



## Culburra P.S. Code of Conduct

*"Live and Learn"*

### **SAFETY, RESPECT & RESPONSIBILITY**

Children at Culburra Public School are encouraged to develop a responsibility for their own behaviour.

The development of this value is seen as a partnership between home and school and is based on mutual respect and shared responsibility.

The sharing of responsibility will allow children to develop understandings and attitudes about acceptable behaviour. It allows children to meet their needs in developing their capabilities and aspirations in their learning environment.

As children grow they will become more active participants in the partnership.

**Students at Culburra Public School are recognised and celebrated in these ways:**

- Foyer, library and hall displays.
- Work samples in newsletters and quality work at assemblies.
- Recognition awards at assemblies.
- Annual Presentation awards.
- Teacher and Principal awards.
- Recognition in Merit Level System.
- Attendance at special events.
- Teacher praise and encouragement in a variety of settings.

Reviewed March\_2019

### **SCHOOL RULES**

#### **SAFETY**

I work, play and move safely.

#### **RESPECT**

I am considerate in all I say and do.

#### **RESPONSIBILITY**

I am responsible for all I say and do.

## MERIT AWARD SYSTEM

MERIT AWARDS	LEVEL	TIME FRAME	CONSEQUENCES
<p>Students may earn a class Burra Award each week by;</p> <ul style="list-style-type: none"> <li>• Wearing a broad brimmed hat or bucket hat every day.</li> <li>• Wearing our school uniform every day.</li> <li>• Behaving in class.</li> <li>• Behaving in the playground.</li> </ul> <p>Burras are handed out in the classroom by the class teacher.</p> <p>All students attending non-curricula excursions activities need to have 7 Burras in the school term to be eligible</p> <p>School prefects need to maintain 7 Burras per term to remain eligible for their leadership position</p>	<h3>BRONZE</h3> <p><b>A student who is on track will achieve this level approximately Week 7 Term 1</b></p>	<ul style="list-style-type: none"> <li>• For every 7 Burras earned in a term a level will be given.</li> <li>• Student Burras obtained at the end of the term continue to count towards the next achievement level.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of commendation sent home.</li> <li>• Level award badge or similar and certificate awarded at Friday assembly.</li> <li>• Level reward days to be determined by the SRC.</li> </ul>
	<h3>SILVER</h3> <p><b>A student who is on track will achieve this level approximately Week 4/5 Term 2</b></p>		<ul style="list-style-type: none"> <li>• Level Certificate awarded at assembly.</li> <li>• Level reward days to be determined by the SRC.</li> </ul>
	<h3>GOLD</h3> <p><b>A student who is on track will achieve this level approximately Week 1 Term 3</b></p>		<ul style="list-style-type: none"> <li>• Level Certificate awarded at assembly.</li> <li>• Level reward days to be determined by the SRC.</li> </ul>
	<h3>DIAMOND</h3> <p><b>A student who is on track will achieve this level approximately Week 8 Term 3</b></p>		<ul style="list-style-type: none"> <li>• Level Certificate and badge (for both levels) awarded at assembly.</li> <li>• Level reward activity – Diamond – morning tea at the end of the term.</li> <li>• Platinum – a P&amp;C sponsored treat from the school canteen.</li> </ul>
	<h3>PLATINUM</h3> <p><b>A student who is on track will achieve this level approximately Week 5 Term 4</b></p>		
<p><b>N.B.</b></p> <ul style="list-style-type: none"> <li>• Children who are on levels and receive an RTA will receive a warning about dropping or suspending levels. The second RTA in a year will carry a suspension of their level. A third RTA will carry a permanent loss of a level.</li> <li>• A child who receives a suspension will drop back on level.</li> <li>• New children who arrive late in a school year may be invited to special reward activities if in the time that they have been at school show positive behaviour.</li> </ul>			

## MONITORING PLAYGROUND BEHAVIOUR

Teachers on playground duty monitor student behaviour. Major breaches of playground behaviour are reported to an Assistant Principal or the Principal. Major incidents are physical and verbal abuse and extremely unsafe behaviour such as climbing buildings and leaving school grounds.

Children who, due to a minor incident, require a short time out from the playground may be instructed to sit on a designated time-out seat for a short period. Designated spots are as follows: students on Red Timeout seat outside the counsellor's office for students near the COLA.

Children who due to a major incident require immediate time out from the playground may be given sent directly to the red seat area and then be requested to attend RTA. Incidences are reported to the home class teacher by a "pink slip" system. When the teacher on playground duty writes a pink slip the playground teacher is responsible for passing it on to the student's class teacher.

Playground issues are discussed at Monday-morning staff meetings.

## MONITORING CLASSROOM BEHAVIOUR

If a student breaks a class rule the following procedures for all classrooms are to be used.

1. 1 Verbal warning depending on the teacher's discretion.
2. If negative behaviours continue child's name is written on board.
3. Continued misbehaviour- a cross beside their name
4. On the 2<sup>nd</sup> cross plus name – timeout to buddy class to complete a work pack. They stay until the end of the session. Letter home to parents filled out by class teacher and sent home with child. A tear off slip for parents to sign needs to be returned. If not returned, then followed up with a repeat letter (posted). Continued misbehaviour in the buddy class will result in RTA.
5. If child continues to misbehave upon return to home class, then the child is timed out again and sent to RTA.
6. 2 Time outs in one-week child goes to RTA. – 2 RTAs in a week refer to Principal.
7. Refusal to go to timeout constitutes RTA. Work packs to be prepared to keep child occupied. If you have timeout children in your class- your priority is to your own class.
8. Use the phone in your block to call the principal.

## **REFLECTIVE THINKING AREA ROOM (RTA)**

- Restitution is an act to repair damage done. It is seen as a strategy to guide students to be self-disciplined. It is not seen to be implemented as punishment.
- Restitution is an opportunity for a student who has made a mistake to make full reparation and enables the student to reclaim self-respect through personal effort.
- It requires an effort on the part of the offender and is seen by the victim as adequate compensation.
- Restitution is based on the belief that everyone makes mistakes and that mistakes can be corrected.
- During restitution planning, students develop problem solving skills as well as goals for further behaviour improvement.
- The R TA room is used when a student has not made an effort to improve their behaviour.
- The RTA room operates at lunchtime and is conducted by the rostered teacher.
- Unlike detention, RTA is a learning opportunity utilising restitution strategies and goal setting.
- Students who attend RTA on 3 occasions during a school term may be unable to attend outside visits, school socials, special events and excursions for a maximum of 5 weeks. Any decisions regarding students not able to attend excursions due to 3 or more RTA's are to be discussed with stage supervisor/and parent carer to make an informed, fair decision.
- Students who consistently attend RTA require an Individual Behaviour Plan.

## **PROCEDURES FOR THE PLAYGROUND**

### **PROCEDURES FOR CHILDREN FIRST THING BEFORE BELL**

- Children go straight from bus or drop off point and put their bag OUTSIDE their classroom.
- Before 8:35 a.m. children to sit on the tiered seating or remain under the COLA. If wet, children to stand under the COLA.
- Once the teacher is on duty children may then move into the play areas at the teacher's request. Children not to play past the cricket pitch.
- No use of fixed equipment before school.

NB. No kicking of balls under the COLA.

Passive games to be encouraged, no running on the hard surfaced areas. Skipping rope and handball type games are to be encouraged.

Basketballs OK under the COLA.

### **PROCEDURES FOR CHILDREN AT 1<sup>st</sup> BREAK**

- First ten minutes children to sit in designated eating areas. K-2 outside F Block, 3-6 on tiered seating. All children to be seated whilst eating. All rubbish to be placed in the bin before children dismissed.
- No food to be taken into the playground. i.e. not past the eating areas as rubbish tends to be left in the playground.
- Basketballs only in the COLA
- No sandpit play.
- Equipment open. Refer to Equipment Rules.
- Shoes and hats on at all times.

### **PROCEDURES FOR CHILDREN AT 2<sup>nd</sup> BREAK**

- Children have eating time with the teacher from 1:05 p.m. to 1:15 p.m. The class teacher is responsible for their class until 1:15p.m.
- At 1:15 p.m. children may be dismissed to the play areas. Children still eating their lunch may take it to the playground eating areas.
- Safe play only.
- Children are allowed to play on the flat areas of the oval. The areas approximately 3 metres from all fences (the slopes on the oval) are out of bounds.
- Climbing equipment open. Refer to play rules.
- Sand pit open. Refer to play rules.
- No Tackle, wrestling, 123 Hold Football or rough play.
- Shoes and hats on at all times (shoes off for sand pit play only).

### **PROCEDURES FOR CHILDREN AT BUS LINES.**

- Children are to sit along the pathway leading to the front gate in the bus line area.
- No ball games, children to sit and wait.
- Children can only leave bus lines with the duty teacher's permission.
- Duty teacher to cruise the lines to make sure all rubbish is put in the bin.

## WHAT IS A HAT?

- Hats are bucket hats, broad brimmed hats or legionnaire hats.
- No other style is accepted as sun safe.
- All students must wear a hat when playing in the sun. Students who don't wear an appropriate hat must play under the COLA.

## PERSONAL DEVELOPMENT PROGRAM

- The aim of the PD program is to develop knowledge and understanding, skills, values and attitudes, which a child can use in everyday living.
- The PD program includes systematic and explicit teaching of personal and social skills. This provides students with a basis for resilience and the resourceful management of their own lives.
- Teachers work with students in a variety of situations including assemblies, in the classroom, in the playground and Tree Families.
- The program will be presented to students K – 6 with each aspect being adapted to suit the particular stage of the children.
- Units covered in the PD program include values such as: Sharing and Caring, Respect, Honesty, Self-Discipline, Perseverance, Resilience, Compassion, Cooperation, Friendship, Pride and Responsibility.

## BEHAVIOUR TRACKING

Students' positive and negative behaviour and attitudes are tracked at Culburra Public School using a program called EBS CENTRAL. This program allows a student profile to be generated, which reflects all positive and negative contacts. This information is confidential and can only be accessed by the Principal and the program coordinator. The information will not be passed onto any other organisation without parental approval.

## BULLYING

Any form of bullying at school, or on the way to or from school will not be tolerated. Refer to any violent act. Students will regularly be reminded about "Bully Steps" in class programs, during assemblies and when the need arises. The Bully Steps are:

- 1/ Say "Stop it, I don't like it when you do that," and the walk away.
- 2/ If it continues, repeat "Stop it."
- 3/ Tell the teacher what happened in a cool way and ask for help.

# CULBURRA P.S. CODE OF CONDUCT

## Rule 1 : SAFETY I work, play and move safely.

RIGHT	RESPONSIBILITY	CONSEQUENCES
<ul style="list-style-type: none"> <li>• Students have the right to feel and be safe and happy at school.</li> </ul>	<p>Students will:</p> <ul style="list-style-type: none"> <li>• make sure they are safe and others are safe when they are at school, on an excursion or travelling to and from school.</li> <li>• cooperate with teachers and students.</li> <li>• play safely and stay in designated areas for students.</li> <li>• be responsible for their actions towards others such as keeping their hands to themselves.</li> <li>• keep our school clean.</li> <li>• walk in designated areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Where a student exhibits unacceptable behaviour in the playground, the student is referred to the lunch time R TA. Parents notified by letter. Refer to Monitoring Playground Procedures.</li> <li>• Exclusion from excursions if safety of others is at risk. Discussions to be held with parents.</li> <li>• Exclusion from bus travel if deemed necessary by bus company. Parents notified by letter.</li> <li>• See "Any Violent Act"</li> </ul>

## Rule 2 : RESPECT I am considerate in all I say and do.

RIGHT	RESPONSIBILITY	CONSEQUENCES
<ul style="list-style-type: none"> <li>• Students have the right to be respected as an individual.</li> <li>• Students have the right to be listened to.</li> <li>• Students have the right to respect their own property.</li> <li>• Students have the right to have their own property respected by others.</li> </ul>	<p>Students will:</p> <ul style="list-style-type: none"> <li>• treat others as individuals, with courtesy and respect.</li> <li>• maintain and care for school property.</li> <li>• care for my property and the property of others by not stealing or causing damage.</li> <li>• wear the school uniform with pride.</li> <li>• listen to others.</li> <li>• treat others with kindness.</li> <li>• be honest and tell the truth.</li> <li>• use appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>• Written or verbal apologies where appropriate.</li> <li>• Replace, repair or pay for damages.</li> <li>• Student is referred to the R TA room held during lunchtime. Parents notified by letter.</li> <li>• Exclusion from excursions if student violates the rights of others including verbal harassment.</li> <li>• See "Any Violent Act"</li> </ul>

**Rule 3: RESPONSIBILITY I am responsible for all I say and do.**

RIGHT	RESPONSIBILITY	CONSEQUENCES
<ul style="list-style-type: none"> <li>Students have the right to learn and succeed.</li> </ul>	<p>Students will:</p> <ul style="list-style-type: none"> <li>be responsible for what they say.</li> <li>be responsible for how they act.</li> <li>be responsible for how they treat others.</li> <li>follow classroom rules.</li> <li>not leave the classroom or learning area without permission.</li> <li>be punctual.</li> <li>complete their classwork including their homework and hand it in to their teacher on time when requested.</li> </ul>	<ul style="list-style-type: none"> <li>Time out to buddy class after 3 warnings/ strikes.</li> <li>Letter home to notify parents of learning disruption.</li> <li>Negotiated goal for re-entry to class.</li> </ul> <p><u>Continual Disruption</u></p> <ul style="list-style-type: none"> <li>Student is referred to the R TA room held during lunchtime. Parents notified by letter.</li> </ul> <p><u>Classroom Violence</u></p> <ul style="list-style-type: none"> <li>Immediate removal of child to the Principal.</li> <li>Student is referred to the R TA room held during lunchtime. Parents notified by letter.</li> <li>Exclusion from excursions if safety of others is at risk.</li> <li>See "Any Violent Act"/Learning Support Referral</li> </ul>

**REFERENCES**

- Legal Issues Bulletin No 5 "Student Discipline in Government Schools"
- Ministerial Statement "Student Welfare, Good Discipline and Effective Learning"
- Ministerial Statement "Values in NSW public school"
- Suspension and Expulsion of School Students-Procedures



# ANY VIOLENT ACT

RACIAL, SEXUAL, BULLYING & VERBAL HARASSMENT	PHYSICAL – TRIPPING AND PUSHING	PHYSICAL – FIGHTING, THROWING OBJECTS OR REPEATED OTHER VIOLENT ACTS
<ol style="list-style-type: none"> <li>1. Record on EBS CENTRAL.</li> <li>2. Goal setting in RTA room</li> <li>3. Communication to parents</li> <li>4. Possible suspension as per NSW Department of Education and Training guidelines.</li> </ol>	<ol style="list-style-type: none"> <li>1. Record on EBS CENTRAL.</li> <li>❖ Accident Back on playground with reminder.</li> <li>❖ Deliberate with intent *Time out from activity (if not serious). *Goal setting in RTA room. *Possible suspension as per NSW Department of Education and Training guidelines.</li> </ol>	<ol style="list-style-type: none"> <li>1. Record on EBS CENTRAL.</li> <li>2. Immediately off the playground to Principal.</li> <li>3. Investigation by Assistant Principal or Principal.</li> </ol> <p><u>Minor Offences</u></p> <ol style="list-style-type: none"> <li>1. Goal setting in RTA room.</li> <li>2. Communication to parents.</li> </ol> <p><u>Serious Offences</u></p> <ol style="list-style-type: none"> <li>1. Suspension as per NSW Department of Education and Training guidelines.</li> <li>2. Learning and Support processes applied.</li> </ol>
VANDALISM	<p><b>In all instances, the welfare of students, staff, volunteers and visitors is attended to before consequences are implemented.</b></p>	BRINGING WEAPONS TO SCHOOL
<ol style="list-style-type: none"> <li>1. Record on EBS CENTRAL.</li> <li>2. Goal setting in RTA room</li> <li>3. Principal contacts parents and/or police.</li> <li>4. Parents billed for damage or child repairs damage.</li> <li>5. Possible suspension as per NSW Department of Education and Training guidelines.</li> </ol>		<ol style="list-style-type: none"> <li>1. Removal of weapon by staff.</li> <li>2. Immediate contacting of parents and police by Principal/ Learning and Support.</li> <li>3. Suspension NSW Department of Education and Training guidelines. Follow up meeting between Principal, parents and student as per NSW Department of Education and Training guidelines.</li> </ol>
PROHIBITED SUBSTANCES	CRUELTY TO ANIMALS	PHYSICAL OR VERBAL HARASSMENT OF STAFF, VOLUNTEERS OR VISITORS
<ol style="list-style-type: none"> <li>1. Record on EBS CENTRAL.</li> <li>2. Principal contacts parents and police if substance is thought to be illicit.</li> <li>3. Goal setting in RTA room.</li> <li>4. Suspension as per NSW Department of Education and Training guidelines.</li> <li>5. Learning and Support/Student Services/Interagency support.</li> </ol>	<ol style="list-style-type: none"> <li>1. Record on EBS CENTRAL.</li> <li>2. Welfare of animal attended to.</li> <li>3. Record on EBS CENTRAL.</li> <li>4. Investigation by Assistant Principal or Principal.</li> <li>5. If serious Suspension as per DET guidelines.</li> <li>6. Follow up meeting between Principal, parents and student as per NSW Department of Education and Training guidelines.</li> <li>7. Learning and Support/Student Services/Interagency support.</li> </ol>	<ol style="list-style-type: none"> <li>1. Record on EBS CENTRAL.</li> <li>2. Investigation by Assistant Principal or Principal.</li> </ol> <p><u>Minor Offences (e.g. rudeness )</u></p> <ol style="list-style-type: none"> <li>1. Goal setting in RTA room</li> <li>2. Communication to parents</li> </ol> <p><u>Serious Offences (e.g. swearing at teacher)</u></p> <ol style="list-style-type: none"> <li>1. Suspension as per NSW Department of Education and Training guidelines.</li> <li>2. Learning and Support.</li> </ol>