

# Hoxton Park Public School



## Discipline Policy

Updated 2017

## Department of Education

It is mandated that all NSW government school contain the following components with their school discipline policy:

- school rules
- Strategies and practices to promote positive school behaviour
- Strategies and practices to reinforce students achievement, as well as, manage inappropriate student behaviour

## Compliance with the DoE

The Hoxton Park Public School (HPPS) school discipline policy is consistent with legislation and reflects the DoE policies. It incorporates procedural fairness, focused on student welfare, created and reviewed based on the needs of the community and derived from existing policies and practices. It clearly outlines expected standard of behaviour and outlines the responsibility of staff, students and parents/carers.

## Purpose and Partnerships

At Hoxton Park Public School we endeavour to create an inclusive, safe and secure environment, free of disruption, harassment, discrimination and negative behaviours. We will maintain a high standard of discipline across all grades in all learning experiences both on and off site.

Our discipline policy is designed to provide opportunities for students to take responsibility for their actions. We believe communication and collaboration between staff and parents/carers is an integral part of the school discipline process.

Our primary goal is to develop socially responsible young people who make positive and informed decisions reflecting understanding of their social impact on the community.

## Expectations

### Staff

Staff are expected to be involved in training on the school discipline policy, review at the end of each 3 year cycle, and to implement the school discipline policy. It is the responsibility of each staff member to be familiar and adhere to discipline procedures and communicate with relevant parties (e.g. parents/carers, school executives and HPPS Learning and Support Team).

### Parents

Parents are expected to support the school in the implementation and review of the school discipline policy. This involves supporting staff in resolving misconduct following the school discipline policy and promptly informing staff of incidents that the school may not be aware of.

### Students

Students are expected to follow the school rules and adhere to the behaviour matrix. They are also expected to take responsibility for their actions and be actively involved in the resolution of incidents. It is a requirement of students to be active school citizens and seek help for themselves and others when required.

## Procedural Fairness

At Hoxton Park Public School we follow the mandated procedural fairness requirement for all discipline incidents. Procedural fairness requires the decision-maker to:

- Inform the party/ies of the allegations made against them
- Give them the opportunity to respond
- Not have a personal interest in the outcome



## Department of Education Behaviour Code

The NSW DoE expects all students in NSW public schools to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

**Based on DoE policies, our school context and community involvement, Hoxton Park Public School have two clearly defined school rules that are explicitly taught and outlined by expected behaviours (see behavior matrix).**

**Be Safe**

**Be Respectful**







## Behaviour Matrix

The Hoxton Park Public School Behaviour Matrix clearly outlines the expected behaviours aligned with the two school rules. It is the expectation that all teachers spent time at the beginning of each term (and other times, as required) explicitly teach the expected behaviours. It is our aim that all students will poses a common language and understanding of the school rules and behaviour expectations.

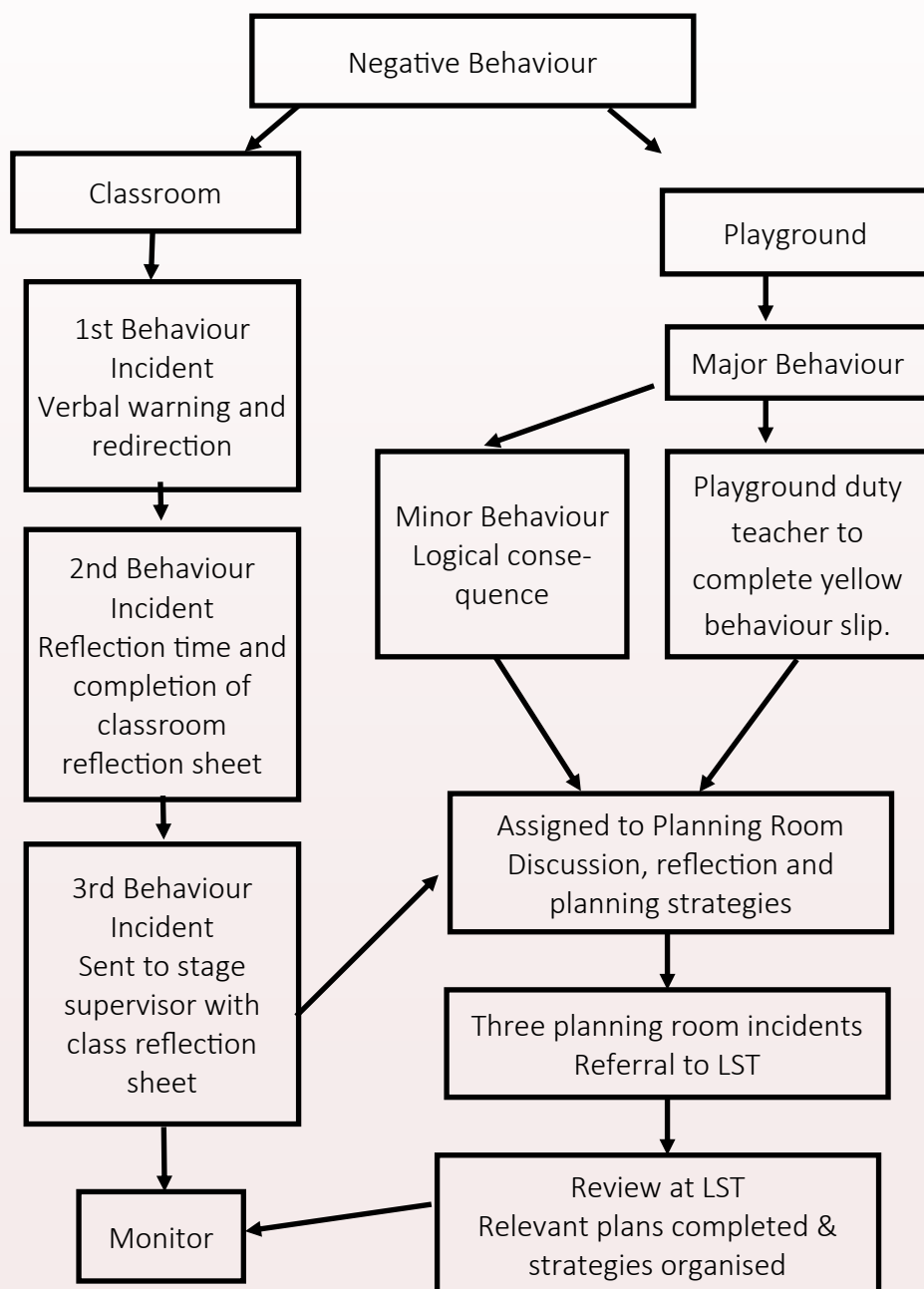
# HOXTON PARK EXPECTATIONS

	Classroom	Area A	Area B	Area C1	Area C2	Learning	Assembly
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>•All rubbish in the bin</li> <li>•Hands and feet to yourself</li> <li>•Listen to peers &amp; teachers</li> <li>•Follow instructions</li> <li>•Take care of personal &amp; school property</li> <li>•Speak politely &amp; use manners</li> <li>•Put things away</li> <li>•Share resources</li> </ul>	<ul style="list-style-type: none"> <li>•All rubbish in the bin</li> <li>•Small balls only</li> <li>•Use toilets appropriately</li> <li>•Walking only</li> <li>•Share equipment and space</li> </ul>	<ul style="list-style-type: none"> <li>•All rubbish in the bin</li> <li>•Basketballs only</li> <li>•Line up correctly at the canteen</li> <li>•Listen to the leaders</li> </ul>	<ul style="list-style-type: none"> <li>•All rubbish in the bin</li> <li>•Good sportsmanshi p</li> <li>•Gardens are Out of bounds</li> </ul>	<ul style="list-style-type: none"> <li>•All rubbish in the bin</li> <li>•Good sportsmanshi p</li> <li>•Gardens are Out of Bounds</li> <li>•Food is not allowed</li> </ul>	<ul style="list-style-type: none"> <li>•All rubbish in the bin</li> <li>•Take care of all resources</li> <li>•Put all equipment away</li> <li>•Share resources</li> <li>•Follow all instructions</li> </ul>	<ul style="list-style-type: none"> <li>•All rubbish in the bin</li> <li>•Whole body listening</li> <li>•Stand still and sing the National Anthem with pride</li> <li>•Enter/leave quietly</li> <li>•Line up neatly</li> <li>•Applaud at the appropriate time</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>•Walking only</li> <li>•Use resources &amp; equipment appropriately</li> <li>•Sit correctly on chairs or the floor</li> <li>•Keep hands &amp; feet to yourself</li> <li>•Stay in bounds</li> </ul>	<ul style="list-style-type: none"> <li>•Walking only</li> <li>•Hat Area</li> <li>•Small balls</li> <li>•Keep hands &amp; feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>•Walking only</li> <li>•Hat area</li> <li>•Keep hands &amp; feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>•Hat area</li> <li>•Keep hands &amp; feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>•Hat area</li> <li>•Goal posts are Out of Bounds</li> <li>•Keep hands &amp; feet to yourself</li> <li>•Bush area is Out of Bounds</li> <li>•The fence is out of bounds</li> </ul>	<ul style="list-style-type: none"> <li>•Walking only</li> <li>•Use technology appropriately</li> <li>•Keep hands &amp; feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>•Parents to wait on the basketball court</li> </ul>

## Developing a Positive Climate

At Hoxton Park Public School, we endeavor to develop and maintain a positive environment to support students and develop socially conscious school and community citizens. The following are strategies and practices we have in place to build connections and teach students about socially acceptable behaviours.

- Connection building activities throughout the year (with a strong focus at the beginning of term 1)
- Flexible learning spaces with student voice to promote engagement and explicitly taught cooperative skills
- Reinforcement systems
  - verbal praise
  - incentive schemes decided by individual classes with student voice
  - merit awards, sport awards, certificates of excellence and Principal's awards
  - student of the term awards
  - recognition of extra-curricular achievements
  - recognition of outstanding yearly achievement at presentation day assembly.



## Suspension and Expulsion

Principals have the authority to suspend and/or expel students in line with the Department of Education (DoE) procedures for Expulsion and Suspensions and principles of procedural fairness, in regards to their responsibility to the whole school community.

Apart from 6.1.4 in the DoE procedures there needs to be the following strategies implemented.

- Personalised learning and support strategies applies and documented
- Support personnel have been involved
- Discussion has occurred between students, parent and the school

Suspensions are implemented to allow time for all involved to reflect on the incident/s, for the school to review student behaviour at an LST meeting and to organise and prepare intervention for the return of the student.

All stakeholders should be fully aware of the suspension and/or expulsion through formal written communication and direction to the DoE policy for Expulsions and Suspensions.

Serious circumstances of misbehaviour can result in expulsion of a student of any age. In these circumstances clear reference will be made to the DoE policy for Expulsions and Suspensions.

### Short Suspension

This is a suspension of up to four days for continued disobedience and/or aggressive behaviour. If two or more suspensions for a student occur within a 12 month period the Director Public Schools NSW must be notified.

### Long Suspension

This is a suspension of up to twenty days for physical violence, possession of a weapon or illegal substance and criminal related behaviour.

### Resolution Meetings

For all suspensions, a formal disciplinary meeting and a resolution meeting must be undertaken prior to the student returning to school.

## Reference Documents

Behaviour Code for Students <https://education.nsw.gov.au/policy-library/associated-documents/behaviourcode.pdf>

Student Discipline in Government School <https://education.nsw.gov.au/policy-library/associated-documents/student-discipline-in-government-schools-support-materials.pdf>

Suspension and Expulsion of School Students [https://education.nsw.gov.au/policy-library/associated-documents/suspol\\_07.pdf](https://education.nsw.gov.au/policy-library/associated-documents/suspol_07.pdf)

Suspension and Expulsion of School Students - Procedures [https://education.nsw.gov.au/policy-library/associated-documents/leaflet\\_1.pdf](https://education.nsw.gov.au/policy-library/associated-documents/leaflet_1.pdf)

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