

Sydney Distance Education Primary School

Discipline Procedure

2019



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www.sdeps.net

Sydney Distance Education Primary School

Strategies for Dealing with Unacceptable Behaviour

“Students require clear limits and guidelines in order to function effectively in a community and learn to their full potential in a safe and caring environment.”
(NSW Department of School Education, 1996)

Discipline at a distance is based on supporting parents to support their children in order to ensure that lessons are completed to a satisfactory standard and that students are progressing at an appropriate rate. The school accepts that at times it may have limited impact on student behaviour due to situational circumstances. None-the-less, the school does have an important discipline role to play.

At SDEPS unacceptable behaviour may not be immediately evident so teachers need to be alert to indicators of student difficulties and be proactive.

Indicators of student difficulties may include:

- Direct comment by the supervisor about work and work habits
- Comments made during feedback or written by the student as feedback to the teacher
- Observation of use of language, expression and tone in communication
- Noting when the feedback is fractured during a lesson
- Work which seems to be done by, or is heavily influenced by the supervisor
- Repeated excuses about work not being completed
- Poor standard of work returned
- Equipment not returned or in poor condition
- Summary sheet not completed or returned, and some lessons missing

Procedures for students continuing to experience difficulties:

- Students identify aspects of their behaviour which are inappropriate and discuss proactive strategies with their classroom teacher, executive staff or Principal.
- Students are praised for employing acceptable behaviours.



- If the behaviour persists, students are given “time-out” from the current activities in order to change the focus of behaviour.
- Appropriate intervention is initiated by the principal or executive staff
- If a program is initiated, the teacher provides regular feedback to the executive on the progress of the program
- Intervention by the Principal may involve support personnel from the relevant district. District support is sought where possible and when feasible.
- If a student’s enrolment is under review, a Home School Liaison Officer referral is completed and sent to the District Student Welfare Consultant. The student remains on the roll at SDEPS until the district has had time to investigate the case and initiate action if required.

The **practice** for dealing with unacceptable behaviour at Sydney Distance Education Primary School) will be:

1. **Warning** – reminding student of the appropriate school rule.
2. **Second warning.**
3. **Time out** from current activity to give time to address the behaviour with proactive strategies.
4. **Report to Executive** - If behaviour continues, the Deputy Principal or Principal are consulted and asked to intervene.

SYDNEY DISTANCE EDUCATION PRIMARY SCHOOL

Disciplinary Responses to Student Misconduct on School Premises

Levels of Misconduct	Examples	Disciplinary Response	Response Options
1. Minor misbehaviour on the part of the student: - impeding classroom procedures or interfering with the orderly operation of the school - usually handled by an individual staff member	<ul style="list-style-type: none"> * Three warnings * Improper language * Backchat * Disruptive behaviour * Inappropriate behaviour * Out of bounds * Disobedience 	<p>Immediate intervention by the staff member supervising the student.</p> <p>Identify and discuss rule being broken.</p> <p>Time-out with class teacher.</p> <p><u>Repeated misbehaviour requires P/T conference:</u> <u>- with class teacher.</u></p>	<ul style="list-style-type: none"> Verbal reprimand Time-out from current activity Incident book entry Parent notification Special assignment
2. Misbehaviour which, because of its frequency or seriousness, disrupts the learning climate of the school: - these infractions require the intervention of an Deputy Principal	<ul style="list-style-type: none"> * Spitting at others * Abusive and/or racist language * Leaving school grounds * Dangerous inappropriate behaviour 	<p>Time-out with Deputy Principal.</p> <p>Deputy Principal meets with student to discuss behaviour.</p> <p>Behaviour Passport is given to monitor student behaviour in the school.</p> <p>Deputy Principal signs the passport each day.</p> <p><u>A proper and accurate record is maintained of the offence and disciplinary action.</u></p> <p><u>Parent conference is held with class teacher/Deputy principal.</u></p>	<ul style="list-style-type: none"> Time-out from current activity Behaviour Passport Parent notification Notification of school's Anti-Racism Officer Referral to Counsellor
3. Acts directed against persons or property but consequences do not seriously endanger the health or safety of others in the school.	<ul style="list-style-type: none"> * Fighting/Threatening * Vandalism * Stealing * Abusive and/or threatening language * Repeated intended unexplained absences 	<p>Time-out with Deputy Principal.</p> <p>Deputy Principal initiates disciplinary action by investigating the infraction and conferring with staff on the extent of consequences.</p> <p>Behaviour Passport is given to monitor student behaviour in the school.</p> <p>Deputy Principal signs the passport each day.</p> <p>Principal meets with parents about the misconduct and resulting disciplinary action.</p> <p><u>A proper and accurate record of the offence and of the disciplinary action is maintained by the Principal.</u></p>	<ul style="list-style-type: none"> Time-out from current activity Behaviour passport Parent notification Counsellor referral
4. Acts of violence directed at another person or person's property, or which pose a direct threat to the safety of others in the school.	<ul style="list-style-type: none"> * Physical violence * Extortion * Possession/use of a dangerous weapon * Vandalism * Arson * Possession/sale of stolen goods * Threats of violence towards teacher 	<p>Time out with Principal.</p> <p>Principal verifies offence, confers with the staff involved and meets with student.</p> <p>The student is immediately removed from the school environment. Parents are notified and an interview is requested.</p> <p>Principal may contact police.</p> <p><u>A complete and accurate report is submitted to Bondi School Education Area Office</u></p>	<ul style="list-style-type: none"> Time-out from current activity Behaviour Passport Parent Notification Counsellor notification Police intervention