

# St. Justin's Catholic Primary School Oran Park



## Behaviour Management Policy

## **RATIONALE**

The Behaviour Management Policy of St. Justin's Catholic Primary School provides a framework to develop as Christian people in a caring and supportive school environment. Within this context the policy seeks to encourage and reward appropriate behaviours, while at the same time developing an awareness of the responsibilities we all share in being part of a Christian community.

Through the implementation of this policy we are attempting to involve all in the school community in nurturing a school climate that will encourage positive change and growth for all individuals, and in particular, assist children to develop a sense of social responsibility and self-discipline.

## **GUIDING PRINCIPLES**

St Justin's Behaviour Management Policy is guided by the following principles:

- we work to build a community of belonging, where all young people and adults feel welcomed, valued and safe;
- we value the uniqueness of the individual;
- we strive to create a place where all are held in high self esteem; where all are encouraged to speak and act with justice and respect towards one another; and where all are encouraged to develop an awareness and acceptance of personal strengths and limitations;
- we encourage self discipline and personal responsibility;
- teachers will create a positive learning environment and implement a range of strategies in the classroom and playground that promote and support appropriate behaviour and prevent and correct challenging behaviour;
- at no time is corporal punishment to be used as a method of discipline at St Justin's. At no time do we sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at school.
- restorative justice principals will guide the process of discipline and restoration;
- no student is to be placed outside the classroom for time out;
- student's names are not to be recorded on the whiteboard;
- the policy is to be read in conjunction with the Suspension and Expulsion Policy – Diocese of Wollongong

## **RIGHTS, RESPONSIBILITIES AND RULES**

Rules help to protect our rights and encourage our responsibility. We have rules for when we are in class and when we are out of class. Our rules are written in a positive way.

The rights of each member of St Justin's School Community –children, staff and parents are to be respected. In order to realise these rights, each person must be aware of his/her responsibilities:

### **SCHOOL RULES**

#### **Be Responsible**

Take ownership of your words and actions. Look after the school environment and property of yourself and others.

#### **Be Respectful**

Treat each person in our school community with respect, courtesy, consideration and kindness.

#### **Be Safe**

Work and play safely in the classroom and on the playground at all times, following the instructions of teachers.

#### **Be a Learner**

Strive to achieve your full potential.

## **RIGHTS AND RESPONSIBILITIES - CHILDREN:**

Students have a right to:

- be taught well in all subjects
- enjoy a positive, stimulating learning environment with appropriate resources
- be treated fairly and be respected as an individual
- be happy, enjoy school and form friendships

Students have a responsibility to:

- come to school to listen, co-operate and finish class work and homework
- treat others and their property with respect and fairness
- follow school rules and accept the consequences of their actions
- protect and maintain our environment

## **RIGHTS AND RESPONSIBILITIES – STAFF:**

Staff have a right to:

- expect Catholic values and behaviour to be promoted in a pleasant, co-operative and safe environment within the school community
- be respected by children, colleagues and parents
- express their professional opinion and have it respected
- participate in appropriate personal and professional development
- confidentiality in personal and professional matters

Staff have a responsibility to:

- incorporate Catholic values in teaching and to be aware and supportive of the needs of others
- act justly and in a pastoral way at all times
- respect the opinions of colleagues
- communicate openly and honestly with parents and other community members in a professional and respectful manner.
- be prepared to undertake courses which will further foster professional development
- to be professionally and suitably dressed

## **RIGHTS AND RESPONSIBILITIES – PARENTS:**

Parents have a right to:

- know that their children are receiving the best possible education and to be informed about policy guidelines and procedures
- be informed of learning and/or behavioural assistance being given
- be listened to respectfully and express their opinions in appropriate forums
- confidentiality in personal matters
- to be involved in school activities and celebrations
- know their child is safe

Parents have a responsibility to:

- encourage their children to want to learn and aspire to their highest possible standard
- adhere to the school's policies and procedures
- make themselves available for parent/teacher discussions, when necessary
- reinforce what is taught at school and to support the school in its endeavours
- maintain confidentiality in school matters
- to present their child for school on time each day and with correctly labeled uniform and equipment
- communicate openly and honestly with teachers and other community members in a respectful manner

## **POSITIVE REWARDS**

The school has in place various ways of recognising and encouraging positive behaviour. Verbal affirmation, stickers and rewards form part of this.

## **SCHOOL WIDE MERIT SYSTEM**

The Merit Award system at St Justin's is designed to recognise student achievements as well as recognise those who display positive behaviours by following the rules and expectations in all areas of the school.

The Award system starts with the Blue Merit Award and once a student has received five of these cards they will then receive a White Special Award. After receiving five of these cards, students will then receive a Principal's Award.

Monitoring of Blue Awards is generally done by the student, who presents their awards to their class teacher when the next level is reached. Recognition and distribution of the white special awards and Principal's awards is done at Friday's assembly, or where appropriate, at other assembly times.

Students who receive Principal's awards have their names printed in the Newsletter. When Students have received five Principal Awards they are eligible for a Principal's medallion.

The staff members are invited to nominate students for a St Justin's award, this is for a student who has demonstrated through their actions that they care for others. This award is distributed at Friday's assemblies.

The staff is encouraged to actively seek reasons for recognising student's achievements and positive behaviours in class. The Merit system will be an extension of the teacher's own behaviour management system in the classroom.

## **STUDENT MANAGEMENT PROCEDURES**

The premise of this procedure is that good classroom student management strategies along with clear communication to parents and appropriate consequences will lead to a reduction in negative behaviour. Our St Justin's Classroom Behaviour Flowchart outlines the school's response to negative behaviour and is detailed below.

- The **K-6** procedure is based on a traffic light system.
- All children have a name displayed on the class set of traffic lights.
- All children start the day with their name on the green light, which indicates good behaviour.
- If a student needs to be reminded about their behaviour a redirection is given and required behaviour stated.
- If a student continues with the non-compliant behaviour, their name is moved to the orange light. This is a warning.
- If the behaviour persists the student's name is moved to a red light and a timeout in the classroom is used to allow the student to reflect and/or calm down. The student's name is recorded in the class discipline book with the name of the rule broken and a brief description of behaviour.
- If non-compliant behaviour continues the teacher sends the child with a 'time-out token' to a Leadership Team member, where the student has time out.
- If the non-compliant behavior continues once the student has returned from the Leadership Team member, then the teacher fills in a 'pink referral slip' and the child is directed to the office for a time-out with a member of the Leadership Team. At this point a Communication Slip will be sent home to parents/carers explaining the child's behaviour and a consequence will be issued.

- If the student's name appears in the classroom discipline book three times in one week a 'pink referral slip' is sent to and reviewed by a Leadership Team member. The classroom teacher will also contact the child's parents regarding the behaviour.
- In the event of any extreme major behaviour (with intent) then the student is sent to the Principal or Assistant Principal with a 'pink referral slip' or the office is contacted for immediate Leadership support.
- If a student receives three or more referrals to Time-out/Reflection in a three week period, parents will be contacted for an interview with the Classroom Teacher and Principal or Assistant Principal.

## **STUDENT MANAGEMENT COMMUNICATION SLIP**

The following information will appear on the communication slip to be sent home.

Rule breached:

Consequence:

- Communication slip to parents.
- Referral to Assistant Principal
- Referral to Principal
- Lunch-time Time-out/Reflection room
- Interview with class teacher, Assistant Principal and Principal

The parent will be expected to sign the slip as acknowledgement of the communication home and return it to school the following day.

## **PLAYGROUND MANAGEMENT**

The playground duty teacher is responsible for maintaining a system of recording names of students involved in minor and major playground incidents. Each teacher on duty will wear a high-visibility vest and carry a playground behaviour management folder to record any incidents. The names and incidents will be recorded on BART (Behaviour Analysis & Reporting Tool).

This policy is supported by the Supervision Policy.

In the case of any incidents where a student's behaviour is recorded in the playground behaviour management folder, the teacher may:

- give a verbal redirection
  - issue the child with a timeout/cool down period
  - insist the child walks with the teacher
  - remove the child from a game
  - ask the child to pick up papers
  - remove the child from the playground (refer to Leadership Team member)
  - repeated infringements will warrant a student management communication slip being sent home and/or a referral to time-out/reflection.
- *Any major incident that occurs will be directed to a Leadership Team member. The incident will be investigated and if necessary followed up with a communication slip being sent home and/or a referral to time-out/reflection.*