Welfare and Discipline Policy.
Cooerwull Public School aims to be a “Caring Centre of Learning” for students and teachers.

We aim to develop and maintain positive inter-relationships, between students, staff, parents and the community so that our students can develop into mature, self-motivated and self-disciplined individuals.

**Our School Welfare Policy is seen as beneficial because:**

- It introduces more consistency into disciplinary procedures by linking various unacceptable types of behaviour with specific consequences.
- It signals to students and parents the development of behavioural problems at an early stage and provides the opportunity for these to be corrected.
- It provides the means for desirable behaviour to be recognised and reinforced.
- It emphasises self-discipline rather than imposed discipline by placing the responsibility for student behaviour where it belongs, with the student.
### RIGHTS AND RESPONSIBILITIES

It is not just rules that govern behaviour. All students at Cooerwull Public School have Rights and Responsibilities.

When all rights are respected and responsibilities are carried out, our school will be a caring centre of learning for students and teachers.

<table>
<thead>
<tr>
<th>MY RIGHTS</th>
<th>MY RESPONSIBILITIES</th>
</tr>
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<tbody>
<tr>
<td>1. I have the right to learn and obtain the maximum benefit from all lessons, classes, sporting activities. Other students should not deprive me of this by their behaviour.</td>
<td>I have the responsibility to co-operate with teachers and other students to make sure excursions and activities proceed and that I keep up to date with required work.</td>
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<tr>
<td>1. I have the responsibility to follow teachers’ instructions.</td>
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<td>1. I have the responsibility to not interfere with other students’ learning.</td>
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<td>1. I have the responsibility to attend school regularly, at the right time and to take part in all activities to the best of my ability.</td>
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<td>2. I have a right to be treated as an individual with respect and politeness.</td>
<td>I have the responsibility to treat others as individuals and not hurt their feelings or abuse them.</td>
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<td>2. I have the responsibility to treat others (teachers, students and visitors) with respect and politeness.</td>
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<td>2. I have the responsibility to respect the authority of teachers.</td>
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<td>3. I have the right to be safe at school while in the classroom and in the playground and while travelling to and from school by not threatening, hitting or hurting anyone in any way.</td>
<td>I have the responsibility to act safely at school in the classroom and in the playground and while travelling to and from school by not threatening, hitting or hurting anyone in any way.</td>
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<td>3. I have the responsibility to learn self control.</td>
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<td>3. I have the responsibility not to do anything that is dangerous or careless.</td>
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<td>4. I have the right to a pleasant physical environment.</td>
<td>I have the responsibility to care for the school environment.</td>
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<td>environment that is safe.</td>
<td>environment by keeping my school neat, clean and tidy.</td>
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<tr>
<td>5. I have the right to expect that my property will be safe.</td>
<td>I have the responsibility to tell teachers about any defective equipment or buildings.</td>
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<tr>
<td>6. I have the right to good health.</td>
<td>I have the responsibility not to steal, damage or destroy the property of others, and to take good care of my own property and property belonging to my school.</td>
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<tr>
<td>7. I have the right to expect that all these rights will be mine as long as I am carrying out my full responsibilities.</td>
<td>I have the responsibility to develop good habits in nutrition and personal cleanliness. I also have the responsibility not to use drugs, alcohol, tobacco and weapons.</td>
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<td></td>
<td>I have the responsibility to protect my rights and the rights of others by carrying out my full responsibilities at all times.</td>
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</tbody>
</table>
THE CORE RULES

All students in NSW government schools are expected to:

• Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.

• Maintain a neat appearance, including adhering to the requirements of the school’s uniform or dress code policy.

• Behave safely, considerately and responsibly, including when travelling to and from school.

• Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and co-operating with instructions and learning activities.

• Treat one another with dignity and respect.

• Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind will not be tolerated.
There are five rules at Cooerwull Public School.

1. OUR LEARNING RULE - I WILL LEARN ALL I CAN

   I will
   - Pay attention in class
   - Follow my teachers’ instructions
   - Arrive in class on time and ready to learn
   - Avoid disrupting other students’ learning
   - Complete all my learning activities to the best of my ability
   - Hand in my completed homework on time

2. OUR RESPECT RULE - I WILL RESPECT MYSELF AND OTHERS

   I will
   - Be considerate and respectful of others
   - Be honest and truthful
   - Co-operate with teachers and students
   - Avoid causing injury or embarrassment to others
   - Avoid bullying and harassment of other people
   - Show respect for visitors

3. OUR COMMUNICATION RULE - I WILL SPEAK POLITELY TO TEACHERS,
   STUDENTS AND OTHER ADULTS

   I will
   - Speak politely
   - Use appropriate language at all times
   - Avoid teasing other students

4. OUR PROPERTY RULE - I WILL HAVE RESPECT FOR MY PROPERTY AND
   OTHER PEOPLE’S PROPERTY

   I will
   - Take care of my property
   - Leave other people’s property alone
   - Take care of school buildings, equipment and grounds
   - Keep the classroom and playgrounds tidy
   - Hand in property that is not mine

5. OUR SAFETY RULE - I WILL HELP TO MAKE OUR SCHOOL A SAFE
   PLACE FOR EVERYONE WHO LEARNS HERE

   I will
   - Be in the right place at the right time
   - Obey school rules and instructions - they are designed to protect me
   - Tell teachers about any defective equipment or buildings
   - Stay within school bounds
   - Leave dangerous or illegal items at home
   - Wear a hat when playing outside in terms 1 and 4
SCHOOL DISCIPLINE CODE

EXPECTED STANDARDS OF BEHAVIOUR IN THE CLASSROOM

I have the responsibility to:

- treat others with understanding and tolerance
- respect the authority of teachers, teacher’s aides and school helpers
- use strategies appropriate to the lesson activity
- learn self control in my actions and speech
- not steal, damage or destroy the property of others or the school
- resolve differences peaceably
- co-operate with teachers and other students
- keep up to date with work, including homework
- pay attention and listen in the classroom and to do the best I can
- use school and classroom equipment properly
- not interfere with the learning of other students, or the teaching of our teachers
- listen, pay attention and be involved in school assemblies
- move around the school in a sensible and quiet manner
- listen to advice and guidance
- keep my classroom clean and safe

EXPECTED STANDARDS OF BEHAVIOUR IN THE PLAYGROUND

I have the responsibility to:

- show self control and fairness in games
- play and move safely in the playgrounds and on steps
- use school equipment properly
- remain in the proper areas to play, keeping away from rooms and areas designated out of bounds
- learn and follow special playground routines and times
- not to take part in any activity which is dangerous, inappropriate or may cause injury
- keep our toilets clean and safe
- not leave the school playground, unless under the direction or supervision of a teacher
- keep away from special equipment or areas
- keep our school grounds clean and safe
- conserve water and care for our gardens, shrubs and trees
- refrain from climbing trees, fences, or anything that may be dangerous
- show respect for adults and visitors to the school
- show my thanks when and where it is due
EXPECTED STANDARDS OF BEHAVIOUR WHILE TRAVELLING TO AND FROM SCHOOL

I have the responsibility to:

- make the buses safe by not threatening, hitting or hurting anyone in any way
- remain in my seat and not throw anything from the bus, or do anything that will distract the driver
- line up quietly and remain in the correct bus line, and follow instructions of the teachers and bus drivers
- sit in the appropriate area immediately upon arrival at school and await direction by the teacher on duty
- walk to school using footpaths and pedestrian crossings by the most appropriate route
- ride bicycles carefully following the rules for bicycle riding
- not arrive at school before 8.30am unless I have the permission of the Principal or Deputy Principal
- use care when alighting from cars and buses and when crossing the road
- leave the school grounds promptly and go straight home
- be aware of “stranger danger”

EXPECTED STANDARDS OF BEHAVIOUR WHILST ON EXCURSIONS

I have the responsibility to:

- co-operate with teachers, drivers, guides and other students to achieve the aims of the excursion
- always behave and act in a safe and responsible manner
- set a good example in dress and behaviour as I am representing the school

EXPECTED STANDARDS OF BEHAVIOUR WHILST PARTICIPATING IN OR ATTENDING SPORTING ACTIVITIES

I have the responsibility to:

- co-operate with teachers, coaches, umpires and officials to ensure that the rules and spirit of the games or activities are followed
- show good sportsmanship and fairness to officials and players
- wear appropriate safety equipment, clothing and footwear for each activity
SAFETY IN AND AROUND THE SCHOOL AND AT ALL SCHOOL ACTIVITIES

*I have the responsibility to:*  
- learn self control and not put myself or anyone else in danger  
- learn to use equipment properly  
- care for a safe and pleasant school environment  
- tell teachers about any defective or dangerous buildings, fittings or equipment  
- obey teachers’ instructions and rules concerning safety in the school  
- carry out all instructions contained in “Emergency Procedures”

OBEDIENCE TO REQUESTS FROM STAFF AND OTHERS IN A POSITION OF AUTHORITY

*I have the responsibility to:*  
- carry out requests from teachers, teacher’s aides, support staff, tutors, scripture teachers, school helpers and prefects

SCHOOL HOMEWORK POLICY

*I have a responsibility to:*  
- complete homework tasks given by my teacher in the time allotted  
- recognise the importance of homework in the development of study skills

ADHERENCE TO THE STANDARDS OF DRESS DETERMINED BY THE SCHOOL COMMUNITY

*I have the responsibility to:*  
- wear school uniform  
- wear appropriate clothing for sport, PE, drama or any other special activity  
- keep my uniform neat and tidy  
- not interfere with or damage any other person’s clothing or belongings
PUNCTUAL ADHERENCE TO THE SCHOOL TIMETABLE

I have the responsibility to:

- be punctual for the start of school: 9.00am
- cease playing at the appropriate time and forward to lines quietly and quickly
- move around the school quietly and quickly so as not to waste time
- have the appropriate books, pens, etc. so lessons can be completed effectively
- leave classrooms promptly for recess periods and at the end of the day: 3.00pm

PROHIBITION OF ILLEGAL DRUGS, ALCOHOL, TOBACCO AND WEAPONS

I have the responsibility:

- not to use illegal drugs, alcohol, tobacco and weapons, nor bring any to school
- to notify the Principal or a teacher if I see any drugs, alcohol, tobacco products or weapons at school

POSITIVE AND RESPECTFUL RELATIONSHIPS BETWEEN ALL MEMBERS OF THE SCHOOL COMMUNITY

I have the responsibility to:

- treat others with politeness and respect
- respect the authority of teachers and all others who help us in class and at any school activity
- make Cooerwull Public School a positive, caring and friendly school
- protect my rights and the rights of others by carrying out my full responsibilities at all times
There are four levels of discipline.

All students start on Green Level, which indicates responsible and considerate behaviour.

Students are placed on orange, red and black levels because their behaviour is a cause for concern. Their failure to co-operate and behave in an appropriate manner means some form of sanction must be imposed. Students who are placed on orange or red level may be withdrawn from the playground at lunch time for up to 5 days and will only be able to participate in school sporting teams or extra curricula activities at the discretion of the Principal.

Teachers will refer persistent cases of undisciplined behaviour to the School Executive. Students are interviewed and counselled by a member of the School Executive and they are told of the consequences and the likelihood of being moved to another level.

Students on orange and red levels will be considered for placement on the next upper level by behaving responsibly for two weeks. This will be monitored by a classroom teacher and the School Executive.

Students will only be placed on black level in exceptional circumstances when their behaviour is causing such concern that a short term or long term suspension is being imposed according to Department of Education and Training regulations.

These levels will only apply to a handful of our students each year.

Where a student is moved to a new level the parents will be automatically informed in writing. Parents will then have the opportunity to discuss this with his/her child.

In cases of a serious breach of discipline, a student may be placed directly on orange, red or black by a member of the School Executive or the Principal.

**Green Level**

Once a term all students on Green level will receive additional playtime in recognition of their appropriate behaviour at school.

**Orange Level**

Students will only be able to participate in school activities and excursions at the discretion of the Principal or school executive. They will be placed on Green level after 10 days of appropriate behaviour.

**Red Level**

Students will not be able to participate in school activities and excursions. They will be placed on Orange level after 10 days of appropriate behaviour and will be able to work back to Green level after a further 10 days appropriate behaviour.