

ST DAMIEN'S CATHOLIC PRIMARY SCHOOL



BEHAVIOUR MANAGEMENT POLICY

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1. RATIONALE

Recognising the uniqueness and dignity of each person, St Damien's Catholic Primary School strives to develop the whole child within a positive and caring environment, where each one is affirmed and supported with Christian love.

We believe that, in St Damien's Catholic Primary School, which professes Gospel values, each student will show acceptance and respect for others. Fostering these attitudes and values will encourage the students to make right choices for behaviour that is morally and socially acceptable.

We believe that our working together with parents and caregivers is essential for the development of responsible behaviour of students who are in the care of the staff at St Damien's Catholic Primary School.

2. DISCIPLINE POLICY

Areas of responsibility involve:

- (i) The Administration
- (ii) Teachers
- (iii) Students
- (iv) Parents/Guardians
- (v) The School/Home
- (vi) Catholic Education Western Australia

2.1 The Administration is responsible for:

- 2.1.1. Assistant principals are to be first point of contact for issues unless deemed severe.
- 2.1.2. Overseeing student welfare consistent with relevant legal requirements. (e.g., Social Justice, Sexual Harassment, Child Protection).
- 2.1.3. Supporting staff in developing skills in classroom management, problem solving and conflict resolution.
- 2.1.4. Supporting teachers and students when continuing irresponsible behaviour occurs.
- 2.1.5. Resolving severe conflict.
- 2.1.6. Minimising behavioural problems through appropriate early intervention and referral to other agencies which could provide additional support and counselling; e.g., School Nurse, Speech Therapist in cases of hearing deficiencies, reading problems etc.
- 2.1.7. Involving parents in resolving problem behaviour.

- 2.1.8. Providing liaison support between school and parents, through the Principal, staff and other Health Workers.
- 2.1.9. Maintaining consistency of plans of action and the decision making process.
- 2.1.10. Organising training and development of all staff in behaviour control.
- 2.1.11. Providing safe play areas for students in all age groups.
- 2.1.12. Conducting annual reviews of Behaviour Management Policy.
- 2.1.13. Ensuring the whole school approach is being followed and maintained.
- 2.1.14. Recording all referred offenders, including action taken, in the Incident Report File SEQTA
- 2.1.15. Keeping up effective communication on all aspects of behavioural management.
- 2.1.16. Discussing and supporting individual teacher behaviour management policies, modelled on the school policy.
- 2.1.17. Providing adequate inservicing of the Behaviour Management Policy to new members of staff.

2.2. Teachers are responsible for:

- 2.2.1. Developing a knowledge of the background of the students.
- 2.2.2. Establishing a pastoral care relationship with students and parents.
- 2.2.3. Informing students of school procedures and their responsibilities.
- 2.2.4. Modelling, acknowledging and teaching responsible behaviour.
- 2.2.5. Resolving conflict with co-operation.
- 2.2.6. Developing a positive classroom environment.
- 2.2.7. Developing, implementing and informing the Principal and parents of classroom management procedures consistent with school policy.
- 2.2.8. Planning and implementing programmes suitable for the needs of the students.
- 2.2.9. Informing support staff of individual behaviour plans or other special needs of students in the class.
- 2.2.10. Developing, supporting and promoting the school ethos.
- 2.2.11. Recording positive and negative behaviour inside the classroom. On SEQTA

2.3 Students are responsible for:

- 2.3.1. Actively learning.
- 2.3.2. Keeping school rules.
- 2.3.3. Participating in all required school activities.
- 2.3.4. Resolving conflicts without confrontation.
- 2.3.5. Caring for school and community property.
- 2.3.6. Wearing school uniform correctly and with pride at all times.
- 2.3.7. Showing respect and courtesy at all times.
- 2.3.8. Allowing others to learn.
- 2.3.9. Informing the school regarding any bullying.

2.4 Parents/Guardians are responsible for:

- 2.4.1. Supporting staff in developing the School's policy of responsible behaviour in students.
- 2.4.2. Making sure that students arrive at school between 8.15 am and 8.30 am, properly dressed and equipped and to have them collected promptly after 3.00 pm.
- 2.4.3. Making sure that students have adequate morning tea and lunch arrangements.
- 2.4.4. Communicating regularly with the school in matters relating to:
 - (i) changed circumstances,
 - (ii) extended absences
 - (iii) sickness
 - (iv) progress reports
 - (v) transfers
 - (vi) interviews
 - (vii) Parent/Teacher nights
- 2.4.5. Participating in the review of the Behaviour Management Policy.
- 2.4.6. Being available for requested teacher/administration conference. (Child to be suspended until parents attend interview or an alternative meeting arrangement).
- 2.4.7. Paying school fees.

2.5. The School’s Teaching Team is responsible for:

- 2.5.1. Contacting parents about students’ needing either positive or negative reinforcement.

2.6. Catholic Education Western Australia is responsible for:

- 2.6.1. Providing appropriate inservice for staff regarding behavioural management, using CEWA guidelines.

3. BEHAVIOURAL EXPECTATIONS

What follows is the staff’s shared concept of what is understood as responsible student behaviour at St Damien’s Catholic Primary School. From these behavioural expectations are drawn our school and class rules.

3.1 By respecting ourselves and our property, we will:

- 3.1.1. Speak with dignity.
- 3.1.2. Own our actions.
- 3.1.3. Look after our health, fitness and appearance.
- 3.1.4. Strive to do our best in work and play.
- 3.1.5. Look after our belongings.
- 3.1.6. Strive to be obedient to staff members.

3.2 By respecting others and their property, we will:

- 3.2.1. Respect the good name of others.
- 3.2.2. Acknowledge the skills and abilities of others.
- 3.2.3. Acknowledge the rights of those different from ourselves.
- 3.2.4. Treat all property with good care.
- 3.2.5. Ask permission to use things belonging to others.
- 3.2.6. Strive to be friendly and helpful.
- 3.2.7. Respect and care for the environment.

3.3. By respecting their family, faith and culture, we will:

- 3.3.1. Speak about our family and the families of others with respect.
- 3.3.2. Show commitment to their faith.
- 3.3.3. Show reverence and participate enthusiastically at all Masses.
- 3.3.4. Demonstrate pride in their culture.
- 3.3.5. Share their knowledge of their culture with others.

3.4. By respecting the community of St Damien's Catholic Primary School, we will:

- 3.4.1. Wear our uniform with respect and pride.
- 3.4.2. Keep the rules and practices of St Damien's Catholic Primary School.
- 3.4.3. Be courteous to visitors and new members of our school community.
- 3.4.4. Be proud to represent our class and school.

3.5. By respecting the environment of St Damien's Catholic Primary School we will:

- 3.5.1 Place all rubbish in the bins provided.
- 3.5.2 Not damage any vegetation around the school
- 3.5.3 Conserve water and electricity.

4. POSITIVE REINFORCEMENT DECISIONS

- 4.1. End of week rewards eg sports games, in class games.
- 4.2. To present merit awards at the School Assembly to students as a reward for good attendance, behaviour, classwork and extra-curricular activities.
- 4.3. To standardise a system of notifying parents by email or telephone, when students show commendable behaviour or work; e.g., Aussie of the Month.
- 4.4. Use the House System of Rising Stars and Falling Stars both inside the classroom and outside; i.e., playground.

5. NEGATIVE REINFORCEMENT PROCEDURE

5.1 Normal discipline action is handled in the classroom and playground by the staff. These could include falling stars, time out, picking up papers, or another action appropriate to the offence.

5.2. Severe cases of inappropriate behaviour by students are to be handled by the Administration. These are:

5.2.1. Consistently challenging authority.

5.2.2. Offensive language.

5.2.3. Consistently disruptive behaviour.

5.2.4. Fighting.

5.2.5. Stealing.

5.2.6. Vandalism; e.g., graffiti

5.2.7. Bullying – any form

5.3. A procedure to deal with inappropriate behaviour in an appropriate manner is followed by the Administration. These are:

5.3.1. One warning

5.3.2. The contacting of Parents/Guardians to negotiate the appropriate action for behaviour improvement.

5.3.3. Possible suspension if inappropriate behaviour continues, until Parents/Guardians have an interview with the Principal.

6. CLASSROOM RULES

It is the responsibility of the classroom teacher to draw up classroom rules and a system of positive and negative reinforcement, together with consequences. These should be handed to the Principal early in Term One. Rules should be

- (i) enforceable,
- (ii) easy to understand, and
- (iii) displayed prominently in the classroom

The implementation of consequences should be consistent and appropriate to the behaviour.

The School's Behaviour Management Programme (Classroom) must be used in each class to eliminate stress on the teacher and avoid needing to raise one's voice. See Behaviour Management Programme (Classroom) in policy section of this file.

6.1. Each class teacher needs to address the following:

- 6.1.1. Respect yourself.
- 6.1.2. Respect others.
- 6.1.3. Respect your family, faith and culture.
- 6.1.4. Respect your school and community.
- 6.1.5. Respect your environment.

7. PLAYGROUND RULES

- 7.1. No fighting, bad language, play fighting nor rough play to be tolerated. Offenders are to be separated and warned. If the problem is severe, it should be referred to the Principal.
- 7.2. Students will stop playing when the siren rings. The students immediately get a drink or go to the toilet and line up. They sit quietly in their lines. Teachers move to their lines after the first bell and supervise the students as they arrive and their movement into the classrooms.
- 7.3. Food is to be consumed during the initial 10 min eating time at recess or lunch. Any food not consumed is to be eaten at the tiered grass area.
- 7.4. During any recess periods students needing help are to contact the teachers on duty. Students are not to approach the staff room.
- 7.5. All students are to keep within the school boundaries (see attached map).
- 7.6. All other ball games are to be played on the main oval. Only basketballs and netballs may be used on the basketball court.
- 7.7. There will be no playing in the toilets.
- 7.8. No student is to leave the school grounds without written permission from parents or guardians and authorised by the Principal. A list of authorised students going home for lunch is posted in the Staffroom.
- 7.9. During recess and lunch, the students are to be seated in their classroom. After the area has been cleaned up, the teacher may dismiss them after the 10 min eating time.
- 7.10. All students not waiting for parents are to leave the school grounds immediately after school.
- 7.11. No hat / no shoes/ no uniform – no play. Students Yr 4-7 go to benches outside pre primary and PP – Yr 3 must go to verandah outside music room.
- 7.12. At St Damien’s Catholic Primary School there is a “you can’t say no” policy in regard to students wanting to join in and play.