



Spencer Park Primary School Behaviour Management Policy (Reviewed 2018)

BELIEFS

Spencer Park School Campus

- Creates a happy, positive school learning environment within the classroom so that teachers and students can work together in harmony.
- Creates a caring school environment where the rights and responsibilities of the individual are recognised and respected.
- Has a set of rules that are clear, consistent and fair and protects the rights of all individuals.
- Has a clear set of consequences for individuals who do not accept their responsibilities and break the rules.
- Has a set of procedures so that conflicts are resolved in a positive non-violent manner.
- Recognises those members of the school community whose exemplary behaviour promotes a positive school environment.

PRINCIPLES

The principles of the policy are

- Students should be recognised for behaving in an appropriate way.
- Students need parameters of behaviour defined. There should be encouragement for students to behave within this 'code of behaviour.'
- Parents, teachers and students should work together to maintain appropriate behaviour.
- A consistent approach by all involved will assist in managing student behaviour.
- Fairness and equity are evident in managing the student behaviour.

OUR SCHOOLS CODE OF BEHAVIOUR

- Respect other people, their rights and their property.
- Be courteous.
- Let others learn.
- Treat others as you would like to be treated.

ADMINISTRATION TEAM ROLES AND RESPONSIBILITIES

- Provide a link between parents and staff.
- Ensure consistency in the implementation and maintenance of behaviour management procedures throughout the school.
- Facilitate case conferences involving parents, teachers and other professionals to develop behaviour plans for individual students.
- To be open minded, flexible and fair when managing disciplinary issues.
- To investigate fully with all parties involved any situation that may require disciplinary action.
- Support teachers by:
 1. Providing the necessary Professional Development to teachers who have students with challenging behaviour.
 2. Having a team approach to supporting the teacher who has students with challenging behaviours.
 3. Assistance with the writing and implementation of IBMP's

TEACHERS ROLES AND RESPONSIBILITIES

- Provide a positive classroom environment.
- Consistently apply the school's behaviour management plan.
- Develop and implement class discipline policy. (This policy should contain class rules, rewards for positive behaviour and consequences for negative behaviour.)

- Display and regularly discuss:
 - The School Code of Behaviour.
 - Playground rules.
 - Classroom rules.
 - Values and beliefs.
- Liaise with Admin staff and parents when ongoing behaviour problems with individual students occur.
- Ensure parents are aware of their classroom discipline policy.
- Utilise the school behaviour management plan.
- Undertake playground duty as per the duty roster. Be punctual for duty and immediately deal with situations as they may arise.
- When necessary provide an Individual Behaviour Management plan and other significant positives.

BEHAVIOUR MANAGEMENT PROCEDURES

The basic elements of our school's process are:

1. Teachers establish in-class guidelines for behaviour and rules to enable a harmonious working atmosphere. Where ever possible teachers recognise and encourage appropriate behaviour.
2. When a student behaves inappropriately the teacher usually follows these steps:
 - a. Student is counselled and reminded of the school's 'code of behaviour' (Some staff put student's name on the board.)
 - b. Teacher gives written warning. Student signs it and takes it home for parents to sign and return the next day. Counselling by teacher to follow. A duplicate copy of the warning is to be posted home if the original is not returned by the student.
 - c. Second written warning. (Same process as b.)
 - d. Third written warning. Student will be sent to the Admin immediately who will interview and counsel. The student will be given 15 minutes 'time out' or more if the case warrants at the next break. Parents will be notified. The student must return the form/letter signed by the parent.
Student removed from Good Standing for the period of timeout
 - e. Further written warnings that day will incur further 'time out' and parents receiving notification. Following this, where possible teachers, administration, parents and student will meet to discuss the problem.
 - f. Students may also receive 'time out' for 'extreme misbehaviour' (for example, bullying, fighting, spitting, stealing, and swearing). Parents are again notified of the student's behaviour in writing and the student is counselled.
 - g. Further poor behaviour will ensure further 'time out' and parent/teacher/student conferences. A school psychologist may be consulted in some situations. In or out of school suspension may result in cases of serious misbehaviour or an ongoing failure to comply with the school rules and 'Code of Behaviour'.

NOTE

1. Written warnings are not carried over from day to day. **Good Standing is reinstated from a day to day basis, unless negotiated with parents/carers.**
2. The same processes apply for behaviour in the playground. The classroom teacher should be informed by the duty teacher when warnings are issued in the playground. The duplicate warning should be delivered to the class teacher so that this can be posted if the original is not returned by the student.
3. Time out is the withdrawal of the student from a designated portion of a play break. Only a member of the admin team or delegated member of staff can authorise time out for a student. When a student is placed in time out, their name is placed in the timeout book with the relevant details (includes amount of time, details of misbehaviour etc). A Time Out note is given to the student to inform parents of this action. The note is to be returned the next day. Duplicates of notes not returned are to be posted to parents.
4. The student completes their time out at the next break in the designated time out room. Whilst in the room they are supervised by a teacher who will counsel the student if appropriate and the student can complete a proforma asking them to reflect on their behaviour, or sit and quietly reflect on their future behaviour.
5. The specialist teachers will have a special white slip which they may use. If a student is sent to the Admin with this white slip from a specialist teacher, then they will receive counselling as well as 15 minutes or more time out as deemed suitable for the misdemeanour.
6. When a teacher requires immediate assistance, a red card should be sent to the School Office. This will initiate an immediate response from admin.

POSITIVE INCENTIVES FOR STUDENT BEHAVIOUR MANAGEMENT

It is imperative that good students (ie the vast majority of our students) are rewarded often for good behaviour.

VALUES CERTIFICATES

Students displaying the focus value for a particular week will receive a certificate and have their photo taken for the newsletter.

FACTION POINTS

Students receive individual faction points for positive behaviour. Faction points are tallied prior to each major assembly and a winning faction for the week is announced. Each year a perpetual trophy is awarded.

ICE-CREAM TICKETS

Student can be awarded tickets to go into a fortnight's draw for a free ice-cream. These tickets also add to faction points.

HONOUR CERTIFICATES

Awarded to students for positive academic/social performance on a weekly basis at assembly. Parents informed of impending presentation at assembly. Students mentioned in newsletter.

PURSUIT OF EXCELLENCE CERTIFICATES

Awarded to students for outstanding effort in academic and/or social performance at assembly on a term basis. Parents informed of impending presentation at assembly, students mentioned in the newsletter.

GOLDIES

Similar to Ice Cream tickets but issued by Administration staff only. Students can be awarded tickets to go into a fortnight's draw for a free ice cream and a special prize from Administration. These tickets also add to faction points.

SCHOOL DISCOS

Student who have not been in Time Out are permitted to attend the School Disco.

GOOD STANDING

Extra recess twice a term for students who have no warnings or time out.

All schools are to implement a good standing policy and any student who starts a fight, makes physical contact with the intention to harm another student or videos a fight is to lose good standing and will not be permitted to participate in school non curricula activities. A student's good standing can be re-instated after such a period decided by the principal and should be outlined in the student re-entry plan or student behaviour plan.

GREEN CARDS

A green card – the opposite of the red card, alerts admin that something very good is happening in the classroom. Admin will respond as quickly as possible.

FIGHTING – NO TOLERANCE

It is a breach of school discipline when it is established through an investigation into an incident that a student started a fight, made physical contact with the intention to harm another student or videoed a fight in the grounds of the school or off-site where there is a reasonable nexus between the incident and the school. The student identified is to be suspended for a period of time consistent with Regulation 43 of the School Education Regulations 2000.

- The school has a policy of no tolerance for fighting.
- If two students are guilty of fighting then regardless of who is to blame or who started the fight, both students will receive Time Out.
- Years 3 to 6 - First occurrence of being involved in a fight will incur 45 minutes Time Out.
- Years 1 and 2 – First occurrence will receive 30 minutes Time Out.
- Second occurrence of being involved in a fight will incur 90 minutes Time Out for Years 3-6 and 45 minutes for Years 1 and 2
- Further occurrences will result in in-school or out of school suspension, parent meetings and school psychologist intervention, as appropriate.

BUS LINE BEHAVIOUR

To ensure the safety and wellbeing of all students catching buses from the school the following strategies will be implemented.

EXPECTATIONS

Students are expected to cooperate with school staff who are supervising bus duty. This means:

- Listening to, and following, instructions.
- Showing respect to all adults and children in the bus lines.
- Behaving in a safe and sensible manner.

POSITIVES

Students who behave appropriately will receive positive reinforcement- ice-cream tickets etc

NEGATIVES

The following steps will occur if students do not cooperate:

1. Verbal warning.
2. Written warning slip. (See below.) These are cumulative.
3. After three warning slips, parents will be asked to meet with admin to address the problem.
4. Further warnings will result in the student **NOT** being permitted to catch the bus for a set time. (This to be decided by the Admin and parent at the meeting.)

IN SCHOOL SUSPENSION

This occurs when a student is withdrawn from their regular classroom and placed in a supervised area (usually admin area) where they are removed from contact with other students. Recess periods are provided at an alternative time to the usual recess breaks.

In school suspension is used as a consequence for serious and ongoing inappropriate behaviour and is to be authorised by the Principal or delegated admin team member. Before a student is given in school suspension parents are contacted informing them of the action to be taken and the rationale for this decision. A parent interview may be conducted with Principal (or admin delegate), the class teacher, school psychologist and any other relevant person. This meeting would be to discuss appropriate strategies that need putting into place. Incidents that lead to in school suspension will be documented and placed in the student's personal file.

Admin will determine the length of 'In School Suspension'.

Students involved with in school suspension will be provided with an individual work package, which is supplied by the teacher.

OUT OF SCHOOL SUSPENSION

This is a last resort option and the student is suspended from attending the school for a designated period of time (up to ten days). This action is taken in cases of serious ongoing misbehaviour (for example, cases particularly where staff or other students are at risk of some kind of harm).

Parents will be contacted before a decision is finalised except in extreme circumstances.

Following a suspension Department of Education and Training Guidelines will be followed.

Where possible, before the student returns to school a parent interview will be conducted involving an Admin member, the student, class teacher, school psychologist and any other relevant person.

SCHOOL RULES

THE SCHOOL RULES ARE BASED UPON COMMON SENSE, CONSIDERATION FOR OTHERS AND SAFETY FIRST. THEY ARE DIRECTLY RELATED TO 'THE CODE OF BEHAVIOUR'.

1. CLASSROOMS

Students may enter their classroom after 8.30 am if the teacher is present.

At recess, lunch or after school, students may not remain in or enter a classroom unless a teacher is present.

2. VERANDAHS

The verandahs, steps and ramps are not play areas and running is not allowed. WALK signs on ramps as a reminder.

Outdoor games should not be played on the verandahs but indoor games such as chess, scrabble, draughts etc are allowed and would be suitable for wet weather. (Teachers should encourage students to be active in the playground, weather permitting).

Teachers supervising lunches should ensure students leave their verandah area clean before dismissing the class. A "Tidy Verandah Award" will be conducted by peer mediators and presented at assembly.

Students must use the ramp designated for their room thus avoiding the disruption of other classes.

3. DUTY TEACHERS

Students needing assistance during lunch and recess periods must see one of the duty teachers or peer mediators. The duty teacher needs to get a fluoro vest and the duty book prior to going out on duty. There is an expectation that the duty teacher will be prompt and give good coverage to their duty area.

The duty teacher needs to be alert to any situation so that they can be defused quickly. Have student/s to walk or sit in a particular spot for a few minutes.

If a situation is getting out of hand immediately send a red card to the staff room and/or the admin office.

4. LEAVING SCHOOL GROUNDS

No student shall leave the school grounds at any time unless a member of Admin has given permission. This shall only be done in special cases where a permission note is provided by the parents.

Parents/Carers collecting students during the day require a Green Slip from the office, this includes K and PP parents.

5. AREAS FOR EATING AND DRINKING

Food is not to be taken onto oval areas or the quadrangle. It should be eaten sitting down on verandahs or in the under covered area.

6. BICYCLES SCOOTERS SKATEBOARDS BLADES

Bicycles, scooters, skateboards or blades may not be ridden in the school grounds. The bicycle area is out of bounds to all except those parking bicycles or picking them up. Students are advised to chain bicycles to racks.

7. CROSS WALKS

Student walking to and from school must use the appropriate cross walks.

8. JUNIOR ADVENTURE PLAYGROUND

Junior adventure playground is for student in Years P, 1, 2, 3 only to use.

9. SPORTS GEAR.

Sports monitors will manage borrowing of sports gear at morning recess and lunchtime. Sports gear is not to be borrowed before school or brought from home.

10. PERSONAL ITEMS

No toys, electronic games, card collections or mobile phones are to be brought from home. Items brought in for news sessions must stay in the classroom.

11. CAR PARKS

Students are not permitted in any car park area during the school day. Timely reminders will be placed in the newsletter reminding parents of the importance of driving slowly and carefully when dropping off and picking up students.

12. OUT OF SCHOOL HOURS

Student should keep away from school building 'after hours' particularly on weekends, unless they are under the direction of adults who have permission to use school facilities e.g. netball, hockey, basketball, soccer training.

13. MARBLE SEASON

Marble games to stop on handbell warning. Student should walk around school near Room 20 and library to enter verandahs at designated ramps. No access to verandahs via entrance near senior toilets. Students should only play this game with their peers as older students can take advantage of younger children.

14. CHEWING OR BUBBLE GUM

This is not permitted at school at any time.

15. **DANGEROUS GAMES**

Dangerous games including 'British Bulldog', play fighting, etc, roller skates and skateboards are not permitted at school during breaks.

