



# James Meehan High School School Discipline Policy

## Statement of purpose

This policy outlines how discipline is implemented in James Meehan High School. It is designed to inform and guide students, staff and parents/carers about the aims, expectations, strategies and responsibilities for student discipline.

This policy has been developed through wide and ongoing consultation with staff, students and community members.

All students and staff of James Meehan High School have the right to work in a safe and healthy environment where effective learning can take place.

School staff, students and parents/carers will work together to ensure acceptable standards of conduct and a positive learning environment.

In this policy, expectations of student behaviour are expressed through three simple and achievable rules: show respect, be responsible and be a learner. These will be taught consistently and explicitly across the school. Students will demonstrate these rules through a variety of positive behaviours, depending on the context. See pages 2-3.

Students will be taught to show respect towards themselves, their peers, staff, the school and community. Students will be taught to be responsible in their words and actions, and will be encouraged to accept responsibility for their behaviour. Students will be taught to value learning and to make effective use of the learning opportunities provided by the school.

Teaching programs to support this policy will align with the [General Capabilities in the Australian Curriculum](#) – *Personal and Social Capability, Ethical Understanding and Intercultural Understanding*.

The school rules and expectations incorporate the [Core Rules in NSW Government Schools](#) and the [NSW Department of Education Behaviour Code for Students](#).

The school will use a range of strategies and practices to recognise and reinforce student achievement – see page 4.

The school will use a range of strategies and practices to deal with inappropriate student behaviour – see page 6.

## School rules

Each student is expected to:

- Show respect
- Be safe and responsible
- Be engaged in learning

## Expectations

Students will demonstrate that they are respectful, responsible learners through positive behaviours which will vary depending on the context. These expected behaviours will be taught and reinforced consistently by staff throughout the school.

	<b>Show respect</b>	<b>Be safe and responsible</b>	<b>Be engaged in learning</b>
<b>Everywhere at school</b>	<ul style="list-style-type: none"> <li>• Listen to others, use a polite voice and body language</li> <li>• Follow staff directions</li> <li>• Respect differences in people and cultures</li> <li>• Respect the personal space of others</li> <li>• Look after equipment and materials</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time and prepared with the equipment you need</li> <li>• Use technology, materials and equipment responsibly</li> <li>• Be safe – think first</li> <li>• Accept responsibility for your actions</li> <li>• Tidy up after yourself</li> <li>• Dress in school uniform</li> </ul>	<ul style="list-style-type: none"> <li>• Attend school every day (unless legally excused)</li> <li>• Participate - do your best</li> <li>• Encourage others to achieve</li> <li>• Follow procedures</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Listen to others, use a polite voice and body language</li> <li>• Follow staff directions</li> <li>• Always ask if you want to borrow</li> <li>• Respect the rights of others to learn</li> <li>• Talk to your teacher after class if you disagree</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time and prepared with the equipment you need</li> <li>• Use technology, materials and equipment responsibly</li> <li>• Personal electronic devices off and away</li> <li>• Keep noise to appropriate levels</li> <li>• Follow safety procedures (Work Health and Safety)</li> </ul>	<ul style="list-style-type: none"> <li>• Participate - do your best</li> <li>• Encourage others to achieve</li> <li>• Follow procedures</li> <li>• Listen – Think - Try</li> <li>• Ask for help if you do not understand</li> </ul>
<b>Playground &amp; Sport</b>	<ul style="list-style-type: none"> <li>• Listen to others, use a polite voice and body language</li> <li>• Follow teachers' instructions</li> <li>• Respect the personal space of others</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in bounds</li> <li>• Play fair</li> <li>• Alert teacher of dangerous situations</li> <li>• Use materials and equipment responsibly</li> <li>• Put rubbish in the bin</li> </ul>	<ul style="list-style-type: none"> <li>• Bring appropriate equipment/uniform for sport and PE</li> <li>• Be a good sport</li> <li>• Encourage others to achieve</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• Line up in an orderly way – correct lines</li> <li>• Face the speaker</li> </ul>	<ul style="list-style-type: none"> <li>• Personal electronic devices off and away</li> </ul>	<ul style="list-style-type: none"> <li>• Listen when people are speaking or performing</li> <li>• Celebrate your achievements and the achievements of others</li> </ul>

<b>Corridors and Walkways</b>	<ul style="list-style-type: none"> <li>• Listen to others, use a polite voice and body language</li> <li>• Follow staff directions</li> <li>• Move quietly so others can continue working</li> <li>• Respect the personal space and property of others</li> <li>• Knock once and wait</li> </ul>	<ul style="list-style-type: none"> <li>• Be in the right place at the right time</li> <li>• Move safely between areas</li> <li>• Accept responsibility for your actions</li> </ul>	<ul style="list-style-type: none"> <li>• Go straight to your next class</li> <li>• Line up ready in an orderly way – ready to enter class</li> </ul>
<b>Front office</b>	<ul style="list-style-type: none"> <li>• Listen to others, use a polite voice and body language</li> <li>• Treat office staff with respect</li> <li>• Wait patiently and ask politely for assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Update your phone and address contact details</li> <li>• Pay for activities ahead of time</li> </ul>	<ul style="list-style-type: none"> <li>• Go to the office only with permission</li> <li>• Go to the office only if you have business there with a staff member</li> <li>• Return to class promptly</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Allow others to have privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Use toilets during recess and lunch</li> <li>• Wash hands</li> <li>• Turn off taps</li> <li>• Keep toilets clean</li> <li>• Report any misuse</li> </ul>	<ul style="list-style-type: none"> <li>• Ask politely if you need to use the toilet</li> <li>• Return to class quickly after using the toilet</li> </ul>

## Students' rights

We recognise that students have a right to:

- Work in a safe environment with structured and appropriate school routines
- Be free of violence, harassment from others and all forms of bullying including cyberbullying
- Be given educational programs which address their learning needs and challenge them to reach their potential
- Have equitable access to a variety of resources and technology that support learning
- Receive help with academic and social problems
- Be treated with respect as individuals
- Be treated with fairness
- Be involved in making decisions within the school.

## **The school will use these strategies and practices to develop positive attitudes, student achievement and excellent attendance:**

### Provide appropriate classroom and school practices

- Consistently teach school rules and expected behaviours
- Apply school rules fairly and consistently
- Recognise and acknowledge students' character strengths
- Encourage and praise students
- Model consistent and caring behaviour
- Provide a caring teaching and learning environment that treats students as individuals
- Provide clearly structured and appropriate school routines
- Implement effective teaching programs which encourage student motivation and achievement
- Insist on good attendance and punctuality
- Affirm the value of diverse cultural traditions within the school and deal effectively with incidents of discrimination
- Promote fair treatment for the whole school community

### Reward and acknowledge achievement

- Acknowledge student academic achievement and the development of character strengths through the school's rewards system
- Commend and reward students through presentations, awards, reports and references
- Promote achievement through the school newsletter and the local media
- Reward excellent and improved attendance

### Encourage parent involvement

- Communicate to parents and carers about student achievements and concerns regarding progress, behaviour or attendance
- Allow parents and carers to support their child's learning through advocacy and opportunities to participate in the school's social and learning environments
- Provide appropriate parent and community training and support programs
- Develop effective communication between students, teachers and parents

### Develop and promote student leadership

- Incorporate students' views into school planning
- Conduct peer support programs which develop skills in non-violent problem solving
- Encourage student leadership and participation through active student representation in decision making

### Provide support

- Provide students with strategies to identify and develop their personal strengths
- Provide students with strategies to respond positively to incidents of bullying or unfair treatment
- Provide appropriate training for staff to develop skills in teaching and student management
- Ensure the wellbeing of staff and students
- Provide student counselling services

## **Parents and carers can use these practices to encourage positive attitudes, student achievement and excellent attendance:**

### Maintain an environment that encourages success

- Provide a supportive and caring home environment
- Identify and acknowledge the character strengths of students, such as optimism, self-control, gratitude, grit, zest, curiosity and social intelligence.
- Encourage students to achieve their best, and praise them for success
- Attend formal assemblies, performances, sporting events and exhibitions
- Provide students with adequate equipment and full school uniform

### Ensure consistent attendance

- Make school attendance a priority
- Communicate reasons for absence and other matters that affect students' attendance

### Maintain effective communication between school and home

- Provide current contact information
- Communicate concerns directly to staff
- Read and respond to correspondence and school reports
- Attend parent/teacher meetings and interviews
- Participate in whole school decision making, through the P&C and other parent groups

### Support the school's programs

- Support the school's teaching and student welfare programs and anti-bullying policy
- Make use of school programs to support parents and students
- Develop students' communication and conflict resolution skills
- Work to promote self-discipline and respect for the rights of others

## How we deal with inappropriate behaviour

The school will deal with unacceptable behaviour by way of a graded set of practices and strategies. The classroom teacher is responsible for dealing with minor misbehaviour by teaching and re-teaching expected behaviours, and providing a consequence if appropriate. Repeated or serious misbehaviour will be reported to executive staff for further action.

Practices to deal with inappropriate behaviour include:

- Redirecting and remediation
- Reprimand
- Counselling and conflict resolution processes
- Loss of privileges, detention during breaks or after school
- Yellow Room program
- Time out
- Restitution
- Documenting behaviour and consequences in the student welfare database
- Contact with parents/carers by phone, letter or interview
- Behaviour modification plans
- Daily monitoring through character strength card
- Exclusion from class or specialist areas where students endanger the health and safety of others
- In-school suspension program
- Suspension
- Partial Attendance agreement
- Declaration of position vacant (post-compulsory school age students)
- Expulsion

## Suspension

The Principal has the right to suspend students from school for unacceptable behaviour such as continued disobedience, aggressive or violent behaviour, serious misbehaviour and use of prohibited items or weapons.

In considering suspension, the Principal will take into account the age, needs and developmental level of students. The Principal must ensure that the suspension procedure is fair and just.

Suspension allows students time to reflect and accept responsibility for their behaviour.

Suspension also highlights parents' and carers' responsibility to take an active role to modify the inappropriate behaviour.

The school will work in partnership with parents to assist the student to rejoin the school community.

The Principal may apply for declaration of position vacant or expulsion where this is deemed necessary.