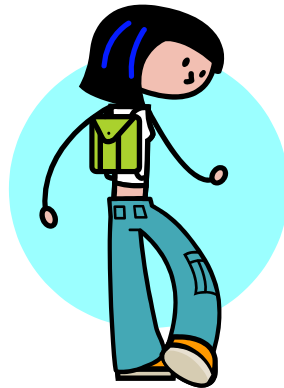




Well-Being and Discipline Policy



Bonbeach Primary School & Preschool

29 - 63 Breeze Street, Bonbeach. 3196

Principal: Ken Jones Assistant Principal: Clem Langford

Phone: 9772 3471 Fax: 9776 1517 Email: bonbeach.ps@edumail.vic.gov.au

www.bonbeachps.vic.edu.au

Student Well-Being and Discipline Booklet

Mission Statement

The school's mission is to provide students with a strong sense of personal identity, responsibility and positive self-esteem within a caring environment. We aim to develop each student's unique academic potential to the maximum, preparing children for an increasingly complex and changing world. We foster team work, co-operative methods of learning, strong peer support and a high level of parental involvement in all facets of school operation.

At Bonbeach Primary School, we firmly believe that learning occurs in a happy, positive and safe environment that caters for individual needs.

We aim to provide a positive and supportive environment enabling students the opportunity to strive for excellence and develop sound academic, social and emotional well being.

SCHOOL RULES

- **Be courteous at all times.**
- **Behave in a way that keeps everyone safe.**
- **Respect the property, feelings and rights of everyone.**

VALUES

At Bonbeach Primary School we value:

Respect

- **Treating others as you wish to be treated.**
Be polite and well mannered.
Look after your own and others' property.
Value other people for who they are.



Honesty

- **Behave in a way that is truthful to you and others.**
Always tell the truth.
Do your best at all times.
Be open and honest in your actions.

Trust

- **Trust is:**
Believing in each other.
Relying on each other.
The ability to ask for help.

Compassion

- **Compassion is caring for each other**
Show empathy by putting yourself in other people's shoes.
Show sympathy and caring when people are upset or sad.
Be a good listener.
Think about the well-being of others.

Individuality

- **Be who you are and accept it.**
Be the best you can be.
Do the best you can do.
Everyone is good at something.

Commitment

- **Finish what you start even if it is difficult.**
Represent the school in a proud and positive manner.
Enthusiastically participate in school work.
Follow school rules.
Attend school regularly.

Integrity

- **Integrity is:**
Doing the right thing by yourself and others.
Standing up for what you believe in.
Defending the rights of others.
Treating others as equals.

STUDENT'S GOALS

Confidence

- To develop the belief that I will be successful in my academic work, social relationships and other extra curricula activities.
- To learn to work independently and not to be afraid of making mistakes or to be concerned of what others think.
- To choose to participate in challenging and difficult activities.
- To express my opinions and stand up for what I believe.

Getting Along

- To work cooperatively with each other.
- To solve problems through discussion.
- To manage my anger.
- To show understanding of individual differences.

Organisation

- To value the importance of education and doing well at school.
- To set goals that are challenging.
- To plan and use my time effectively.

Persistence

- To try hard and not give up easily when doing school work I find difficult and do not feel like doing.
- To keep trying to complete an assignment without becoming distracted.

Resilience

- To bounce back from failure, rejection, hostility, criticism and hardship.

RECOGNITION OF SUCCESS

Good behaviour will be acknowledged whenever possible and children will be recognised and rewarded for demonstrating success in the five foundations of the **values** Program.

Classroom

House Points
Verbal Praise
Certificates
Stickers
Peer recognition
Games / Prizes

Whole School

Student of the Week Awards
House Awards
Merit Awards
Recognition in the school's newsletter



THE ROLES OF SCHOOL LEADERS

- School Captains and House Captains are leaders of the students at Bonbeach Primary School.
- They are role models for the students of Bonbeach Primary School.
- They set the example for responsible behaviour in the school.
- They support and assist teachers throughout the school.

STUDENT REPRESENTATIVE COUNCIL

- Junior School Council (JSC) serves as a Student Representative Council as well as a 'leadership team'. Students from all grade are chosen to represent their classmates on JSC.

RESTORATIVE PRACTICE

Restorative Practices “Circles” are used to enable the teacher to deliver personal, social, emotional and citizenship education in the classroom or with small groups. Circle meetings are innately democratic and non-competitive and work to resolve issues in a positive and reassuring atmosphere.

Restorative circles:

- provide a chance to tell their side of the story and feel heard.
- help to understand better how the situation happened.
- allow children to understand how it can be avoided another time.
- help students to feel understood by the others involved.
- Support students to move on and feel better about themselves.

CIRCLE TIME

Proactive classroom discussion are used on a weekly basis to assist in developing a positive school culture based upon the core values of the school. Students are encouraged to share their experiences with the class in a non threatening environment to allow them to feel a sense of belonging.



STUDENTS' RIGHTS

A right is something that belongs to you and cannot be taken away by anyone else.

Some important Rights

- **A right to a safe school**
This means that your school should provide classrooms and playground equipment which are safe and rules to ensure your safety whilst you are at school.
- **A right to be respected and treated with kindness**
This means that others should not tease and annoy you or hurt your feelings.
- **A right to be provided with classroom activities that promote success**
This means that you should be given activities that you are able to complete to the best of your ability.
- **A right to express yourself**
This means that you should be able to talk freely about your ideas and feelings when appropriate.
- **A right to tell your side of the story**
This means that you may tell your side of a story when accused of breaking a rule.
- **A right to be an individual at school**
This means that you should not be treated unfairly because you are tall or short, boy or girl, speak or look differently or because it takes you a little longer to get the right answer.
- **A right to be free of harassment**
This means that you should be able to come to school and not be bullied.

STUDENTS' RESPONSIBILITIES

A responsibility is something you should do without being told. Some things you do for others and some for yourself.

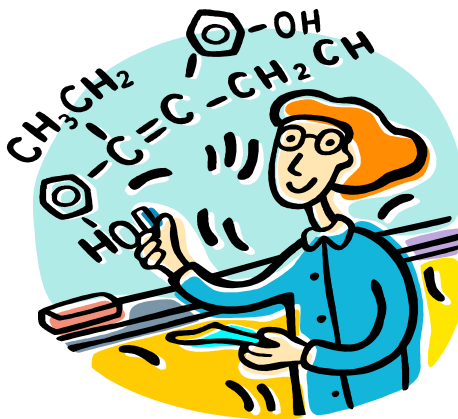
- **It is the responsibility of all students to uphold the values of the school and to obey the school rules.**

TEACHERS' RIGHTS

- A right to teach without interruption.
- A right to be respected and shown courtesy.
- A right to feel safe.

TEACHERS' RESPONSIBILITIES

- To make class work interesting and at an appropriate level of difficulty.
- To provide a safe learning environment by ensuring equipment and procedures for its use are safe.
- To communicate effectively with parents.
- To uphold the values of the school.



PARENTS' RIGHTS

Parents at Bonbeach Primary School have:

- A right to be respected and shown courtesy.
- A right to be kept informed and to receive feedback in regard to their children.
- A right to expect that their children will be provided with an appropriate curriculum.
- A right to communicate with teachers in an atmosphere of mutual respect.

PARENTS' RESPONSIBILITIES

Parents at Bonbeach Primary School have a responsibility:

- To send their children to school clean, fed, rested and on time.
- To uphold the values of the school.
- To communicate when necessary with teachers in an appropriate courteous manner.
- To be involved with their children's education.



IN SCHOOL RULES

- Children are not allowed inside before morning music, at recess or at lunchtime unless supervised by a teacher or another adult.
- Children should enter and leave the school through the door closest to their classroom.
- Quiet movement throughout the buildings is expected.
- Bubble gum and chewing gum are not allowed.
- Dangerous objects and substances are not permitted at school.
- No food or drink is to be consumed in the corridors or near computers and no food wrappers are to be taken outside.
- Use equipment in a safe and sensible manner and in the correct area.
- Children's actions will not cause damage to buildings, equipment, gardens and trees.

CLASSROOM RULES

At the beginning of each year Classroom Rules are established.

- Rules are developed collaboratively between the teacher and the students.
- Rules are written in clear and positive terms where possible.
- The number of rules should not exceed five.
- Rules are displayed prominently in the classroom.
- Rules are communicated to parents.

ANTI-BULLYING POLICY

- Bonbeach Primary School has an Anti-Bullying Policy.
- The Anti-Bullying Policy is published in a separate document.
- It is the responsibility of all students, teachers and parents to follow this policy and make our school a "bully free zone".
- Bonbeach Primary School has an internet policy that outlines safe and secure use of internet and email.
- The Internet Policy is published in a separate document.
- It is the responsibility of all students, teachers and parents to follow this policy and make our school a "cyber bully free zone".

CONSEQUENCES FOR BROKEN CLASSROOM RULES

1. Clear instruction to stop the inappropriate behaviour.
2. Child's name on the board.
3. Isolation within the classroom for 3-4 minutes. The return to the class activity is then negotiated between the child and the teacher.
4. The child is removed from the room to a re-arranged area. The return to the class activity is then negotiated between the child and the teacher.
5. Persistent offenders will be referred to the Principal or the Assistant Principal.

Where special circumstances have contributed to the behaviour (e.g. family trauma) the professional judgement of teachers and administration will determine appropriate management.

In cases of violent, abusive or dangerous behaviour, the student may be removed immediately without proceeding through Steps 1 to 5.

- The child will be removed from the classroom and taken to the Principal's / Assistant Principal's Office.
- The Principal / Assistant Principal will take appropriate action. This may include detention, suspension and a meeting with the child's parents.



STRATEGIES FOR SELF CONTROL

Dealing with unwanted behaviour

The five finger strategy for dealing with inappropriate or unwanted behaviour will be taught and reinforced in the classroom and by yard duty teachers.



1. **Ignore**
2. **Walk away**
3. **Ask politely for the person to stop.**
4. **Say firmly to stop**
5. **Ask for help (usually from a peer mediator or a teacher).**

Recognising when you feel angry and acting appropriately

Children will also be encouraged to recognise their own warning signs e.g. feeling hot, having sweaty palms and to:

Stop



Think

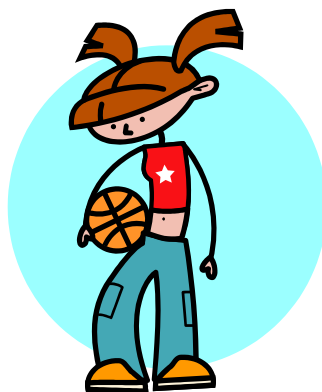


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PLAYGROUND RULES

- Children should participate freely in sensible games.
- The western side of the school is not a play area. This area is out of bounds during lunch time and recess.
- Ball games to be played on grassed areas only except when using the rebound wall.
- Toilets and breezeways are not playing areas.
- Junior play area is for the use of year P – 2 children only.
- Playground equipment Breeze street side of oval is for the use of year 3 – 6 children only.
- Balls only are to be thrown – nothing else.
- Children are to contact a Yard Duty teacher or other school leader when help is needed in the playground.
- Children must not leave the school ground without permission.
- No roller blades or hard balls in the playground.
- The owner has responsibility for music players, mobile phones, expensive toys and trading cards that are brought to school. Mobile phones must be kept in school bags during the school day. Parents can contact child via Office or, if required, mobile phones may be turned on silent and left in bag and not used during school.
- Phones will be confiscated if used inappropriately.



CONSEQUENCES FOR BROKEN PLAYGROUND RULES

In case of **violent, abusive or dangerous behaviour:**

- The child will be removed from the playground by the duty teacher and taken to the Principal's / Assistant Principal's office.
- Placed on detention by the classroom / yard duty teacher.
- Referred to the Principal / Assistant Principal for further action. Appropriate action may include detention, suspension, and a meeting with the child's parents.

Children disobeying other rules will generally warrant consequences relevant to their behaviour e.g.

- Children may be sent inside for a brief time out period and a time out notice sent home to parents.
- Dropping litter may mean walking with the yard duty teacher and cleaning up.
- Children may be required to walk with the yard duty teacher or may be restricted to a confined area as a form of minor isolation following inappropriate behaviour.
- Children who intentionally damage or lose school or other people's property should repair or replace that property.
- Persistent offenders will be removed from the yard and the Principal / Assistant Principal will consider the appropriate course of action. This may include:
 - * Placement on lunchtime detention.
 - * Contact / interview parent / guardian.
 - * Investigate appropriate support services.
 - * Suspension.

RESTORATIVE PRACTICE

Restorative Practices "Circles" as outlined earlier in this handbook are used to enable the teacher to resolve any conflicts in a positive and supportive manner. This process aims to support students to restore their relationships with other students before moving on.

MISDEMEANOUR AND DETENTION PROCEDURES

To support students in taking responsibility to manage their behaviour and make appropriate choices there are misdemeanour processes.

1. The student's name, class and description of the misdemeanour are recorded. A time out note is sent home. Parents sign and return the note to the school.
2. Parent contact may/may not be made during this process in order to allow students a chance to amend their behaviour and manage it themselves for the better.
3. After 3 time outs, a detention notice is prepared.
4. If the student has been severely disruptive or behaved in a dangerous way, a detention can be issued immediately.
5. The detention notice is sent home to parents/guardians to notify them of the detention and the actions that led to this. Parents/guardians are given at least 24 hours notice of an after school detention and will sign and return the permission form to the class teacher.
6. The Code of Behaviour will accompany the notice and is to be read together by the parent/guardian with their child and returned to school.
7. The first detention is held for 30 minutes, second and subsequent detentions are for 45 minutes duration.
8. Whilst on detention students complete a 'Think Smart' activity, where they record behaviour that led to the detention, what they should have been doing and what they could do in the future when faced with a similar situation. If appropriate, an apology will be prepared to be delivered the following day.
9. When a third detention is given, counselling with the student, teacher, principal and parents may take place.
10. Subsequent detentions will result in further counselling and support for the student and may involve the student, principal, parents/guardians and guidance officers, outside agencies.

WHAT HAPPENS IF YOU ARE SICK OR HURT

In the playground

- Tell a yard duty teacher if you are sick or hurt or if you see someone else who is sick or hurt.
- The yard duty teacher will send or accompany you to the Sick Bay.
- The First Aid qualified staff will decide whether your injury is serious and needs first aid or whether your parents need to be notified.
- A First Aid report will be sent home that day.



In the classroom

- Tell the classroom teacher if you are sick or hurt or if you see someone else who is sick or hurt.
- Your teacher will decide if you need to go to the Sick Bay or whether your parents need to be contacted.

DRESS CODE

- The Student Dress Code at Bonbeach Primary School requires that all students wear the school uniform during school hours and when students are engaged in specific school activities out of school hours.
- Shoulder length hair or longer, should be tied back to lessen the risk of injury or hygiene problems.
- To minimise the risk of loss, damage or injury, students should not wear jewellery other than watches. A single ear stud or sleeper ear ring is permitted in each ear.
- Makeup, body art and visible body piercing are not permitted.
- Necklaces, chains, pendants, rings or bracelets are not permitted.
- Students are not permitted to wear thongs, open toed shoes or slip on style shoes that lack heel and ankle support.
- Coloured nail polish is not permitted.
- An approved broad brimmed navy school hat or legionnaires cap is compulsory for Terms 1 and 4.
- On Free Dress Days thongs, singlets, tank tops and crop tops are not permitted.

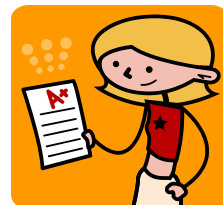
(Please refer to Dress Code Policy)

BIKE POLICY

- Helmets must be worn by children riding bikes to and from school. All pertinent road rules must be observed.
- Children on bikes must enter and leave the school grounds by the gates closest to the bike shed.
- Bikes must be walked when in the school ground.
- Failure to abide by any parts of this policy may result in the student being banned from riding their bike to school.



CLASSROOM RULES



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