Our Lady Help of Christians Parish School

Student Behaviour Policy
describing

Behaviour Expectations and Consequences for Inappropriate Behaviour

Policy Number: SBP0.1
Status: Draft
Date Issued: 16th May 2012
Evaluation and Review: 2016
Policy Contact Officer: Principal / Assistant Principal
Related Documentation:
Purpose

This policy provides a clear and concise description of our school’s behaviour expectations and a step-by-step outline of the consequences that will result from the practice of inappropriate behaviours. The behaviour expectations promote mutual respect within our school. They enable each student to learn in a safe, clean and encouraging environment. In the tradition of behaviour management at our school, these expectations are underpinned by the Gospel values of respect, love, faith and hope.

The purpose of outlining these expectations and the consequences for inappropriate behaviour is to ensure that all members of our school community (staff, students and parents alike) are aware of the behaviours expected at Our Lady Help of Christians Parish School, to encourage students to become more positive participants in our community and accept responsibility for their own actions.

By being aware of the behaviour expectations, all members of our school community will be able to better contribute to the promotion of a positive learning environment for all students.

If we are to effectively support our children in developing strong positive social behaviours, it is essential that the behaviour expectations are valued equally by our school staff and our parent community alike. In order to maintain a consistency for our children, it is important that all parents support our procedures in addressing inappropriate behaviours and where necessary also address such inappropriate behaviours with their child/ren.

In order to respect the dignity of each child, it is necessary for the school staff to deal with matters of behaviour adjustment with strict confidentiality. Specific student names and details of consequences of any student will only be discussed with that particular student’s parents / guardians. All behavioural issues will be addressed fairly in accordance with the Behaviour Consequences Flowchart.

Aims

At Our Lady Help of Christians Parish School we aim to:

- ensure all individuals are valued and treated with respect;
- ensure the rights of all individuals are maintained;
- encourage all individuals to accept and act upon their responsibilities;
- enhance the self-esteem of all individuals through positive action;
- support all individuals when required;
- encourage and maintain positive relationships between all members of our school community;
- further develop the safe, harmonious and co-operative working environment that exists at Our Lady Help of Christians School;
- ensure that the preferred behaviour management practices are meaningful and consistent throughout the school community.
Section 1.1: The Behaviour Expectations

At Our Lady Help of Christians Parish School we always Speak, Act and Listen with Respect by practising the seven behaviour expectations:

- Respect learning
- Use manners
- Respect personal space
- Respect property and the environment
- Take pride in personal presentation
- Move thoughtfully
- Accept responsibility

- Try your best to participate and understand
- Request others' opinions
- Do not call out in class
- Listen attentively while the teacher is speaking

- Speak with appropriate positive words
- Use manners in your speech and actions
- Listen when someone else is speaking

- Use your hands and feet in a safe manner
- Be aware of those around you
- Be considerate of the personal space of others

- Take care of school property
- Respect other students' property
- Place your rubbish in the appropriate bin

- Wear your uniform correctly and proudly
- Take pride in your bookwork presentation
- Practice good hygiene

- Move as quietly as possible during learning time
- Move safely on walkways and sealed areas

- Be honest about your actions

I did it.
Section 1.2: Student Protocols

- Within the school grounds, certain areas are considered “out of bounds”. Under normal circumstances, students accessing these areas will place themselves out of the supervision of the staff member/s in charge of their safety. Unless otherwise supervised by a teacher in these areas, students are not to access “out of bounds” areas. Throughout the course of the day, relevant to the specific activity the students are engaged in, “out of bounds” areas will change. i.e. An unsupervised classroom during lunch or recess is an “out of bounds” area.

- Students arriving before 8:25am are unsupervised and therefore placed in potentially unsafe circumstances.

- Unless under the supervision of a teacher, his/her own parent or other designated adult, no student is to leave the school grounds between 8:25am and 3:05pm.

- Students will access their classroom via a specific route. This minimises congestion in stairwells and improves safety in emergency situations as well as in every day movement.

- Students are not to bring objects to school that pose a safety risk to other students. This includes objects that have been manufactured as weapons as well as products bearing the caution: Keep out of reach of children (such as aerosol cans).

- Students need to respond positively and promptly to instructions from the adult (most likely the classroom teacher) who is in charge of their safety. Students who do not respond to these instructions can create a safety risk for other students and themselves. All teachers’ instructions will be in the best interest of the students in their charge.

- In accordance with our Sun Safety Policy, students who do not have a hat are not permitted to play in the sun and are only to play in undercover play areas.

- The school uniform is to be worn completely and neatly at all times. It is imperative that the school uniform is not worn with non-school uniform items at school or in public. Misrepresentation of our correct school uniform reflects poorly on all members of our school. The school uniform should be worn with pride.

- Valuable possessions including phones and hand-held gaming / music devices should not be brought to school and are done so at the owner’s risk.
Section 1.3: Daily Routine

Before School

- Supervision commences at 8:25am.
- Students proceed to the front courtyard area under the supervision of the teacher on duty.
- Students assemble for morning prayer and messages at 8:55am.
- Teachers collect classes from the assembly area and escort them to their classroom after the morning prayer.

Lunch Break

- Students move to respective eating areas at 11:00am to sit and eat, and place rubbish in appropriate bins.
- When dismissed by the teacher at 11:20am, students are to walk to the designated play areas.
- Students are to respond promptly to the bell at 11:40am by going to the toilet and lining up in designated areas ready to return to class.

Recess Break

- Students move to respective eating areas at 1:45pm to sit and eat, and place rubbish in appropriate bins.
- Once finished eating, students are to walk to the designated play areas.
- Students are to respond promptly to the bell at 2:05pm by going to the toilet and lining up in designated areas ready to return to class (and if necessary, returning sports equipment promptly).

After School

- At 3:05pm, students move to pick-up area or bus lines
  - Students are collected by parent/guardian and are to leave promptly in order to alleviate congestion in the pick-up area. Students may only be collected from the parent-pick-up point.
  - Students waiting for a bus are to line up in designated lines ready for their bus to arrive.
- Students waiting for collection are to sit and wait quietly for their parents or bus.
- No games or equipment are to be used during this time.
- Students who miss buses will be brought to the office by the duty teacher and their parents/guardians will be contacted. They will then be taken to Outside School Hours Care to be supervised until parents arrive (OSHC fees may be charged).
- Students not collected by 3:35pm will be taken to Outside School Hours Care (OSHC fees will be charged).
Section 2.1: Establishing Positive Learning Environments

At the beginning of each year, the behaviour expectations and student protocols should be explicitly outlined at the class level. In addition to these, specific class rules might be put in place. These will be revisited throughout the year as the need arises. Whilst the student protocols (1.2) describe the practices that ensure student safety, the behaviour expectations (1.1) reflect the ethos and spirit of Our Lady Help of Christians Parish School.

As we see our classrooms and playgrounds as learning environments, it stands to reason that we address inappropriate behaviours by providing students with the opportunity to learn correct behaviours. Consequences therefore should not be seen as meaningless punishments but rather opportunities to learn the specific skills required to modify the inappropriate behaviours. Learning the appropriate behaviours will empower students to be more effective participants in our society.

It is essential that the focus for any inappropriate behaviour is the behaviour itself, not the child. Appropriate language should be used to make students aware of the consequences of their actions and to give choices for continuing behaviour (as outlined in our behaviour consequences flowchart).

Class Expectations

All students have the right to feel safe and free to learn to their potential. It is imperative that the behaviour expectations are monitored closely by each class teacher. The behaviour expectations will be clearly displayed in each classroom and may be explicitly referred to when necessary. In addition to the whole-school behaviour expectations, individual classes may wish to construct their own “class behaviour expectations”, reflected in a class vision statement or in a set of class rules.

Section 2.2: Reinforcement of Positive Behaviours during Structured Learning Time

At Our Lady Help of Christians we believe that positive student behaviour should be recognised and reinforced as often as possible. This can be a simple verbal response or non-verbal recognition, or any of the acknowledgements listed:

- Stickers
- Personal comments in work books
- Achievement charts
- Group points
- Students acknowledged by the class
- Class awards
- Ticket system
- Public recognition by Administration
- An assembly award
- Assistant Principal / Principal stickers
- Work on display in library, staffroom and classroom etc....
Section 2.3: Consequences of Inappropriate Behaviour during Structured Learning Time

The following format is our general practice guideline. Students may enter at any level dependent on the severity of the inappropriate behaviour displayed. This would be at the discretion of the teacher involved in consultation with the school Principal or representative.

Examples of entry behaviours for the different levels:

**Level 1** - littering, running on concrete, making a mess, no hat
**Level 2** – being out of bounds, swearing, throwing things
**Level 3 / Level 4** - defiance, stealing, minor physical / verbal aggression
**Level 5** – serious physical aggression as per the Catholic Schools Office Violence in Schools Package Section 3

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Actions</th>
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<tbody>
<tr>
<td>Level 1</td>
<td>Reminder of Behaviour Expectation (Warning from teacher)</td>
<td>Student may be asked to do the following:</td>
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<td>• Apologise</td>
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<td>• Go back and walk</td>
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<td>• Pick up the mess made</td>
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<td>• Return equipment to the correct place</td>
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<td>Level 2</td>
<td>Time Out (5 / 10mins)</td>
<td>If the inappropriate behaviour continues, the student is to be given</td>
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<td>time out in a designated area of the classroom and asked to reflect</td>
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<td>upon his / her behaviour before re-joining the class group.</td>
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<td>The student is to be reminded of the consequences described in Level 3 if</td>
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<td>Level 3</td>
<td>Removal from Classroom - Lunchtime Detention (AP’s classroom Wednesday and</td>
<td>Continued non-compliance to a teacher’s request to demonstrate</td>
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<td>Friday)</td>
<td>appropriate behaviour will result in the student’s removal from the</td>
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<td>classroom to a buddy class for 30 minutes. In addition to this, the</td>
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<td>student will incur a lunchtime detention. This will involve the student</td>
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<td>completing a reflection sheet to be sent home along with a standard</td>
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<td>letter to be signed by a parent/guardian and returned. Any incomplete</td>
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<td>class work will also be sent with the child to complete.</td>
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<td>Level 4</td>
<td>Loss of Privileges</td>
<td>If the above process does not result in the successful attaining of</td>
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<td>appropriate behavior, the student will be placed on loss of privileges.</td>
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<td></td>
<td>This will involve a meeting with the class teacher, parent/s and</td>
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<td>student in order to clearly define the process and inform the parents</td>
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<td>of the consequence. This could include targeted time out or exclusion</td>
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<td>from camps/trips. The specific consequence will be dependent on the</td>
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<td>circumstances, repetition and nature of the behaviour.</td>
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</table>
Suspension (Internal/External)
If the student’s behaviour does not improve after following the above mentioned levels process, the student may be suspended (either internally or externally). In considering this level, the best interest of the child and the learning environment for all students are to be foremost in the decision making process. The Principal will make the decision to suspend after careful consideration of the situation and consultation with the Catholic Schools Office.

Section 3.1: Establishing a Positive Playground

Our playground rules are:

- We play safely
- We stay in supervised areas within school bounds
- We wear hats and footwear
- We walk sensibly on pathways, steps and around buildings
- We care for our personal and school property and equipment
- We follow school procedures and regulations
- We eat in the appropriate areas and place our rubbish in the appropriate bins

These rules apply at all times.

Section 3.2: Reinforcement of Positive Playground Behaviours

In keeping with our schools pastoral care policy we seek to acknowledge and reinforce positive playground behaviour.

Students could be rewarded by duty teacher as appropriate: (personal comments to child, sent to Admin for appropriate affirmation such as stickers or verbal praise).

Public recognition: (assembly awards)

Section 3.3: Consequences of Inappropriate Playground Behaviour.

Any infringement of playground rules will be addressed seriously.

Aggressive Behaviour

Whether provoked or not, aggressive behaviour is not tolerated at Our Lady Help of Christians Parish School and there will be consequences for any harmful contact. Consequences include immediate time out so that the aggressor has time to rethink his / her choices and to ensure the safety of other students on the playground. The behaviour is also recorded in our playground folders to be filed in the relevant students behaviour record (OneNote) by the Assistant Principal. A behaviour report is sent to parents for signing so that they are fully informed of their student's behaviour choices. Repeated aggressive behaviour is dealt with through a series of consequences as outlined below and in consultation with parents / guardians and the school Principal. Even in self-defence, aggression is not seen as a satisfactory resolution at OLHC.

Refer to the Catholic Schools Office Violence in Schools Package for further details.
The following format is our general practice guideline. Students may enter at any level dependent on the severity of the inappropriate behaviour displayed. This would be at the discretion of the teacher involved in consultation with the school Principal or representative. Entry behaviours are consistent with those described in section 2.3.

<table>
<thead>
<tr>
<th>Level</th>
<th>Behaviour Consequences Flowchart</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong></td>
<td><strong>Reminder of Behaviour Expectation (Warning from teacher)</strong>&lt;br&gt;Student may be asked to do the following:&lt;br&gt;• Apologise&lt;br&gt;• Go back and walk&lt;br&gt;• Pick up the mess made&lt;br&gt;• Return equipment to the correct place</td>
</tr>
<tr>
<td><strong>Level 2</strong></td>
<td><strong>Time Out (5 / 10mins)</strong>&lt;br&gt;If the inappropriate behaviour continues the student is to be given time out in a designated undercover area of the playground and asked to reflect upon his / her behaviour before re-joining the play area.&lt;br&gt;The student is to be reminded of the consequences described in Level 3 if the inappropriate behaviour is continued.&lt;br&gt;They are to be reminded that continued inappropriate behaviour will result in their removal from the playground for the remainder of the break.&lt;br&gt;This will be recorded in the playground folder and added to the relevant child’s behaviour record on OneNote to be recorded by the AP.</td>
</tr>
<tr>
<td><strong>Level 3</strong></td>
<td><strong>Lunchtime Detention (AP’s classroom Wednesday and Friday)</strong>&lt;br&gt;Continued non-compliance to a teacher’s request to demonstrate appropriate behaviour in the playground will result in the child receiving a lunchtime detention. This is to be recorded in the playground folder for communication to the Assistant Principal. This will involve the student completing a reflection sheet to be sent home along with a standard letter to be signed by a parent/guardian and returned. Any incomplete class work might also be sent with the child to complete during this time.</td>
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<tr>
<td><strong>Level 4</strong></td>
<td><strong>Loss of Privileges</strong>&lt;br&gt;If the above process does not result in the successful attaining of appropriate behavior, the student will be placed on loss of privileges. This will involve a meeting with the class teacher, parent/s and student in order to clearly define the process and inform the parents of the consequence. This could include targeted time out or exclusion from camps/trips. The specific consequence will be dependent on the circumstances, repetition and nature of the behaviour.</td>
</tr>
<tr>
<td><strong>Level 5</strong></td>
<td><strong>Suspension (Internal/External)</strong>&lt;br&gt;If the student’s behaviour does not improve after following the above mentioned levels process, the student may be suspended (either internally or externally). In considering this level, the best interest of the child and the learning environment for all students are to be foremost in the decision making process. The Principal will make the decision to suspend after careful consideration of the situation and consultation with the Catholic Schools Office.</td>
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</tbody>
</table>
Section 4: Student Behaviour at Outside School Hours Care

Only students from Our Lady Help of Christians Parish School attend our Outside School Hours Care service. The behaviour expectations here are consistent with those within school hours. The behaviour consequences described above for both structured learning time and playground behaviour will apply during OSHC with behaviours warranting a Level 3 or beyond being recorded and addressed by the Assistant Principal or if necessary, the Principal on the next school day.
### Section 5.1: Appendix 1 – Consequence Flowchart for Students

<table>
<thead>
<tr>
<th>Level 1</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Warning</th>
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<tbody>
<tr>
<td>Level 2</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Warning – Time out!</td>
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<tr>
<td>Level 3</td>
<td>Lunchtime Detention - Note home to parents</td>
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<tr>
<td>Level 4</td>
<td>Loss of Privileges</td>
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<tr>
<td>Level 5</td>
<td>Suspension</td>
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</tbody>
</table>
Section 5.2: Appendix 2 – Student Detention Reflection Sheet

Name: ___________________________ Date: ___________________________

Reason for detention? (What did I do?) __________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What behavior expectation did I break? __________________________

________________________________________________________________________
________________________________________________________________________

What do I need to do next time? __________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signed: ___________________________
Section 5.3: Appendix 3 – Letter to Parents

(insert date)

Dear (add parents/guardians name/s),

Today (add child’s name) attended detention during the school lunch break. His/her behaviour has not reflected the expectations we value at Our Lady Help of Christians as outlined in our Student Behaviour Policy.

During detention (add child’s name) completed a reflection sheet which outlines the inappropriate behavior/s that resulted in this action being taken.

We would appreciate you discussing this with (him / her) as we continue to work with (him / her) in addressing this issue.

If you wish to discuss this matter further please feel free to contact the school office to arrange an appointment.

Please complete and return the slip below in acknowledgement of you receiving this letter.

Regards,

Brendan Moloney
Acting AP
Our Lady Help of Christians,
South Lismore

I __________________ acknowledge receipt of the behaviour letter dated ___________

Regards,

(pARENT / guardian signature)
### Section 5.4: Appendix 4 – Detention Request Sheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Student’s Name</th>
<th>Class</th>
<th>Reason for Detention</th>
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Section 5.5: Appendix 5 – Buddy Classes

If a student reaches Level 3 on the behaviour flowchart, he / she is to be removed to his / her buddy class. The student is to remain in that class for no more than 30mins, after which he / she is to return to his / her own class. When in the buddy class the student is to complete the work he / she will be missing in his / her home class.

Kinder W ↔ Year 2P
Kinder M ↔ Year 2C
Year 6 ↔ Year 5C
Year 3 ↔ Year 5M / Year 6
Year 3/4
Year 4 ↔ Year 1
Library ↔ Year 2C/2P
Music ↔ Tues: Year 2C/2P
       Wed: AP office
LOTE ↔ Kinder M