

## **Our Lady of Grace School Discipline Policy**

**13 December 2016**

### **Principles:**

- All children have the right to learn and each teacher to teach in a safe, caring and orderly learning environment so that students will reach their full potential.
- We encourage and expect children to behave in an acceptable way at all times.
- The over-riding aim is to develop children who are self-disciplined and behave well because it is the 'right thing' to do rather than out of a fear of being caught doing the 'wrong thing'.
- Each classroom teacher has ownership of the behaviour of their students both in the home classroom, specialist classrooms and during breaks.
- Creating and maintaining a positive, safe learning and playing environment is the responsibility of all staff members

### **Definitions**

- Bullying: when someone says or does something intentionally hurtful and they do it once, that's rude! When someone says or does something intentionally hurtful and they do it once, that's mean! When someone says or does something intentionally hurtful and they keep doing it even when you tell them to stop, or show them that you are upset, that's bullying!
- There is NO excuse for bullying. It must be dealt with early and effectively.

### **Common School Rules**

- Children / students must remain inside the boundary fences and all students must seek permission from the teachers on duty (or the Principal's nominee) before leaving the school grounds during school hours.
- During play times, children must not be in classrooms unless supervised by a teacher and then only if there is more than one child present.
- Play must be safe and so running on verandahs, kicking balls on the area between the ECE buildings and the north end of the bitumen area are not allowed.
- Certain areas are considered to be out of bounds (up trees, and those areas not patrolled by a duty teacher.)
- Chewing gum is not permitted.
- No hat, no play.
- Students are expected to take care of all personal and public property.
- Everyday courtesies and good manners are expected at all times.
- Students are expected to show respect for themselves and others.
- The school dress code must be adhered to.

### **School Rules apply**

- On school buses
- While at school
- When participating in school events

## **Classroom Behaviour**

The achievement of a positive learning environment is a most important thing we do at the school.

A positive learning environment means:

- We can stay on task and not be disturbed
- We can feel safe
- We can have our say at an appropriate time and no-one is unfairly treated

Classroom values and codes of conduct are negotiated within each class, so exact wording of these may vary from class to class.

Class Circle meetings are conducted in each class weekly.

## **Examples of Unacceptable Behaviour**

- Repeated lack of regard for class or school rules
- Lack of regard for the well-being of others
- Harassment/bullying of any kind
- Physical / Verbal / Sexual / Racist abuse
- Behaviour that is illegal, unlawful or threatens safety, well-being and good order of the school community
- Threatened or perpetrated violence
- Interference with the rights of a student to learn or enjoy their school day or a teacher to teach
- Gross indecency
- Gross disobedience

## **Consequences**

To achieve a positive learning environment, teachers will encourage and support appropriate behaviour in the classroom. However, to support this teachers need a consistent set of consequences for inappropriate behaviour. (This is a serious step)

If inappropriate behaviour is demonstrated, we hope students will quickly think and then do the right thing. If it continues a set of consequences based on the following guidelines will apply:

1. Reminder - Students will be given a reminder about their inappropriate behaviour
2. First Time Out - Student will be moved to an isolated area within the classroom for 5-10 minutes to reflect on their behaviour. Teachers will negotiate with students about their return. Record in SEQTA (Do not have a 'labelled' spot.
3. Second Time Out - Student moved to the adjacent classroom for up to 30 minutes or the next break ie recess, lunch or home time. Student may or may not have work to do. Teachers negotiate the return of the student at these breaks. Record in SEQTA
4. Third Time Out – The Office. Student spends a negotiated period of time in the Office. Parents will be informed, by the teacher, via phone, that this stage has been reached. Record in SEQTA
5. Fourth Time - Internal Suspension. Internal suspension for 1-2 days in an alternate classroom, with work to do. Spends breaks at Office. Parents informed by phone by the classroom teacher. Record in SEQTA
  - Behaviour change negotiated

- Re-entry plan negotiated
- Parents notified and involved in process if they wish.
- 6. Fifth Time - Suspension (up to five days)
  - Conference conducted with parents, teacher, Principal, student.
  - Re-entry plan negotiated
  - Length of suspension determined
  - Documentation must take place and be signed by the Principal and a letter explaining rationale for decision sent or given to the child's parents.

*Note Well: This policy gives a pathway to suspension. Children are never suspended for minor misdemeanors, no matter how often repeated.*

*If you set a child to complete work or sit out during recess or lunch then you are responsible for supervising that child during that time.*

### **Immediate Suspension**

- If a student is unwilling or unable to comply with the above or is a danger to themselves, staff or other children, then suspension will apply immediately.
- The Principal/Nominee will contact the parents or emergency contact person to organise for an adult to collect the student for the remainder of the day. If there is no adult to collect the child, then internal suspension in the office takes place until parents collect.
- When the student returns a re-entry plan and behaviour change plan must be negotiated before returning to class.

### **Behaviour Code**

Our Lady of Grace School is a caring and safe place for students, staff and visitors.

Care for self, others and property

Common sense to be exercised at all times N.B. Common sense needs to be explicitly taught.

**Punctuality.** Staff and students are expected to make their way back to their classrooms immediately the bell sounds.

**Litter** should be placed in the appropriate bins.

**Uniform** – wear it with pride and adhere to the uniform policy

**Manners** cost nothing and are an indication of respect and care for others.

Consequences for behaviour in the playground that contravenes CCPLUM include:

- Counselling and reminders
- Litter Collection
- Walking with the Teacher
- Confiscation of the item involved
- Time sitting out in view of duty teacher
- Removal from the area to the AP's Office (Last resort and least desirable outcome)

If major rules are broken the following consequences apply:

Incidents of fighting, harassment/bullying will be reported to the AP at the end of the break

Options if repeat occurrence (All recorded in SEQTA)

- negotiate a behaviour management plan with parent and student, including interviews
- restricted playtime

- withdrawal from play for a period of time
- suspension (Rare)

### **Staff Responsibility:**

It is the responsibility of staff members and supervising adults to ensure:

- While you are in charge/on duty/nearby the creation and maintenance of a safe and inclusive environment – whether it be in the classroom or the playground.
- That teacher is responsible for ‘investigating’ and ‘judgement’.
- Fairness and consistency at all times and in all situations
- Natural justice is observed. i.e. Both sides of the argument are heard before any decision is made. Every incident is judged on its merits without basing decisions on a child's past behaviour.
- The punishment must fit the crime.
- Negative behaviour management models/strategies should be avoided. Emphasis the desired behaviours by highlighting them.
- Use low-level strategies wherever possible. e.g.
  - o Proximity
  - o Reposition the child where they are less likely to be distracted or misbehave
  - o Positive reinforcement of desired behaviours, both in the classroom and the playground such that the misbehaving student clearly hears what is expected.
  - o Group competitions promoting positive behaviour
  - o Individual competitions promoting positive behaviour
  - o When on duty keep walking around the entire area you are responsible for.
  - o Always investigate, by going there, any behaviour that looks potentially dangerous or suspicious e.g. Groups of students huddled together, rough play starting to emerge, 'teaming up' in handball, etc
- That students are aware of school rules and the expectations of a task or activity
- That students have the skills and understandings, are capable and competent in understanding the task or activity
- Prompt and thorough attention to playground duty and class/group supervision
- If you are called away for an emergency, please arrange for another staff member to supervise the students until you return
- That children are provided with appropriate conflict resolution skills activities and protective behaviour strategies
- That the play children are involved in will not result in conflict or injury
  - o ensure that all parties know the rules of the game
  - o give children strategies for ensuring that teams are fair so a good game will develop
  - o intercede in rough or antisocial play
- That all behaviours that result in time out are recorded in SEQTA and parents informed.

School, Class and Bus Rules must be clearly displayed in all class rooms.

**NOTE: If a student absconds:**

1. Inform the Principal / Teacher in Charge
2. Make a quick check of the school grounds
3. Inform the parent, discuss the incident and student's return to school.
4. If parent cannot be contacted, contact the Police who will search and return the student to school.
5. A Critical Incident Report must be completed