

Karangi Public School

Student Welfare and Discipline Policy

2017





Karangi Public School

A proud member of the Orara Valley Learning Community

Student Welfare and Discipline Policy

Rationale:

Karangi Public School will provide a quality education for all students. Karangi Public School will provide effective learning and teaching within secure, well-managed environments, in partnership with parents, carers and the wider school community. Students are encouraged to become self-directed, lifelong learners who will create a positive future for themselves and for the wider community.

Karangi Public School is a safe environment where the whole school community is respected.

Definition:

Welfare at Karangi Public School encompasses school community practices that meet the personal, social and learning needs of all students by providing a safe and respectful environment. All members of the school environment are asked to act in a responsible manner towards others.

School Code of Conduct

To establish positive behaviour for learning at Karangi Public School, the school community will uphold the school motto '*Truthful and Trustworthy*' through adhering to the school rules. The school rules are represented by 3 overarching statements or codes of conduct:

- ***Be Safe***
- ***Be Respectful***
- ***Be Responsible***

Rights and Responsibilities

Students

Rights

- To be treated fairly and with respect.
- To learn, play and interact with others in a safe and happy environment.
- To have their learning and emotional needs considered and met within reasonable expectations.

- To know what is expected of them and of others in the school community
- To have their voice heard, contributing to decision making in the school.
- To be treated fairly by others in the school community.

Responsibilities

- To come to school prepared to learn and work to the best of their ability.
- To respect themselves and their peers and treat others fairly.
- To develop self-discipline by accepting responsibility and consequences for their actions and decisions.
- To have a sense of belonging and pride in school, community and country.
- To develop resilience and the ability to cope in different situations.
- To understand, support and follow the Karangi Public School Student Welfare and Discipline Policy.

Parents/Carers

Rights

- To be treated fairly and with respect.
- To feel welcome.
- To be informed.
- To know that their children work, play and learn in a friendly safe and helpful school environment.

Responsibilities

- To ensure that children attend school punctually and regularly.
- To ensure children are aware of their own responsibilities.
- To ensure children wear the school uniform.
- To enter into a positive partnership with teachers so that together there is support for each child to achieve optimum progress.
- To maintain a respectful, professional and open communication with all school staff.
- To understand, support and follow the Karangi Public School Student Welfare and Discipline Policy

Staff

Rights

- To be treated fairly and with respect.
- To teach in a friendly, safe and co-operative environment which is supported by the whole community.
- To be informed.

Responsibilities

- To care for all children.

- To provide a learning environment that will allow all children to work, play and learn in a friendly, safe and helpful school.
- To provide the best possible educational program to meet the needs, capacities and aspirations of each individual child.
- To enter into a positive partnership with parents to ensure there is support for each child in order to achieve optimum progress.
- To maintain open communications with all partners – children and parents/carers.
- To fully implement and support the Karangi Public School Student Welfare and Discipline Policy.

Promoting Positive Student Behaviour and Learning: Award System

All students will be encouraged to demonstrate positive behaviour through explicit teaching of expected behaviours and consistent administration of rewards and consequences. Students will be recognised in the following areas:

Learning Environments:

- **Students of the Week Award** – awarded to 2 students per class in recognition of effort, citizenship and academic achievement within the school setting. Presented weekly at Friday afternoon whole school assembly.
- **Principals Award** – Presented at Friday afternoon whole school assembly in Week 5 and Week 10. Student identified for receiving the award after discussion with staff members. This award is presented to a student for all round excellence across all aspects of a child's schooling.

NB: If for any reason there is no Friday assembly the awards will be presented at Monday morning assembly.

- **Merit Award System:**

Every student is eligible to receive one (1) merit award per fortnight. This is an award based on a student's positive behavior across all aspects of their schooling.

- A student will not receive their merit certificate if they have received ***one red referral or three orange referrals in a fortnight***.
- These awards are presented at either the Early Stage 1/ Stage 1 assembly or the Stage 2/ Stage 3 assembly on Monday beginning each odd week (except for Week 1). Depending on the child's year.
- Upon receiving and accumulating these awards students will progress through a number of levels:

Bronze, Silver, Gold and Diamond

- Bronze Award = 2 Merit Awards
- Silver Award = 3 Merit Awards
- Gold Award = 4 Merit Awards

- Diamond Award = 5 Merit Awards

- Students will receive their final award (Diamond, Gold, Silver or Bronze) at the completion of each term.
- Upon receiving their final award eligible students will receive an invitation to attend or participate in a reward activity. Students must receive a minimum of 4 out of a possible 5 merit awards (either a Gold Award or a Diamond Award) in a term to be eligible for the end of term reward activity.

PLEASE NOTE

- To be eligible for the end of year Big Day Out students must have reached a Gold Level in Term 4 prior to the event taking place.
- To be eligible to be Kindergarten buddies Year 5 students must have received a minimum of 12 merit certificates by the end of Term 3 and be on track for a Gold Award in Term 4.
- To be eligible to be nominated for a school leadership role Year 5 students must have received a minimum of 12 merit certificates by the end of Term 3 and be on track for a Gold Award in Term 4.
- All school leaders will sign a contract in conjunction with their parents/ carers prior to commencing their leadership role outlining expectations associated with their role.

- New students enrolling throughout the year will begin working towards the level appropriate at the time they commence attending Karangi Public School.

Playground

“Win Bins” – awarded to students for displaying safe, respectful and responsible behaviours in the playground environment.

- A teacher must sign these at the time of presentation to the student.
- Students then place these in the appropriate win bins (K-2 or 3-6).
- Weekly prizes from our prize box are awarded from this draw at the Friday assembly: 2 for K-2 and 2 for 3-6. If there is no Friday assembly then the win bin draw will take place the following Monday morning.
- After the weekly prize draw the School Captains place the remaining win bins into the major prize draw box.

- End of term major draw. All win bins collected during the term are eligible. There will be two prizes for K-2 and two prizes for 3-6.
- Only one prize per student per draw. If a student is drawn twice then they will receive one prize and there will be a redraw for the second prize.

“Kookie Award” – this is a PBL (Positive Behaviour for Learning) award which is awarded to students for displaying either safe, respectful or responsible behaviours in the playground environment depending on our PBL focus for that fortnight.

- A teacher must sign these at the time of presentation to the student.
- Students then place these in the appropriate PBL Draw. (K-2 or 3-6).
- Weekly prizes from our prize box are awarded from this draw at the Friday assembly: 2 for K-2 and 2 for 3-6. If there is no Friday assembly then the PBL draw will take place the following Monday morning.
- Only one prize per student per draw. If a student is drawn twice then they will receive one prize and there will be a redraw for the second prize.

Preventing and Managing Student Behaviours

Learning Environment (Classrooms and Library) Discipline Procedures

Rules and expectations reflect the school code of conduct: **BE SAFE, RESPECTFUL AND RESPONSIBLE**. Rules are explicitly taught to students, regularly referred to and displayed in the learning environments. The discipline procedure outlined below is clearly displayed in all rooms.

Steps in the Discipline Procedure:

1. **Verbal Reminder:** *Stop and Think*

2. **Visual Rule Reminder** (**GREEN**)

Student's have a marker placed near the Pillar – *Safe, Responsible, Respectful* (which is located on their desk) that they got the initial verbal reminder for. Student reflects on school rules. (*Which rule are you breaking?*). This marker is removed at the next break (recess, lunch or home time).

3. **Quiet Area** (**YELLOW**)

Student is asked to move to the Quiet Spot. This is recorded on the behaviour tracking sheet. If a student is sent to the Quiet Spot three times in a week then the teacher will call the parent to notify them and they won't receive their merit certificate.

4. **Buddy Class** (**ORANGE**)

Student is asked to go to the “buddy class”. An orange referral slip is sent home. If a student receives 3 orange referrals in a fortnight then they won't receive their merit certificate.

The buddy classes in 2017 are:

- Kindergarten = Year 5/6
- Year 1 = Year 3/4
- Year 2 = Year 5/6
- Year 3/4 = Year 1
- Year 5/6 = Year 2

5. **Principal (RED)**

A red referral is sent home by the Principal. Principal contacts parent/carers. The student is unable to get their merit certificate for that fortnight.

These coloured behaviour management cards are displayed within every classroom. This is refreshed each day, or after an issue has been resolved, with all students having a fresh start.

How Does It Work?

When the student is exhibiting an inappropriate behaviour:

1. The student is given a verbal warning and some take up time i.e. 1 min. to carry out the instruction.
 2. Students are given their 2nd verbal warning but this time a marker is placed on the students desk next to the appropriate pillar.
 3. If the student does not carry out instructions, the student will be asked to move to the quiet spot. The student needs to sit and think about their behaviour until the time is up whilst completing set work. The student remains at the quiet spot for approximately 5 - 10 minutes. After their time is up, they may then move back to what the rest of the class is doing. If the student refuses to go to the quiet spot they will be asked to go to the Principal and will receive a red referral.
 4. Inappropriate behaviours continue therefore the student is withdrawn and escorted to the buddy class with work. An orange referral slip will be sent home by the supervising teacher.
 5. If behaviours continue or escalate the student is sent to the Principal. After discussion with the teacher/s the Principal will contact the parents/carers. A red referral will be given.
- Any student sent to the quiet spot, buddy class and/or Principal will be recorded on a class behaviour tracking sheet to determine whether there are any common themes ie. Times, subjects etc. where students are finding themselves in trouble.
 - Any student sent to the quiet spot 3 times or more within a week will not be eligible to receive their fortnightly merit award and will have their parents/ carers called.
 - Any student sent to the buddy class 3 times or more within the fortnight will not be eligible to receive their fortnightly merit award.
 - Any student sent to the principal within the fortnight will not receive their fortnightly merit award.

Playground Discipline Procedures

Playground expectations reflect the school code of conduct: **BE SAFE, RESPECTFUL AND RESPONSIBLE**. They are explicitly taught to students, regularly referred to and displayed in the appropriate area.

Steps in the Discipline Procedure:

1. Rule Reminder

Stop and Think. Reflect on school rules. (*Which rule are you breaking?*)

2. Quiet Area

Remove to **quiet/time out area** in the playground. This is located in the COLA for the Upper Playground and next to the steps on the lower Playground. The duty teacher records information for the appropriate class teacher.

3. Withdrawal

Withdrawal to Principal. An orange or red referral slip sent home by duty teacher depending on incident.

Review of Playground Incident Reports

Reports are reviewed by Class Teacher and noted on a class behaviour tracking sheet. A decision on course of action is made. These actions may include:

- Discuss unacceptable behaviour with student.
- Contact parent/carer via phone or referral slip / Parent/carer meeting
- Withdrawal from playground.
- Referral to the Principal.

Important Information:

- Parents/carers may be contacted by the classroom teacher or the Principal at any stage to discuss and work together to solve any concerns or issues arising.
- Continued disobedience and/or aggressive or violent behaviour is referred directly to the Principal.
- Referral to School Counsellor maybe discussed at any stage of this process.
- The Principal may exercise the right to suspend or expel a student consistent with *Suspension and Expulsion of School Students – Procedures (PD20060316)*.

Managing Student Behaviour

Students are assisted to develop positive social behaviours through a range of proactive strategies. These strategies may include:

- Stating the required rule simply and clearly and consequence or direction without engaging in negotiation.
- Discussions to endeavor to determine the purpose or causes of the behaviour.
- Individual, class and school discussions of rules as appropriate.
- Devising a plan of logical consequences with the student as applicable to the behaviour.

- Managing student triggers.
- Focusing on strengths and positives as a conscious effort.
- Developing conflict resolution/social skills training.
- Working with parents/carers/families to support students.
- Referral to Learning Support Team for further assistance (behavior assessment/support; counselling).
- Principal may recommend withdrawal of privileges if deemed necessary.
- A complex case management strategy may need to be developed and implemented, including interagency and support personnel.
- All actions in relation to the discipline process of individual students will be recorded in a register.
- Mentoring programs including supported play.
- Playground monitoring cards.
- Risk Management Plan.
- Behaviour management plan.

To be eligible to attend school activities or represent the school in an outside school event students will need to demonstrate:

- A positive attitude towards all school activities.
- Consistent appropriate and acceptable behaviour in the classroom and playground.
- Non-discriminating behaviour and attitudes at school to all members of the school community.

Withdrawal of students from activities will be decided upon by the Principal and will involve discussions with the student, parents/carers, and classroom teachers.

Think-Tank

Think-Tank is run daily by a member of the Executive at lunch time. Think-Tank is a time where students can reflect and have a restorative discussion with the Principal or Assistant Principal about how they can fix a situation or improve upon an action.

- Students who are in Think-Tank for behavioural issues will remain there from 1:05pm-1:25pm.
- Students who are in Think Tank and are not there by 1:05pm will automatically be in Think Tank the next school day as well.

Students will attend Think-Tank when:

- They have received an orange or a red referral that day or the day before.
- They have been sent to their Buddy Class.
- At the Executive's discretion.

Think-Tank is also a time for quiet reflection. Students will attend Think-Tank to quietly reflect when:

- They haven't finished their class work – students will remain in until they have completed their work or 20 minutes has elapsed, whichever occurs first. A student who attends Think Tank for this reason more than twice in a week will have their parents contacted by the referring teacher.
- Students are late to lines without a valid reason. Students will remain in Think-Tank for 10 minutes.
- A student who has received 3 orange referrals in a week will attend Think-Tank for a period of 5 consecutive lunch times for 20 minutes per day from 1:05pm-1:25pm.

Positive Behaviour for Learning (PBL)

Each fortnight there will be a PBL Focus across the school based on one of our three pillars: Be Safe, Be Respectful, Be Responsible. This will align with our school PBL matrix (see Attachment H)

Personal Equipment

All electronic devices brought to the school must be left in the office and collected by the student at the end of the day. Personal items brought in by students for news must remain in their school bag until the time of their news and then return to their bags after news is complete. Sports equipment is provided for all students to access and therefore personal sports equipment needs to be left in the office for collection at the end of the day. Handballs and collector cards are allowed to be brought to school.

School Uniform

If a student comes to school with an incorrect jumper without a note then they will be required to remove the jumper and replace it with a school jumper from our school office. Students with a note will continue to wear the alternate jumper but will be encouraged to locate their missing jumper.

Review

This policy was reviewed in August 2017. It will next be reviewed in August 2018 unless required earlier.

Appendix A: School Rules

Learning Environment Rules:

- Always strive to achieve your best.
- Listen when another person is addressing the class.
- Put your hand up and wait before speaking.
- Sit safely on chairs.
- Walk when moving about the room.
- Ask permission before leaving the room. Wear the class leave pass tag when not in the room.
- When permitted talk in a quiet indoor voice.
- Be respectful of others opinions when given.
- State opinions in a respectful manner.
- Use your good manners at all times.
- Allow other students to learn without being disturbed.
- Respect all property including your own and others.

Playground Rules:

General Movement:

- Walk quietly when moving around the school.

Eating Time:

- Remain seated until teacher on duty asks you to move.
- Pick up all rubbish and place it in the bin.
- Only eat your own food.
- Any unfinished food must be taken home.

Play Break:

- Walk on concrete, paved areas and gravel walkway areas, including the garden nature walk.
- Wear your school broad brimmed hat at all times when outdoors for any activity. If you do not have the correct hat remain under the morning assembly area at play breaks.
- All issues or problems must go through the duty teacher.
- Remain in bounds at all times.
- Under no circumstances are students permitted be on the fence or go past the fence boundaries.
- Play fairly and according to rules of the game.
- Keep your hands and feet to yourself.
- Balls may only be passed/thrown/bounced in the Assembly and Upper playground areas.
- Lower playground is divided into 2 play zones: 3-6 and K-3.
- Tackle football is **not** permitted.

- Return all equipment to the correct place.
- Pack up games and move to toilets and drinks at first bell.
- Move immediately to class line up area upon second bell.
- Sit quietly waiting for the teacher in a designated class line up area.

Playground Equipment:

- K-2 at lunch (first) break.
- 3-6 at afternoon tea (second) break.
- Students who are directly supervised by their parents at the end of the day may use the playground equipment.
- If the equipment is wet it is not to be used.
- Patiently wait your turn.
- Only go down the slide.
- School hat must be worn at all times.
- Walk in this area.

Canteen Rules:

- Students with lunch orders wait in the rainforest area for their lunches to be distributed by a teacher.
- Once the window shutter is raised students may line up in a single line to purchase. No saving places or letting permitted.
- Polite manners are used at all times.

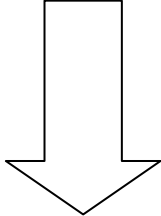
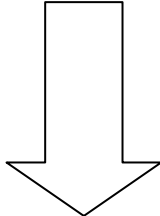
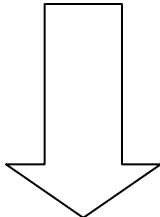
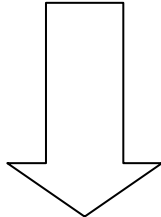
After school Bus Lines Rules:

- Walk to bus lines and Assembly Area
- 1st bus lines up and wait quietly behind the white line at the front entrance.
- Students waiting to be picked up by family/carers sit quietly on the seats at the checkerboard area.
- 2nd bus students place their bags in line and sit quietly waiting for instructions from the teacher on duty. No saving places or letting in.
- After 1st bus leaves teacher on duty may permit 2nd bus students to play.
 - Only in the playground equipment, assembly area, and lower oval.
 - Normal playground school rules apply in all areas.
 - 2 minutes before bus is due students are to move back to bus lines.
 - Teacher will choose line to lead students onto bus.
 - Walk to the bus remaining on the painted walkway.

Office and Staffroom Rules:

- All entry must be via front door.
- Wait quietly at the office counter until addressed by an adult.
- Students must be accompanied and supervised by a staff member in the staffroom.

Appendix B: Positive Awards System:

Requirements to progress levels	LEVEL PROGRESSION
Student receives follows the school code of conduct and classroom rules and is eligible for their fortnightly Merit Award.	<p>MERIT AWARD</p>  <p>BRONZE</p>  <p>SILVER</p>  <p>GOLD</p>  <p>DIAMOND</p>
Student receives 2 Merit Awards and receives a BRONZE Award.	
Student accumulates 3 Merit Awards in total and progresses to their SILVER Award.	
Student accumulates 4 Merit Awards in total and progresses to their GOLD Award.	
Student accumulates 5 Merit Awards in total and progresses to their DIAMOND Award.	

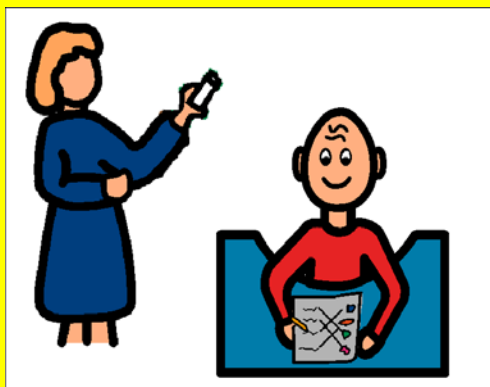
Karang Public School Discipline Steps

1st Reminder



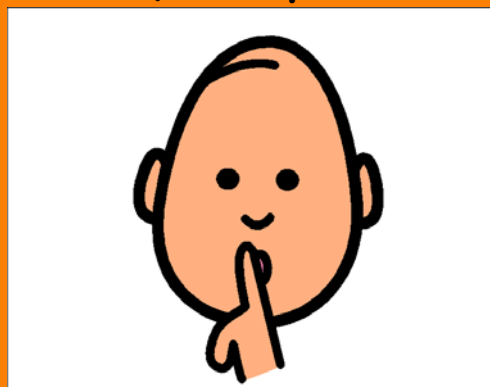
I need to follow the classroom rules.
(Verbal)

2nd Reminder



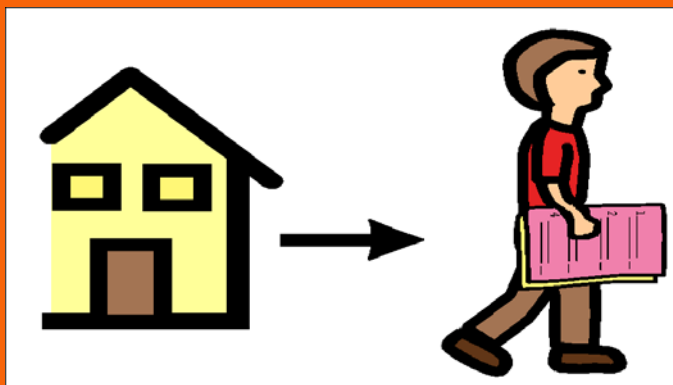
I need to follow the classroom rules.
(Visual)

Quiet Spot



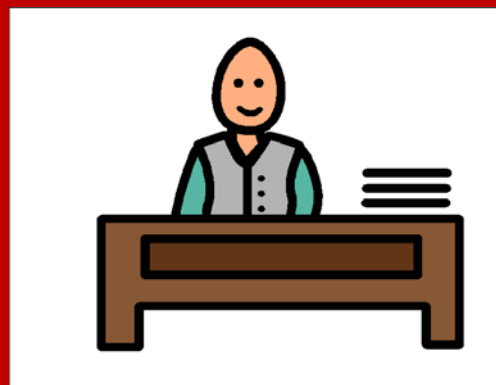
I need to move quietly to the quiet spot.

Time Out



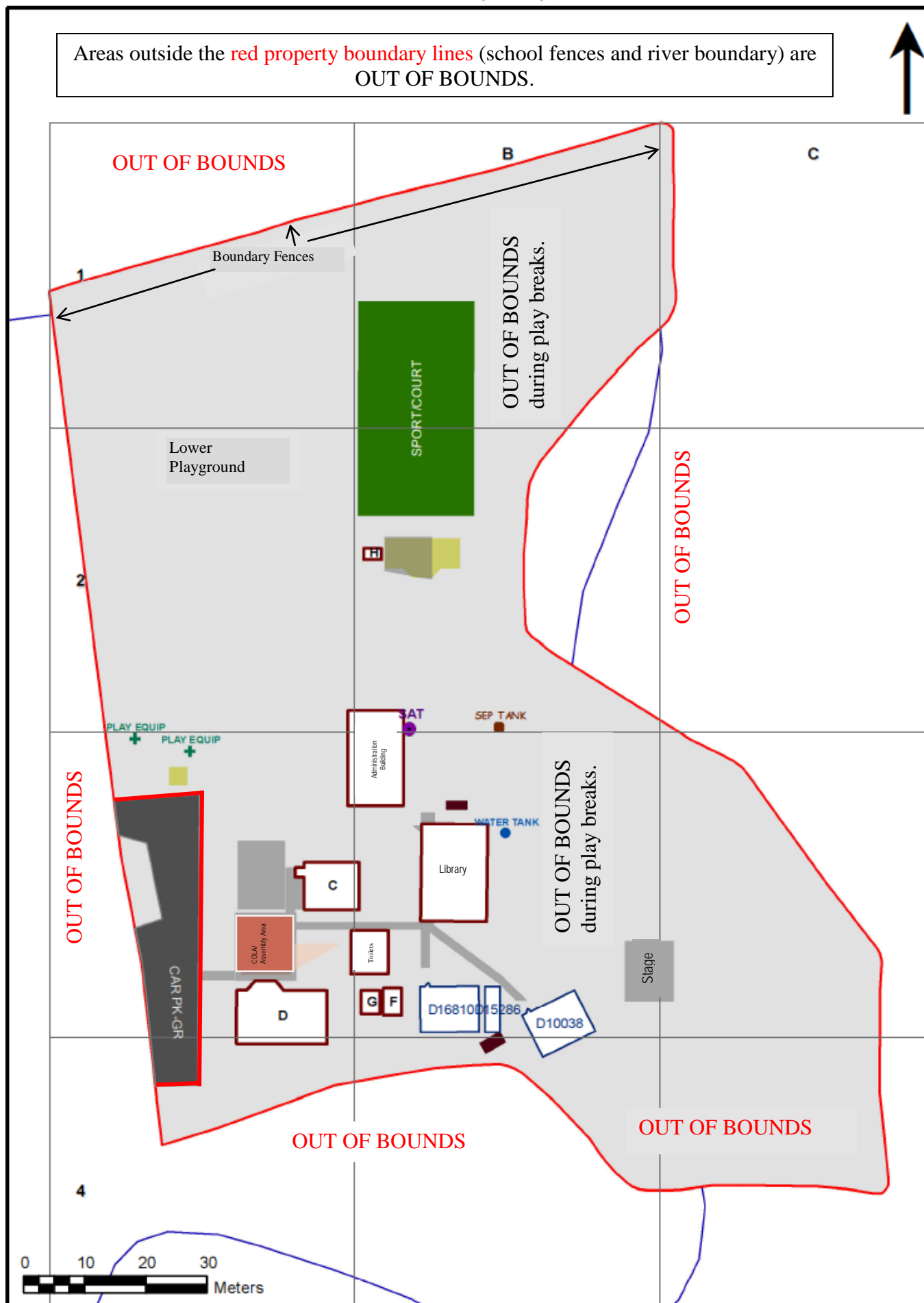
I go to the Buddy Classroom.

Principal's Office



I need to go quietly to the principal's
office.

Appendix D: Out of Bounds Map



Core Rules

Student discipline in NSW Government Schools

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
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Treat one another with dignity and respect.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- 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.

Appendix F: Karangi Public School Discipline Referral Form

Karangi Public School Discipline Referral Form

Student: _____ Referring Staff Member: _____

Date: _____ Time: _____ Class: K 1 2 3/4 5/6

LOCATION

- | | | |
|------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Bus | <input type="checkbox"/> Classroom | <input type="checkbox"/> Rainforest Room |
| <input type="checkbox"/> Bus lines | <input type="checkbox"/> COLA | <input type="checkbox"/> Toilet |
| <input type="checkbox"/> Canteen | <input type="checkbox"/> Playground | <input type="checkbox"/> Other: _____ |

Orange Behaviours – Staff-Managed or Executive Managed

- | <u>SAFE</u> | <u>RESPECTFUL</u> | <u>RESPONSIBLE</u> |
|--|---|---|
| <input type="checkbox"/> Out of bounds | <input type="checkbox"/> Lack of respect | <input type="checkbox"/> Non-completion |
| <input type="checkbox"/> Tackling in soccer | <input type="checkbox"/> Repeated put-downs | <input type="checkbox"/> Misusing equipment |
| <input type="checkbox"/> Pushing / Shoving | <input type="checkbox"/> Breaking/ throwing objects | <input type="checkbox"/> Dress-code violation |
| <input type="checkbox"/> Banned item at school | <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Leaving class / Out of class |
| | <input type="checkbox"/> Cheating and plagiarising | |

Red Behaviours – Executive-Managed

- | <u>SAFE</u> | <u>RESPECTFUL</u> | <u>RESPONSIBLE</u> |
|---|--|---|
| <input type="checkbox"/> Over or on fence | <input type="checkbox"/> Verbally aggressive | <input type="checkbox"/> Refusing to attempt work |
| <input type="checkbox"/> Playing a banned game | <input type="checkbox"/> Sustained put downs | <input type="checkbox"/> Removal of self without compliance |
| <input type="checkbox"/> Striking/ attempting to | <input type="checkbox"/> Threatening harm | <input type="checkbox"/> Intentional destructive use of equipment |
| <input type="checkbox"/> Misusing item in a
damaging way | <input type="checkbox"/> Intentional Damage | <input type="checkbox"/> Continually not bringing hat to avoid activities |
| | <input type="checkbox"/> Abusive language/ actions | |

POSSIBLE MOTIVATION

- | | | | |
|---|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Obtain peer attention | <input type="checkbox"/> Avoid task/ activity | <input type="checkbox"/> Obtain items | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Obtain adult attention | <input type="checkbox"/> Avoid peers(s) | <input type="checkbox"/> Avoid adult | <input type="checkbox"/> Other: _____ |

ACTION

- | | | |
|---|---|---|
| <input type="checkbox"/> Referral sent home | <input type="checkbox"/> Parent signed and returned | <input type="checkbox"/> Parent didn't return – phone call made |
|---|---|---|

Phone Call: _____ (include date and time)

Notes: _____

PARENT SLIP – PLEASE RETURN FRONT COPY OF THE REFERRAL

- ☐ I have discussed this matter with my child.
- ☐ I would like to discuss this more with the referring teacher: Yes / No (please circle)
- ☐ I understand that after 3 orange referrals or 1 red referral my child will not receive their merit certificate in that fortnight.

Signed: _____ Date: _____

Appendix G: Karangi Public School PBL Traffic Lights

SAFE	RESPECTFUL	RESPONSIBLE
<u>Out of Bounds</u> Careless wandering or sitting Repeated presence in O.O.B. area No desire to comply or move Sitting or climbing on fence Intentionally not in the right place at the right time	<u>Arguing/ Defiance</u> Indistinct mutterings Low level negative comment Lack of respect in tone, manner and body language but complies Challenging manner – compliant Verbally aggressive	<u>Failing to Follow Instructions</u> Slow to comply with requests Intentional distraction from request Half completion of task request Refusing completion of request Removal of self without compliance – walking away
<u>Aggressive Play/ Hands Off</u> Pushing/ shoving in allowed game Careless contact in allowed game Tackling in soccer Playing a banned game	<u>Harassment</u> Isolated put-down Repeated put-down Sustained put-down Sustained aggressive talk Threatening harm	<u>Inappropriate Use of Technology/ Equipment</u> Careless use of equipment No hat at school Reckless misuse of equipment Electronic devices brought into school -not put in office Dress code violation Deliberately not having hat to avoid activity Intentional destructive use of equipment Blatant sustained defiance in using electronic devices Continually not bringing hat
<u>Physical Violence</u> Jostling Pushing/ shoving Grabbing at body/ clothing Some intention to connect/ provoke a response Striking Pursuing to strike	<u>Misuse of Property/ Vandalism/ Stealing</u> Throwing objects Accidental breakage via careless use Accidental breakage through misuse Throwing objects that could cause harm Intentional damage Stealing Throwing to cause harm	<u>Classroom Attendance</u> Late to class Out of class without permission Repeated lateness or leaving class once on school grounds Persistent infractions of above.
<u>Possession of Banned Item</u> Banned items in sight The use of a banned item in a potentially damaging way. Use of item in a damaging way on purpose	<u>Swearing/ Inappropriate Language and Actions</u> Disrespectful language low-level Swearing as an exclamation Swearing amongst peers Cheating and plagiarism Swearing directed aggressively at peers Abusive swearing at an adult Inappropriate actions Racial comments Continued cheating and plagiarism	<u>Key</u> Green = teacher correction procedure Orange = teacher's discretion but requires a referral and entry into SENTRAL. Red = direct escalation and referral and entry into SENTRAL.

Appendix H: Karangi Public School PBL Matrix

	SAFE	RESPECT	RESPONSIBLE
Rainforest Room	<ul style="list-style-type: none"> Be in the right place Eat your own food Walking only Use steps on the left 	<ul style="list-style-type: none"> Quiet voices Sitting and listening 	<ul style="list-style-type: none"> Sit while eating Keep clean and tidy
Sandpit	<ul style="list-style-type: none"> Keep sand in sandpit Keep sand away from faces Wear your hat 	<ul style="list-style-type: none"> Share toys Respect others' constructions 	<ul style="list-style-type: none"> Pick up toys neatly Leave quickly on bell Empty shoes
Fixed equipment	<ul style="list-style-type: none"> Use equipment appropriately Walking only Wear your hat Watch out for others 	<ul style="list-style-type: none"> Take turns Positive language 	<ul style="list-style-type: none"> Use during appropriate time Hands to yourself Stay off when wet OR only use when dry Use only when supervised by a teacher
Yarning circle	<ul style="list-style-type: none"> Sitting area Walking only 	<ul style="list-style-type: none"> Quiet voices Be kind to others 	<ul style="list-style-type: none"> Seats are for sitting on Care for the plants
Toilets/bubblers	<ul style="list-style-type: none"> Walking Waiting for your turn Give others space 	<ul style="list-style-type: none"> Waiting quietly and patiently Respect the privacy of others Keep clean and dry 	<ul style="list-style-type: none"> Have a drink and use the toilets before the bell This is not a place to play
Fairy garden	<ul style="list-style-type: none"> Stay in bounds Stay off trees Leave the stones where they are 	<ul style="list-style-type: none"> Play fairly Include others Speak kindly to one another 	<ul style="list-style-type: none"> Be a friend to nature We take care of our garden
Library	<ul style="list-style-type: none"> Walking only Put chairs under desk Return items 	<ul style="list-style-type: none"> Soft voices Handle books and all equipment with care 	<ul style="list-style-type: none"> Listen to all adults Allow others to learn and work
Oval	<ul style="list-style-type: none"> Staying in bounds Keep hands to one's self Use equipment properly 	<ul style="list-style-type: none"> Use positive language Include others in games Encourage others when playing 	<ul style="list-style-type: none"> Inform teacher if equipment is over fence Wear school hat Walk to assembly as soon as bell goes Return all equipment to its right place
Office/staffroom	<ul style="list-style-type: none"> Open the door slowly Be in the right place 	<ul style="list-style-type: none"> Remove your hat Wait quietly Use manners (please/thank you) If the office is unattended knock on staffroom door and wait quietly 	<ul style="list-style-type: none"> Complete tasks according to instructions given by adult Return items to correct place
	SAFE	RESPECT	RESPONSIBLE
Canteen	<ul style="list-style-type: none"> Walk on the ramps Move carefully around others 	<ul style="list-style-type: none"> Use manners Waiting quietly Wait for permission before buying 	<ul style="list-style-type: none"> Ensure lunch order is put in Place rubbish in the bin when you're finished
COLA	<ul style="list-style-type: none"> Walk safely Sit safely on the verandah Walk up and down the stairs on the left 	<ul style="list-style-type: none"> Quiet voices Sitting and listening at assembly 	<ul style="list-style-type: none"> logs are for sitting on Care for the plants
SAKG	<ul style="list-style-type: none"> Stay in bounds Seats are for sitting on Only attend to plants when instructed by a teacher Walking area only 	<ul style="list-style-type: none"> Attend to plants carefully Quiet area Look after all equipment 	<ul style="list-style-type: none"> Put all equipment away once finished using it Only attend to plants if instructed by a teacher

Appendix I: Karangi Public School Merit Certificate Attachment

Name: _____					
BE SAFE		BE RESPECTFUL		BE RESPONSIBLE	
Follow school rules		Speak nicely to others		Finish your work to the best of your ability	
Play Safely		Listen to your teachers and follow their instructions in a respectful manner		Have a positive attitude towards your learning	
Be in the right place at the right time		Respect others' right to learn by not disturbing them.		Be ready to learn	
Keeping hands, feet and objects to ourselves		Use appropriate language		Look after your work place and respect property.	
<input type="checkbox"/> I did get my merit certificate <input type="checkbox"/> I didn't get my merit due to going to the Quiet Spot 3 times in a week <input type="checkbox"/> I didn't get my merit due to getting 3 orange referrals this fortnight <input type="checkbox"/> I didn't get my merit due to getting 1 red referral this fortnight					
Congratulations!					