



IRAMOO PRIMARY SCHOOL No. 5152

## **DISCIPLINE** **POLICY**

### **Rationale**

At Iramoo Primary School we believe that all students should be engaged in a safe, caring and positive environment. All discipline at Iramoo Primary School follows the Department of Education and Training's (DET's) information for **Student Engagement and Inclusion Guidance\*** and the school's **Student Engagement and Inclusion Policy**.

### **Aims**

- To build a school environment based on fairness, mutual respect and cooperation.
- To manage inappropriate behaviours in a professional manner.
- To establish well understood and appropriate consequences for student misbehaviour.
- To provide appropriate support for students at risk.
- To familiarise the school community with our school discipline procedures and how parents/guardians can support the school policy.

### **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 **Top 10 Not Negotiable Social Skills**.
- 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 a classroom/playground.
- Individual Learning Plans will be developed for students whose behaviour is a concern.
- The school leadership team generally deals with unacceptable/extreme misbehaviours.
- Each case is treated individually as circumstances create unique situations.
- Corporal punishment is prohibited in all Victorian schools. Corporal punishment must NOT be used at the school under any circumstances.
- Consequences for inappropriate behaviours should be reasonable and appropriate for the misbehaviour.

The following procedures may be used as a guide.

1. Discipline by classroom teacher according to classroom rules and consequences.
2. Discipline by Grade Leader and/or Area Coordinator.
3. Student sent to the office via Grade Leader (with an explanation about why the student has been sent to the office).
4. Student sent to the office 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
- restricted participation in additional school activities.

## **Detention**

- The following serious misbehaviours will incur an after school detention:
  - Repeated non-compliance
  - Assault
  - Verbal abuse
  - Harassment/Bullying
  - Throwing objects
  - Unlawful behaviour
  - Improper/Indecent behaviour
  - Vandalism
- All students who receive a detention will be counselled and have clearly explained to them the reason for their detention.
- During detention appropriate consequences will be given e.g. writing about what they have done and explaining why it is wrong, completing work, writing an apology letter, writing the school's Top 10 Not Negotiable Social Skills.
- 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 45 minutes and parents/guardians are responsible for making appropriate arrangements for students to get home.

## **Suspensions and Expulsions**

- When considering suspension or expulsion, the school will follow the procedures listed in the **Ministerial Order 625 – Suspensions and Expulsions (pdf – 3.94mb)**  
<http://www.education.vic.gov.au/school/teachers/studentmanagement/Pages/studentengagementguidance.aspx>
- A student may only be excluded from school in situations where all other measures have been implemented without success or where an immediate suspension is the only appropriate course of action in response to the student's behaviour.
- Student suspension will be at the discretion of the Principal.
- Generally suspension will occur when serious or continually conscious misbehaviour occurs and all other intervention strategies have been implemented.
- In all suspension cases the school will provide a Student Absence Learning Plan and work for the student. 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 share responsibility in encouraging correct behaviours.
- Expulsions will only be considered where suspensions have been ineffective or where the conduct of a student requires an immediate suspension. They will only be issued by the Principal or his/her delegate.

## **Parent/Guardian Contact**

- It is crucial that parents are kept informed about students' inappropriate behaviour.
- All class teachers are responsible for informing parents of student misbehaviour.
- Parents will be contacted directly in the following circumstances:
  - when detention/suspension is required
  - when outside authorities (e.g. Police) need to be involved
  - when items such as cigarettes, drugs, matches or theft or similar is involved
  - when students have continually behaved inappropriately
  - when a child misbehaves or acts in an unsafe manner while participating in activities such as excursions, camps, swimming, etc., and will be required to return their child to school
  - when it is deemed the parents would appreciate or have requested to be notified.

### **Yard Duty Responsibilities**

- Teachers on duty will encourage appropriate yard behaviour and issue warnings when needed for inappropriate behaviour.
- In cases of dangerous/extreme behaviours, yard duty teachers will send a student into the office with an '**urgent assistance card**'.
- All yard duty teachers will carry a first aid kit, which will contain basic sick bay necessities to alleviate '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 must be recognised and truthfulness encouraged.

### **Evaluation:**

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

\*<http://www.education.vic.gov.au/school/teachers/studentmanagement/Pages/studentengagementguidance.aspx>