

BEHAVIOUR MANAGEMENT POLICY AND PROCEDURES

Vision Statement:

We aim to help students develop critical perspectives so that they can operate responsibly, safely and ethically within society.

Rationale

We believe in the dignity of the human being and that the self esteem of the child should have priority. Each member of our school community has rights, along with those rights comes responsibilities. Ultimately individuals should develop self-discipline and the skills and strategies to make responsible, healthy and informed choices in a safe environment.

Aim

The aim of this policy is to ensure that at St Lawrence Catholic Primary School we develop:

- Qualities of respect and acceptance for self and others
- Resilience
- Skills in the children to enable them to make responsible choices and to accept the consequences of their choices, actions and decisions
- Procedures to enable a consistent approach to behaviour management

Implementation

Therefore at St Lawrence Catholic Primary School our approach to behaviour management aims to provide a teaching and learning environment which fosters and promotes the following:

- Rights and responsibilities of each member of the school community
- Respect for self, others and property

At St Lawrence Catholic Primary School we believe that individuals have these...

Rights...

STUDENTS:

We all have a right to work, play and learn in a friendly, safe and respectful environment.

SCHOOL STAFF:

We all have a right to work in a friendly and safe environment which is supported by the school community.

PARENTS:

We all have a right to expect that our children work, play and learn in a friendly, safe and respectful school environment.

Responsibilities....

1. Follow school expectations

Expectations

- Be safe
- Be ready
- Be Respectful

Classroom Discipline Plan

At the beginning of the year all teachers are expected to create and display the school expectations and classroom discipline plan. This model should be revisited as necessary.

The expectations and classroom discipline plan will need to be defined and discussed to meet the needs of each group of students.

This model should be enforced by any staff member who has students in their care.

When the expectations haven't been followed, the following steps will be taken:

CONSEQUENCES

1. **Reminder of expected behaviour. (You need toThis is a verbal reminder.....I'm reminding you...)**
2. **Reposition and remind. (I'm moving you to ... and reminding you that...)**
3. **Formal 'thinking time' – 5-15 minutes working away from the group within the classroom environment. (Thinking place)**
4. **Removal from the classroom environment to another class group. Complete a behaviour record sheet. Time out of the room to be made up. (Reflecting and recording)**

Serious Incident: Send for senior staff member. (A "serious incident" is when extreme or dangerous behaviour is displayed.)

Positive Recognition

Positive recognition should be the most active part of any classroom discipline plan.

- It encourages students to continue appropriate behaviour
- It increases a student's self esteem
- Reduces problem behaviours
- Helps improve relationships with students

Optional Time Out:

An area needs to be designated in each learning area for those children who need optional time out.

A Behaviour Record Sheet:

A behaviour record sheet is a personal account of a child's inappropriate behaviour and alternative appropriate action that the student could have taken. It is also a means of communication with parents about their child's behaviour.

The student, teacher and parent should sign and date this page. If a child is removed from the classroom more than twice in one week teachers need to seek advice from a senior staff member. An individual behaviour management plan may need to be devised

Serious Incidents

A serious incident is one where the student's behaviour is a danger to themselves and/or other members of the school community. If this occurs:

1. The student is removed from the situation or other students are removed if necessary.
2. The parents are notified and may be asked to collect the student and the student may not attend school for the rest of that day.
3. In circumstances which are extremely serious and the belief is formed that the student's attendance at school is a danger to themselves and/or others, the student may be *excluded (suspended)* from school for a period of time.
4. The parents will be required to attend a meeting to discuss the student's behaviour at school.
5. In consultation with the parents, Student Wellbeing Leader and School Services Support Staff (CEOM) a plan for assistance and support for the student and family will be developed. This could include referral to counselling services and medical practitioners/services.

Managing Challenging Behaviour

To support students with challenging behaviour, an Individual Behaviour Management plan should be devised. This plan needs to be available for all staff working with the student.

Managing the behaviour of students beyond the learning areas

At all times teachers have a duty of care. The key emphasis of **duty of care** is that teachers support students' behaviour in ways that enhance safety, health and fair treatment.

Teachers need to use the same model of behaviour management in all environments so that expectations and consequences are clear and consistent.

Communicating the policy to the school community

At the beginning of each school year staff will clarify the school policy as a group and review its implementation expectations.

The Deputy Principal has the responsibility for ensuring that any new staff to the school are familiarised with the school's policy and its implementation.

Parents are advised of the school's behaviour management policy through the school's newsletter at the beginning of each year and reminders are included at regular intervals.

At the time of enrolment, parents are advised of the school's behaviour management policy.

At whole school and other assemblies, reminders are given to those present (students, parents, teachers) regarding the school's behaviour expectations.

SUSPENSION

Suspension is a serious disciplinary measure and should only be implemented when other disciplinary measures have not produced a satisfactory outcome and an appropriate process has been followed. A student will not be suspended for more than 9 school days in a school year. Any suspension should be documented by the principal and a Notice of Suspension given to parents at a face-to-face meeting.

NEGOTIATED TRANSFER AND EXPUSION

In some serious circumstances a change of school or move to an alternative setting may be judged the most appropriate means by which a student's wellbeing can be responsibly supported or restored. Such a change is referred to as negotiated transfer. This offers opportunity for personal growth and a fresh start in an environment more suited to the student's needs and circumstances. Negotiated transfer may also be an appropriate move by which the wellbeing of a school community can be protected (e.g. when a student's continuing presence poses a threat to that community's safety).

Under the most serious and extreme of circumstances, when a student has repeatedly engaged in serious wrongful behaviour and all other appropriate behaviour management processes have proved unsuccessful and the serious behaviour persists, it may be judged that the only responsible action left is expulsion. Although this is avoided as far as possible, it will occur with the prior approval of the Director of Catholic Education.

Implementation

In the event that there are serious circumstances and repeated occurrence of serious incidents by a student the Principal is to be consulted and the following process is implemented:

- The Intervention Team will meet and discuss the procedures and actions and their effectiveness to date
- If all school avenues for action have been exhausted, assistance from the Catholic Education Office Student Wellbeing Unit is sought for further advice. This advice is implemented.
- The Principal, Student Wellbeing Leader and class teacher will meet with the student's parents to discuss the student's behaviour, the actions taken to date, the concerns of the school and the plan of action for the future. The support of the parents and discussion regarding their support will also be discussed
- In the event that it is agreed by all parties that all avenues of action have been exhausted and it is in the best interest of the student that a new school setting be sought for the student, the Principal will coordinate a negotiated transfer for the student in consultation with the student's parents.
- In the extreme event that all avenues of action have proven to be unsuccessful, and after meeting with the parents to discuss the circumstances, the Principal will seek the permission of the Director of Catholic Education for the student to be expelled from the school.

References:

Catholic Education Commission of Victoria (CECV), Pastoral Care of Students in Catholic Schools CECV Policy 1.144, <http://www.cecv.vic.catholic.edu.au/>

Legal Issues in Schools (under revision), under Documents/Melbourne Archdiocese/Legal Matters in Catholic Education Victoria Network (CEVN) www.admin.cevn

Department of Education and Early Childhood Development, *Schools Reference Guide* at www.education.vic.gov.au/management/governance/referenceguide/default.htm

Evaluation

This policy is evaluated in accordance with the School Improvement Plan.

The practice is evaluated on an ongoing basis by staff members and the Leadership Team.

ST LAWRENCE PRIMARY SCHOOL
BEHAVIOUR RECORD SHEET (Senior)

Student's Name: Date:

What happened?.....
.....
.....
.....

What led to this happening?.....
.....
.....
.....

What choices did you make?
I chose to
.....
.....

Who else do you think was effected and how?.....
.....
.....
.....

How were you affected?.....
.....
.....
.....

What actions can you take to try to make things right?.....
.....
.....
.....

Tick the expectations you did not meet:

- Be Safe
- Be Ready
- Be Respectful

Student Signature:.....Date:

Teacher Signature:Date:

Teacher's comment.....
.....
.....

Parent Signature:Date:

Parent's comment.....
.....
.....

****Parents please note- The purpose of this Behaviour Record Sheet is to:**

- Communicate with you regarding your child's behaviour
- Give your child the responsibility of recording his/her behaviour
- Encourage your child to talk to you about their behaviour

This is not an official record and is not kept with your child's school records. If you have any concerns, please contact the teacher who has signed the sheet.

ST LAWRENCE PRIMARY SCHOOL
BEHAVIOUR RECORD SHEET (Junior)

What did I do wrong?

What should I have done?

This is what I will do to fix the problem

Student's Signature _____

Teacher's Signature _____

Parent's Signature _____

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