

## DISCIPLINE POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Iramoo Primary School on (03) 9741 2803 or [oriramoo.ps@education.vic.gov.au](mailto:oriramoo.ps@education.vic.gov.au).

### 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 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/carers 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. Only in exceptional circumstances will a student be sent to the office from a classroom/playground.
- Individual Learning Plan or Individual Education Plan or Behaviour Support and Safety Plan 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 must NOT be used at the school under any circumstances. Corporal punishment is prohibited in all Victorian schools. 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 teacher leader and/or learning specialists.
3. Student sent to the office via teacher leader (with an explanation about why the student has been sent).
4. Student sent to the office will be counselled and appropriate consequences/supports will be provided.

These may include:

- time out of the classroom
- restricted play
- internal detention
- behaviour contract
- after school detention and parent/carer contacted
- restricted participation in school activities such as camps and excursions
- referrals
- meetings with parents/carers and teachers.

## **DETENTION**

- The following serious misbehaviours will incur an after school detention:
  - Repeated non-compliance
  - Assault
  - Verbal abuse / Racism
  - Harassment / Bullying
  - Throwing objects
  - Unlawful behaviour
  - Improper / Indecent behaviour
  - Vandalism
- All students who receive a detention will be counselled and have the reason for their detention clearly explained to them.
- During detention a student may write/discuss their actions, take responsibility for their actions, think about why the behaviour is negative, think about what they need to change/work on, complete work, write an apology letter, write the school's Top 10 Not Negotiable Social Skills.
- Families will be notified prior to any after school detentions.
- The school leadership team will manage after school detentions.
- A record will be kept of the after-school detentions.
- After school detentions will be 45 minutes and parents/carers are responsible for making appropriate arrangements for students to get home.

## **SUSPENSIONS & EXPULSIONS**

- When considering suspension or expulsion, the school will follow DET procedures:  
[Suspensions: Policy | education.vic.gov.au](https://www2.education.vic.gov.au/pal/expulsions/policy)  
[https://www2.education.vic.gov.au/pal/expulsions/policy.](https://www2.education.vic.gov.au/pal/expulsions/policy)
- A student may only be excluded from school in situations where 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 may provide a Student Absence Learning Plan and work for the student. The parent/carer 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/carers also need to share responsibility in encouraging positive behaviours.
- Expulsions will only be considered where suspensions have been ineffective or where the conduct of a student requires an immediate expulsion. They will only be issued by the principal or their delegate.

### Parent/Carer Contact:

- All class teachers are responsible for informing a parent/carers of student misbehaviour.
- Specialist teachers are also responsible for discussing concerns, providing consequences and informing parent/carers of any behavioural issues that occur in their lessons.
- **It is crucial that parents/carers are kept informed about their child's inappropriate behaviour.**
- The school can only discuss a child and their behaviour/involvement in an incident on a need to know basis and with their parent/carers. *To do otherwise, is considered inappropriate handling of personal information.*
- Parents/carers will be contacted directly in the following circumstances:
  - when after school detention/suspension is required
  - when items such as cigarettes, vapes, 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, interschool sports.

### Yard Duty Responsibilities:

- Teachers on duty will encourage appropriate yard behaviour and issue reminders and warnings when needed for inappropriate behaviour.
- Students misbehaving in the school yard may be asked to walk with the yard duty teacher, sit in an allocated area, have their play area restricted, miss their playtime due to unsafe or disrespectful behaviour or be given an alternative activity to complete.
- Our school has a duty of care to ensure all students are behaving appropriately and safely in the yard and will take all reasonable steps to ensure this happens.
- In cases of dangerous/extreme behaviours, yard duty teachers will send a student into the office with an **'urgent assistance card'**.

### COMMUNICATION

This policy will be communicated to our school community in the following ways:

- available publicly on our school's website
- included in newsletter or Compass notifications
- included in our staff induction process
- discussed at school meetings
- made available in hard copy from school administration upon request.

### FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library (PAL):

- Behaviour
- Suspension and Expulsion

### Our school policies and documents:

- Student Engagement and Inclusion Policy
- Camps and Excursions Policy
- Bullying Prevention
- Respectful Relationships
- School Philosophy and Values
- Yard Duty and Supervision
- Child Safety Policies and Procedures.

### Policy REVIEW and Approval

Policy last reviewed	August, 2023
Approved and ratified by	School Council
Next scheduled review date (3 years)	August, 2026