BEHAVIOUR MANAGEMENT POLICY

INTRODUCTION

St Joseph’s strives to be a caring community dedicated to the guidance and education of children. The principles of respect and responsibility are foundational beliefs that should motivate all interactions within our community.

To this end there must be a partnership between all involved in our school community – students, parents and staff – to ensure we all provide the support that children need as they develop their own values and sense of respect for themselves and for others.

At St Joseph’s we have a systematic school behaviour management program that is aimed at creating a welcoming and safe climate for all who share their journey with us. The Catholic Schools Office has formulated a Suspension and Expulsion Policy that will be used in conjunction with this policy if deemed necessary.

All partners in the school need to be aware of their rights and responsibilities and work towards promoting the aims of the school by both their words and actions.

We look forward in working with parents to ensure your child is safe and happy at school.

__________________________________
Jeanette Wilkins
Principal
SCHOOL COMMUNITY BEHAVIOUR CODE

At St Joseph’s we value the following baseline behaviours for all members of the school community.

a) SAFETY
School community members will act in a responsible manner that presents no danger to the physical or emotional security of themselves or others.

Safety is exhibited in such conduct as:
- Following teacher instructions
- Using equipment correctly
- Observing rules and procedures
- Controlling one’s temper

b) EFFORT
School community members will be mindful of the fact that the primary aim of schooling is student learning. Each member will actively fulfill their role in promoting this process to the best of their ability.

Effort is exhibited in such conduct as:
- Attempting to complete set tasks
- Being punctual
- Being prepared
- Involving oneself in all school activities

c) RESPECT
School community members will treat each other with courtesy and consideration at all times, being mindful of the rights and differing responsibilities of each person. Such courtesy will be reflected in both action and communication.

Respect is exhibited in such conduct as:
- Speaking politely to others
- Listening politely
- Using equipment carefully
- Following instructions

d) SELF-RESPONSIBILITY
School community members will endeavour to always make appropriate behaviour choices relative to the social context and accept the consequences of their actions.

Self-responsibility is exhibited in such conduct as:
- Working independently
- Completing tasks and jobs
- Accepting advice and guidance in the right spirit
- Owning successes and admitting mistakes
PARENT RESPONSIBILITIES

As partners with the school in the child’s education parents have a vital role to play in supporting their child’s behaviour and development of self-discipline. Some practical ways of doing this are:

- to be familiar with and support St Joseph’s Behaviour Management Plan
- to model appropriate language, responses and actions at all times
- to show respect for all members of the school community by how we act towards and speak about each other
- to maintain confidentiality in their role as parent helpers and support personnel within the school community
- to assist the student in obtaining the resources needed for school and to complete homework assignments
- to ensure that the student attends school regularly and does not miss school for unnecessary reasons, report and explain any absences or lateness promptly
- to inform the school of current home, work and emergency contact telephone numbers
- to inform the school of child’s health problems or changed family circumstances
- to use designated pick up and drop off areas
- to communicate concerns with staff as soon as possible.

STAFF RESPONSIBILITIES

All staff have a crucial role in implementing the school’s expectations for behaviour both in the classroom and around the school. Their responsibilities include:

- to treat all members of the school community in a courteous and professional manner
- to make all members of the community feel welcome and value their contributions to the school
- to treat all students and members of the school community fairly and with respect
- to provide a safe and well-planned learning environment
- to encourage everyone in the school community to be proactive in keeping the school and its environs safe and clean
- to maintain and strengthen a positive school culture
- to follow the policies and procedures of the school as outlined in the School Policy Folder documentation
- to be familiar with and support the school’s Behaviour Management Plan
- to maximize social and academic learning outcomes through appropriate classroom practices
- to establish and maintain open and positive lines of communication between the school and the community
- to report academic and problems concerning behaviour or performance to parents
- to give parents adequate prior notice of school events, assignments, class projects or changes to routines.
RIGHTS AND RESPONSIBILITIES OF CHILDREN AT ST JOSEPH’S

Every child has a right:

- to courtesy and respect from all members of the school community and visitors to the school
- to learn and socialize without disruption from others
- to have a positive, comfortable and safe learning environment
- to have a sense of ownership and empowerment of their learning
- to experience success
- to realize his/her academic potential
- to have his/her individual spiritual, academic, social, emotional and physical needs met
- to have a sense of belonging and being valued
- to be accepted as an individual
- to freedom from physical and verbal abuse
- to be given the opportunity to be involved in school decision making through regular contact with student groups

Every child has a responsibility:

- to develop self control and self motivation
- to be accountable for his/her own behaviour and accept the consequences of that behaviour
- to respect and protect the rights of others in the school community
- to co-operate with all members of the school community
- to care for the school community
- to adhere to safety rules by avoiding unhealthy or dangerous practices
- to participate fully in all classroom and school experiences so as to maximize their learning
- demonstrate behaviour that will reflect positively on St Joseph’s School, his/her family and communuity
OUR SCHOOL RULES

RESPECT OTHERS

- Show respect to staff members and adults
- Show respect to fellow students
- Respect your property and that of others

ACCEPT OUR RESPONSIBILITIES

- Learn all you can
- Be responsible for your own actions
- Keep our school’s good name
- Bring the correct equipment to school each day
- Be honest and truthful

ACT SAFELY

- Be in the right place at the right time
- Play and act safely and fairly

CARE FOR OUR SCHOOL

- Keep our environment clean and tidy
- Take care of school property and equipment

WAYS WE CAN FOLLOW THESE RULES

1. RESPECT OTHERS

Respect all staff members and other adults

You can follow this rule by:

- listening to what you are told by any adult working within the school
- following your teacher’s directions
- speaking politely to all staff and adults
Respect your fellow students

You can follow this rule by:

- being courteous and considerate—no name calling, teasing or put downs
- allowing others their own personal space
- avoid injury or embarrassment to others
- moving and working quietly in consideration of others
- maintain appropriate noise levels during all school activities

Respect your own property and that of others

You can follow this rule by:

- labeling your belongings
- putting your belongings in the correct place
- take lost property to the lost property box
- not borrowing other’s property without permission and
- return it promptly in good order
- leaving your area tidy

2. ACCEPT OUR RESPONSIBILITIES

Learn all you can

You can follow this rule by:

- staying on task
- being involved in class and school activities
- trying to develop your skills
- co-operating with other students during lessons
- working consistently and using time well

Be responsible for your own actions

You can follow this rule by:

- raising your hand to answer a question
- keeping a tidy desk and work area
- having all books, pencils etc ready to start work
- avoiding the following behaviours -
  - unnecessary noises in class (eg tapping pencils…)
  - put downs
  - back chatting
  - swearing
  - “parroting” an adult or child
  - any behaviour that stops a teacher from teaching or children from learning
Keep our school’s good name

You can follow this rule by:

- wearing full uniform correctly and with pride
- behaving appropriately at school, on excursions and traveling to and from school
- showing respect for visitors to the school
- playing fairly

Bring the correct equipment to school

You can follow this rule by:

- making sure you have what you need for every lesson
- having equipment in good order
- leaving prohibited items and valuables at home
- labeling all your property

Be honest and truthful

You can follow this rule by:

- respecting all school rules
- being helpful and co-operative
- taking responsibility for your own actions and accepting the consequences for wrong choices

3. ACT SAFELY

Be in the right place at the right time

You can follow this rule by:

- arriving at school, assemblies, lessons on time
- staying in the designated areas
- students arriving at school before 8.40 should remain seated in the undercover area

Act safely

You can follow this rule by:

- keeping hands and feet to yourself
- playing sensible games that everyone in your group can enjoy
- telling the teacher on duty of accidents and any problems
- walking around building and concrete areas
- wearing your hat and sunscreen
- playing ball games on oval
leaving the playground promptly on the first bell

4. CARE FOR OUR SCHOOL

Look after our school

You can follow this rule by:

- taking care of buildings, furniture,
- grounds and all school property
- helping to keep school clean and tidy
- eat only in designated areas
- placing all rubbish in bins
- eating food from tuckshop in undercover area

WHAT CAN STUDENTS EXPECT IF RULES ARE FOLLOWED?

When children follow the rules they will be making a positive contribution to our school community and this contribution will be recognized through:

- Verbal affirmation and praise
- Stickers, stars, certificates, note to parents
- Student of the Week Award
- Principal’s Award
- Mary MacKillop Award
- Recognition in the Newsletter
- Terrific at School awards
WHAT CAN STUDENTS EXPECT IF RULES ARE NOT FOLLOWED?

Teachers will help STUDENTS to remember how to keep our school rules so school will be a safe and happy for everyone.

If THEY consistently make wrong choices regarding their behaviour, staff will address this problem according to the seriousness of the behaviour.

STAGE ONE
Strategies used in the management of minor behaviour problems will be:

- Eye contact
- Verbal reminder of expectations
- Mirroring/modeling session (in private)
- Checklist or visual cues used to focus on correct behaviour
- Encouragement – “What would be a better way/choice?”

STAGE TWO
Negative behaviour that becomes frequent will see consequences and sanctions introduced. These include:

- Phone call home
- Verbal/written apology to class/teacher
- Modelling of desired behaviour - one-on-one counseling
- Change of position in class
- Time-out (within room/ view of lesson)
- No play (after eating time)
- Community service around the school
- Time out in Office (for repeated misbehaviour in same lesson)
- Loss of privileges
- Detention supervised by classroom teacher – parents advised
- Informal parent/teacher interview

- Repeated misconduct should be recorded so that details are available should the matter need to be referred to Stage Three.

Documentation will include:

- Unsatisfactory Behaviour Form (copy sent home to parents)
- and copy kept for school records
- Behaviour Sheet Record – student confronts poor behaviour
- Affirmation Card – positive reinforcement of efforts to improve
STAGE THREE
At this level students would be continually making choices resulting in serious misbehaviour. The school executive, class teacher and parents would need to be involved.

Behaviors may include:

- Continual disregard for school expectations
- Persistent bullying of a serious and proven nature
- Deliberately hurting or assaulting others
- Willful and premeditated damage to property
- Stealing
- Abuse of a teacher or student
- Use of tobacco, drugs or alcohol
- Truanting

Strategies used at this level will be:

- A formal interview with parents
- Developing a social skills plan
- Behavior Management Card – involving home and school
- Agreed sanctions
- Support networks contacted if warranted
- Professional referral if suitable

STAGE FOUR
If all avenues have been exhausted and the student continues to misbehave the Principal, in conjunction with the parents may withdraw the student from class (in-school withdrawal) or school until the child/family are prepared to make the changes necessary to be allowed to return to school. This would be a serious indicator that their future enrolment at this school is not guaranteed.

STAGE FIVE
At this stage it would mean the school is no longer able to meet the needs of the student. The Principal, after consultation with the Parish Priest and CEO, would initiate procedures to help the parents find an alternative educational venue for their child.

Let’s make our school a happy place
BULLIES AND VICTIMS

Who are bullies?

Bullies look for victims. They look for people who don’t look confident and stand up for themselves. Here are some of the reasons why bullies behave the way they do:

- They are jealous of others
- They don’t know how to feel successful in other ways
- It makes them feel powerful if they bully someone else
- It helps them be noticed by other people
- They feel inferior to others and use bullying as a way of covering up those feelings and trying to convince others that they don’t feel inferior.

What do bullies do?

- They hurt others physically, or damage their property
- They call them names or use insults and “put downs”
- They draw attention to their weakness in a nasty way
- They deliberately exclude them from activities
- They play mean practical jokes and try to set them up to be embarrassed
- They try to get other students to do all these things too.

Other students who also doubt themselves will often join in with bullying. Sometimes they join in so they won’t get bullied too.

How can we deal with bullies?

- We can let them know what they are doing is bullying
- We can refuse to join in with their bullying
- We can support students who are bullied
- We can stand up for ourselves if anyone tries to bully us

I can stand up for myself by:

- Telling the bully to stop it – STOP IT
- Say – LEAVE ME ALONE
- Join a group
- Looking confident
- Tell someone who can help (eg teacher, teacher aide, school leader) immediately.
YOU HAVE THE RIGHT TO FEEL SAFE AND TO BE TREATED WITH RESPECT

This booklet contains some useful information to help you contribute positively to our school and make St Joseph's a better, safer and happier place where everyone can get on with their job of teaching and learning.
As you read you will have the chance to reflect on our School Rules. When we have rules we know what is expected of us. When we keep the rules we are doing our part to improve St Joseph’s. Our rules are few and brief and there are some ideas on how you can keep them. Your teacher will help you understand our rules, however, if you are still unsure, you should talk it over with your teachers.

Apart from our school rules, each class will have some class rules that you will decide on with your teacher early in the year. Keeping the rules leaves you free to learn all you can and to enjoy your time at school. This booklet explains a little of what you can expect if you are prepared to keep the rules and also explains why what will happen when some children choose not to keep the rules.

There is also some advice on what to do if you feel you are being bullied. At St Joseph’s, you have the right to feel safe and to be treated with respect. Sometimes though, it might happen that you don’t feel safe or respected. If you feel like this then you can follow the advice in this booklet, talk to your teacher, and another adult about it as well. They can help you decide on the best course of action to sort out the problem.

St Joseph’s Primary School
Woodburn
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St Joseph’s Woodburn School Rules

RESPECT OTHERS
- Show respect to staff members and adults
- Show respect to fellow students
- Respect your property and that of others

ACCEPT OUR RESPONSIBILITIES
- Learn all you can
- Be responsible for your own actions
- Keep our school’s good name
- Bring the correct equipment to school each day
- Be honest and truthful

ACT SAFELY
- Be in the right place at the right time
- Play and act safely and fairly

CARE FOR OUR SCHOOL
- Keep our environment clean and tidy
- Take care of school property and equipment