opportunities in regular classrooms
Middle Years Linkages with Cromer Campus
Balgowlah Extension programs

Child Protection

Child Protection Lessons
Adult Screening
Student Arrival/Departure Times
Visitors Badges
Signing the Visitors Register



Rights & Responsibilities

Rights are never enjoyed automatically. For these rights to work, everybody needs to know that they are responsible for the way in which they behave. Responsibility is when we make informed choices about our behaviour and take control of our actions.

STUDENTS RIGHTS & RESPONSIBILITIES

I have a right to

be safe and happy

be treated with respect and fairness and by other children and adults, regardless of religious, cultural, racial or sexual differences

communicate and to be listened to

move around the school and community safely

learn without interruption

use and share equipment

I have a responsibility to

help others to feel safe and happy in the classroom and on the playground

treat others with respect and consideration at all times

listen to others and value their contributions and respect their opinions

move safely and calmly using the agreed guidelines
use bikes, cars and buses in a safe manner
cross the road at a safe place

allow others to learn without causing distractions

use equipment safely and to share with others

Long Suspension

If short suspensions have not resolved the issue of inappropriate behaviour, or the misbehaviour is so serious as to warrant a long suspension, the principal may impose a long suspension of up to and including 20 school days. In determining if a student's behaviour is serious enough to warrant a long suspension the principal will consider:

- the safety of students and staff
- the merit and circumstances of the particular case

The principal will impose a long suspension for:

- **Physical violence:** Which results in pain or injury, or which seriously interferes with the safety and well being of other students and staff.
- **Use or possession of a prohibited weapon, firearm or knife**
Possession or use of a suspected illegal substance: Not including alcohol or tobacco, but including supplying other students with illegal drugs or restricted substances such as prescription drugs.
- **Use of an implement as a weapon or threatening to use a weapon:** When any item is used as a weapon (other than in dot point 2 above), in a way which seriously interferes with the safety and well being of another person. This includes an offensive implement which is anything made, or adapted to cause injury to a person.
- **Serious criminal behaviour related to the school:** Including malicious damage to property (school or community), or against the property or person of a fellow student or staff member on, or outside of the school premises. If the incident occurred outside the school or outside school hours, there must be a clear and close relationship between the incident and the school.
- **Persistent misbehaviour:** Including repeated refusal to follow the school discipline code; making serious threats against students or staff; behaviour that deliberately and persistently interferes with the rights of other students to learn or teachers to teach.

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In some cases of unacceptable behaviour, students will be suspended or expelled from school for a period of time or completely. The principal will consider the safety, care and welfare of the student, staff and other students. A range of appropriate student welfare and discipline strategies should be implemented and documented before a suspension or expulsion is imposed.

Suspension

Parents or carers will be contacted in regard to a student's unacceptable behaviour. A formal suspension letter will be issued.

The school will work collaboratively with the parents or care givers to assist a suspended student to rejoin the school community as quickly as possible.

Suspension allows students time to reflect on their behaviour, to acknowledge and accept responsibility for the behaviours which led to the suspension and to accept responsibility for changing their behaviour to meet the school's expectations in the future. It also allows time for school personnel to plan appropriate support for the student to assist with successful re-entry.

School work will be compiled by the class teacher and provided to the student.

Before a student re-enters the school community, a meeting will be conducted with the principal, parents or care-givers and the student.

Short Suspension

The principal may choose to impose a short suspension of up to and including four school days. Short suspensions may be imposed for the following reasons and will be reported in the following categories:

- Continued Disobedience.** This includes, but is not limited to, breaches of the school discipline code such as: refusal to obey staff instructions;
- defiance; disrupting other students; minor criminal behaviour related to the school; use of alcohol or persistent use of tobacco.

Aggressive Behaviour. This includes, but is not limited to: hostile behaviour directed towards students, members of staff or other persons, including verbal abuse and abuse transmitted electronically such as by email or SMS text messages.

STAFF RIGHTS & RESPONSIBILITIES

I have a right to

work in a safe and supportive environment

be treated with respect and courtesy by all in the school community

teach without interruption

have my belongings respected and the property of the school

have the opportunity for professional learning

have the support of all staff in the school

have a positive relationship with the children, parents and staff of our school

I have a responsibility to

promote a safe and supportive environment for others

treat others with respect and consideration

provide a quality curriculum

respect the property of others

take, organise and plan for my own professional learning

support other staff in the school and work collaboratively as a team

promote a positive relationship with all students
following up on problem issues
ensuring successful closure

PARENTS RIGHTS & RESPONSIBILITIES

I have a right to

know that my child is in a safe, supportive environment

be treated with respect and fairness by all children and adults

be kept informed about general school events and issues

be kept informed about my children's progress

ensure the safety of my child at the beginning and the end of each day

have my child learn to their full potential

I have a responsibility to

support the school in promoting a safe environment

treat everybody in the school community with respect and consideration

read school letters and to respond appropriately
get involved with events and support school activities

respect the professional judgement of the teaching staff
make appointments at appropriate times

ensure my child arrives at school between 8.35am and 9.05am and departs by 3.30pm

act as a partner with the school in the learning process

SCHOOL RULES

Be proud of our school and take care of it

- * All students are expected to wear their school uniform with pride
- * Give your best effort at all times
- * Place litter in the bins provided
- * Keep your classroom and personal belongings tidy
- * Represent your school with pride
- * Be sensible on the way to and from school
- * Be punctual
- * Treat the buildings, grounds, furniture and equipment with respect

Play safely in the right place

- * Play within the boundaries marked by yellow lines, buildings and fences.
- * Children should not swing on gates or climb trees
- * Use footballs and soccer balls on the grassed areas only
- * Tennis balls and basketballs may be used on the asphalt
- * Play within the areas allocated to your grade
- * Tackling and rough play is not safe and therefore not allowed
- * Stay in the playground unless you have permission to be elsewhere
- * Teachers must be present if students are inside buildings
- * Fixed equipment may be used at recess and 2nd half of lunch, according to the designated rosters
- * All students must sit down in the playground before 8.35am bell
- * Bats are not allowed at school
- * Hats should be worn when outside . NO HAT, NO PLAY
- * For safety, run only on the grassed areas
- * Eat your lunch in the lunch areas. Remain seated until you are dismissed by the teacher
- * The verandahs, hat rooms and stairs are OUT OF BOUNDS
- * Students from years 3-6 are permitted to ride their bikes to school. Walk your bike when on the school grounds, helmets must be worn
- * Students should wait for the buses inside the school grounds at the gate in an orderly manner. The teacher on bus duty will escort the students to the bus in an orderly fashion
- * Students are not permitted in the staff car park or the front area of the school
- * Students are to wait at the rear library door until it is open during breaks
- * Students must wait for the choir teacher on silver seats K-2 area
- * During wet weather, students should remain inside their rooms. Six blasts on the hooter is the wet weather signal

Risk Assessment

Occasionally some students need individual strategies specifically targeted to decrease certain behaviours displayed. Where appropriate the teacher, school counsellor, executive and principal set up an individual risk assessment for that student.

The risk assessment includes details of acceptable behaviour, strategies required and consequences for inappropriate behaviour. Parents are consulted and informed of strategies and consequences. The parents support is needed for successful implementation. In some circumstances outside agencies may need to be accessed.

The students' behaviour is regularly monitored and the plan adjusted where necessary.

Behaviour Card

We believe that some children need help in making the right choices for displaying consistent appropriate behaviour

It may be necessary for some children to have a behaviour card. This behaviour card will help monitor improved behaviour in the classroom and/or the playground.

The teacher may discuss the behaviour to give the child a better understanding of it and its impact on others.

The teacher targets a few of these unwanted behaviours. They are recorded on the card and may include restricted access to playground areas.

The card will be signed by the teacher in class or the playground. Students are rewarded for improved behaviour. The ultimate aim is for students to improve their behaviour so that a card is no longer required.

This direction reinforces good behaviour and encourages positive thinking. Parental support is valued in behaviour recovery programs.

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Letter Informing Parents of Time Out Cont'd..

Representing the school includes: band, chess, choir, dance, PSSA, swimming and tennis at a school level only. If your child does represent the school, then he/she will not participate in the first representative area to occur within a six day period as from the date of this letter. (Please note, students in a school leadership position will be referred to the principal in all cases)

Your child will not be participating in

Executive intervention will occur after the second ticket is issued. If you are requested to attend an interview the following section will be completed. Should you be unable to attend this interview, please contact the class teacher at the school to arrange another convenient time.

Interview scheduled for at.....
in

Yours sincerely

.....
Class Teacher

.....
Assistant Principal / Principal

Please read, sign and return this section to your child's class teacher.

I acknowledge receipt of the letter informing me about my child's inappropriate behaviour.

Child's name: Class:

Signed: Date:

SCHOOL RULES

Show respect for everyone's belongings

- * Label all of your belongings
- * Keep your belongings in their correct place
- * Hand in any lost property to a teacher
- * Take care when using your own property, the school's property and other people's property
- * These things are not safe, and therefore not permitted at school: glass bottles, knives or weapons of any kind, drugs of any kind (unless accompanied by written authority for medical purposes), computer games, walkmans, tape decks, chewing gum and swap cards, toys that might get broken or lost, jewellery, except for studs and sleepers, thongs or open shoes, electrical equipment of any kind, rollerblades, skateboards and scooters

Be kind, caring, respectful and polite to everyone

- * Be polite to teachers, visitors and other students
- * Be a good sport and show good sportsmanship
- * See a teacher should any one be injured
- * Listen without interruption
- * Move around the school quietly during lesson times
- * Try to work through problems without arguing
- * Follow the directions of teachers
- * Be helpful and respectful to others
- * Treat others how you would like to be treated

CLASSROOM RULES

In our school, these rules are negotiated between each teacher and their class. Executive assistance may be accessed on a needs basis, to support teachers and students.

- The rules are
- written in a positive way
 - owned by the teachers and children
 - fair
 - certain
 - displayed in the classroom

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Recognising good behaviour & student achievement

We are proud of our students' achievements at Beacon Hill Primary School and we like to acknowledge them when they are doing the right thing.

Students will know they are doing the right thing when they receive.....

- Encouragement Awards
- Teachers Awards
- Certificate of Distinction
- Aussie of the Month Certificate / badge
- Merit Certificates, Medallions & Trophies
- Uniform, citizenship and classroom awards at assemblies
- Special awards such as 10 minutes extra play, extra games afternoons, video treats, etc, class incentives
- Recognition in Newsletter or on Web page
- Corner sign recognition
- Stickers and stamps
- Verbal and written recognition
- House points and trophy
- A smile!
- Commendation from the Principal
- Student Express Cards

Community Values

Community values guide student welfare and discipline and supports a culture of care and respect for ourselves and others.

Each term, two community values are emphasised by teachers. These are also taught explicitly in the classrooms. Students are awarded certificates which are on display in the school's foyer and provided with Aussie of the Month badges to promote good citizenship in our school. These exemplary students are included in our newsletter for worthy mention and presented to the school at a K-6 Assembly.

Community values underpin every area of school life and influence how we communicate, work together and make decisions.

Letter Informing Parents of Time Out

Dear _____

RE: BEHAVIOUR

In line with the school's Student Welfare / Discipline Policy 2005, the following information is provided for two reasons:

1. to inform parents of your child's inappropriate behaviour
2. to establish your support in emphasising the need for your child to be co-operative by following school rules and to choose alternative behaviour

The ticket was issued for:

.....

A tick in one of the following boxes will indicate the consequence for your child's actions

✓	Per Term	If not representing the school	If representing the school
	1st ticket	1 day time-out	1 day time-out
	2nd ticket	2 days time-out	1 day time-out and non-participation in a representative area
	3rd ticket	3 days time-out	2 days time-out and non-participation in a representative area
	4th ticket	4 days time-out	4 days time-out and permanent non-participation in all representative areas for the rest of term

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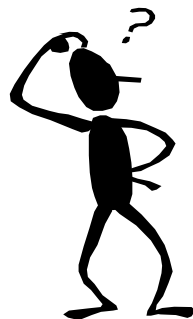
Time Out Behaviour Journal

Name: _____ Date: _____

TIME OUT

Time Out is a time for thinking

What did I do?



Which rule/s did I break?

What could I have done instead?

What can I do now to fix things up?


Do I represent the school? YES / NO

Teacher's comment: Please circle

1st ticket 2nd ticket 3rd ticket 4th ticket


Student Welfare Policy & Discipline Code


Regular encouragement given for student achievement

 Encouragement Award
Name: _____
Teacher: _____

10 Encouragement Awards = 1 Teacher's Award

3 Teacher's Awards = 1 Certificate of Distinction

Teacher's Award

Name: _____
Teacher: _____


Certificate of Distinction
<i>Presented to</i>

<i>Signed</i>
Teacher _____
Principal _____

100 Encouragement Awards = Bronze Principals Award

200 Encouragement Awards = Silver Principals Award

300 Encouragement Awards = Gold Principals Award

400 Encouragement Awards = Platinum Principals Award

500 Encouragement Awards = Bronze Medallion

600 Encouragement Awards = Silver Medallion

700 Encouragement Awards = Gold Medallion

800 Encouragement Awards = Trophy & School Citizen

Beacon Hill Primary School

Student Express Cards

The Student Express Card is an incentive system designed to promote, encourage and acknowledge positive behaviour with any class and particularly Students in Year 6, particularly in the later part of the year.

As students follow our school rules, both in the playground and classroom, they are rewarded with a teacher's signature in the "positive" box. Twenty "positive" signatures will enable students to participate in a special activity (eg class movie, pizza lunch). It is anticipated that achievement of 20 positives will take a few weeks.

While the aim of the express card is to be as positive as possible, students who have shown that they are unable to follow our school rules, after receiving a warning, will receive a teacher's signature in the "negative" box. For every negative a student receives, they will be required to achieve an extra two "positives" to participate in the special activity. Students are expected to respond positively to the Express Card Incentive System.

STUDENT EXPRESS CARD	
Name: _____	
Positives	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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Teacher's Signature: _____	
Negatives	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Student Welfare Policy & Discipline Code

Breaking the School Rules & Time Out

If you choose to break a school rule you may be given a ticket. Your class teacher will receive a copy of the ticket and you will be placed on Time Out. Parents of Kinder students will be given a courtesy call and students will go to Time Out the next day.

Example of Ticket:

Beacon Hill Primary School		Record of Behaviour	
Student's Name:		Class:	
Date / time	Offence	Action (if known)	
Teacher:			

TIME OUT—This is "THINKING TIME".

You will be asked to explain your behaviour and make a plan of improvement. This plan will involve restitution in most cases. It will be sent to your teacher and your parents will receive a letter to sign and return to school. In some cases, the determination of consequences will be at the discretion of the Principal.

Time Out lasts for the whole of lunch time and is seen as a serious consequence for inappropriate behaviour.