



Atlantis Beach Baptist College

Student Behaviour Management Policy Primary

Title of Policy/Procedure	Student Behaviour Management Policy - Primary
Endorsed by	Principal
Reviewed	October 2017
Next review date	October 2018
To whom issued	College staff, parents, students

Primary Student Behaviour Management

It is recognised that discipline will be encouraged and maintained through **preventative, supportive** and **corrective strategies**.

Preventative discipline initiatives to prevent a discipline problem from arising in the first place are strongly encouraged; e.g. Charter of Goodwill.

Supportive discipline enables the application of techniques that assist children in maintaining their own self-discipline and developing self-esteem; e.g. Positive classroom management techniques.

Corrective discipline involves initiatives, including sanctions, to correct and re-channel behaviour; e.g. Class Discipline Plan and Individual Behaviour Management Contract.

The key to effective school discipline is the quality of relationships between teachers and students as well as parents/guardians. Students, parents/guardians and teachers have the right to a safe, orderly school environment where students can learn and feel safe at all times; and teachers can teach.

In general the following principles will be employed, individualised for each class and teaching style as well as allowing for the developmental phases of the school.

Students are ultimately being encouraged to be self-disciplined and to display responsibility for their own actions in a caring community. Students should realise that if they are disruptive in class they are not only disadvantaging their own education but that of their peers.

College Charter of Goodwill

All students and staff have the right to:

1. Learn or teach, free from disruption.
2. Be treated courteously.
3. Be free from any form of unlawful discrimination.
4. Work in a clean, safe and healthy environment.
5. Have their property respected and cared for.

“Love your neighbour as yourself.” Mark 12:31

Students are encouraged in normal College life to uphold The Charter of Good Will through their actions and decisions in many ways. These include:

- Teachers showing genuine interest in each student in their care.
- Praise and encouragement given, along with a class-specific Rewards Program.
- Physical awards are given through Merit Certificates, Prizes and Trophies.
- Acknowledgment in class, at class assemblies and whole school assemblies.

Every student has the right to the best possible education they can obtain at Atlantis Beach Baptist College. Therefore, the College has a system of behaviour management that is upheld by teachers and students.

The system of behaviour management is in three parts at Atlantis Beach Baptist College, one for inside the classroom, another for outside the classroom and the third is an infringement system.

Primary School standards: ‘The Five C’s’

The following standards have been accepted as an integral part of all class and school life.

- To be **courteous** to all people - both adults and children
- To be **considerate** to others
- To **care** for others, self, property and the environment
- To **cooperate** with others at all times
- To **conserve** the environment for the benefit of everyone

Primary School Code of Behaviour

We acknowledge that everyone has the right to be happy and treated fairly.

We will achieve this by:

1. Playing safe sensible games.
2. Playing only in safe playing areas.
3. Walking on all paved areas.
4. Being punctual at all times.
5. Consuming all food and drink in the proper areas.
6. Remaining seated at lunchtime until dismissed by the duty teacher.
7. Placing all litter in rubbish bins.
8. Being in buildings only when teacher is present.
9. Showing good manners to everyone at all times.
10. Showing respect for other people and their property.

In-Class Behaviour

Any seen or perceived disruptive behaviour is dealt with using a procedure known as "Canter". The teacher will in the first instance, give the student a 'verbal warning'. Further disruption by the same student will result, without a fuss or necessarily a verbal exchange, with the teacher writing the name of the disruptive student onto a small whiteboard. This is the student's first warning. Further disruption by the same student will result in a tick placed next to their name. This is the second warning. Following further disruption from the same student, a second tick will be placed next to their name and they are sent to the Office with a 'Pink Slip' from the class teacher. This 'pink slip' will communicate to the Principal the behaviours within the classroom and the actions taken by the teacher. The student will have a meeting with the Principal to discuss their behaviour and any possible further action to be taken. A student sent out of any class **8 times in a school year** is withdrawn by his/her parents or the Principal will permanently exclude them from attending Atlantis Beach Baptist College.

The actions taken for each 'pink slip':

1st time Verbal warning by Principal.

2nd time Formal email sent to parents indicating that the student has been sent out of class on two occasions. An interview is requested. This may be a phone interview. Recorded on SEQTA.

3rd time Formal email sent to parents indicating that the student has been sent out of class on three occasions. An interview is requested. This may be a phone interview. Recorded on SEQTA.

4th time In-school suspension - separate recess / lunch breaks - no contact with other students. Parents are notified as soon as possible. An interview is requested. Recorded on SEQTA.

Additionally, the student may be sent to the School Chaplain for a friendly counselling visit.

5th time In-school suspension - separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible. An interview is requested. Recorded on SEQTA.

6th time Out-of-school suspension - total suspension from the College. Parents are notified as soon as possible and asked to collect their child at their earliest convenience. An interview is requested. Recorded on SEQTA.

7th time Out of school suspension - total suspension from College. Parents are notified as soon as possible and asked to collect their child at their earliest convenience. An interview is requested. Recorded on SEQTA.

8th time Withdrawal or permanent exclusion from the College. A formal letter is sent to parents. Recorded on SEQTA.

Throughout this process, students are counselled by the teacher and/or Principal on their choices in class and are supported and encouraged in changing their actions and behaviours.

When dealing with low level misbehaviour the teacher will attempt to incorporate restorative practice and preservation of dignity through one-to-one conversation and a focus on the positives and your child's strengths. A positive relationship and rapport is sought with the teacher and student. This enables the teacher to redirect the child and offer the child a chance to reflect and develop the skills of **self-regulation**.

The teacher employs non-verbal and non-direct methods of **redirection**. They may use eye contact, move into the proximity of the student or similar.

The teacher directs the child to **move** in the class area for re-focus, change groups or another activity. The student is never sent outside the classroom at this stage. This is not time out.

The teacher sends the student to a **partner class**. The student will complete 15 minutes in the classroom, not including break times. The student is sent back by the partner class teacher. This is explained to the student leading up to this time.

Automatic Send-Outs

A student may be given a 'Send Out' in class without warning for:

Breach of Safety

- Throwing an object in class.
- Knocking a student off a chair.
- Not following safety guidelines in practical lessons.

Physical Abuse

- Punching / hitting another student.
- Punching / hitting a teacher.

Verbal Abuse

- Swearing at another student.
- Swearing at a teacher.

Misuse of Computers or Other Equipment

- Changing settings of classroom or library computers.
- Accessing or attempting to access inappropriate material via the Internet.
- Attempting to access restricted areas on the College computer network.
- Intentional misuse of equipment provided in a lesson.

The examples given in each section are not comprehensive but are provided as a guide.

Outside Behaviour

When a student misbehaves outside the classroom, during recess or lunch or on school premises before and after school, an outside behaviour management system is used. The student will be asked to go to the Office, where they will meet with the Primary Coordinator or Principal. The Teacher will communicate to the Primary Coordinator whether the behaviour was a Light, Moderate or Severe Offence. The Principal will decide whether the behaviour warrants a warning, an Infringement or a Send Out.

Consequences for Inappropriate Behaviour Outside Class

❖ Infringements

Generally given for lighter offences.

❖ Moderate Outside Send-outs

Generally given for moderate offences.

❖ Major Outside Send-outs

Generally given for severe offences.

❖ Immediate Exclusion

Given for serious offences.

For Example:

Offence	Category	Consequence
Littering	Light	Infringement
No hat after a warning	Light	Infringement
Out of bounds after warning	Light	Infringement
Bullying – name calling, intimidation (first offence)	Moderate	Infringement or moderate outside Send Out
Rough, dangerous play	Moderate	Infringement or moderate outside Send Out
Disobeying a teacher's instructions	Moderate	Infringement or moderate outside Send Out
Vandalism	Severe	Major outside Send Out
Physical Fighting	Severe	Major outside Send Out
Leaving the College grounds	Severe	Major outside Send Out
Smoking	Severe	Major outside Send Out
Drugs	Severe	Immediate exclusion
Assaulting a teacher	Severe	Immediate exclusion

NB: A student could be excluded from the College on the first serious offence in relation to physical abuse (bringing a weapon to school), substance abuse (alcohol/drugs) and sexual abuse.

Infringement System

Infringement stamps are used to notify the parent and student of minor behaviours that should be addressed. Stamps are placed in the student's Student Diary and must be sighted and signed by the student's parent that week.

Students are permitted to record a total of 24 infringements during one school year.

Infringements are issued for:

- Incorrect uniform
- Homework not done three times
- Chewing gum
- Writing/passing notes in class
- Late to College or class twice in a week
- Not bringing appropriate equipment for class lessons 3 times

At the 25th infringement the students will be withdrawn from the College.

At **5th** infringement – Letter emailed home.

At **10th** infringement – Parents requested to attend an interview.

At **15th** infringement – Student is suspended and parents are requested to come for an interview.

At **20th** infringement – Student is suspended and parents are requested to come for an interview.

At **25th** infringement - Student is withdrawn from the College.

Every letter sent home in this process will be recorded on SEQTA.

High 5 System

Outside the classroom, students are encouraged to use the High 5 System so that they may resolve friendship issues or disputes in an effective and independent manner. These issues are small and can be resolved by the students themselves without the interference of a teacher (e.g. other student is not following the rules of a set game, other student bothers them with a game they don't want to play, etc.)

The steps the student should follow in the High 5 System are:

1. Ignore: Ignore the behaviour – keep playing and walk away
2. Talk Friendly: If the behaviour continues, the student should ask them nicely to stop doing the particular thing
3. Talk Firmly: If the behaviour continues, the student should then say firmly that they do not like the behaviour and ask them to stop
4. Report: If the behaviour continues, the student should report to the teacher on duty and explain what has happened
5. Remember: Afterwards, the student should remember that everybody makes mistakes and that God loves both of them and the student should try to restore the relationship with those involved with the help of the teacher

Students are aware of behaviours and circumstances where the High 5 System should be skipped and they should report to the teacher on duty immediately.



Positive Rewards

The Friendly Dolphin Award

Students who receive The Friendly Dolphin Award are recognised as displaying behaviour that is caring, thoughtful and helpful toward others. Teachers may nominate a student at the College who they believe is deserving of the Award and would benefit from recognition in this way. The Friendly Dolphin Award is to encourage those students who display these characteristics to continue in this manner and to also promote a loving, caring community at the College. Students have the opportunity to receive the Friendly Dolphin Award at Class Assemblies, which occur twice a term. The Friendly Dolphin Award is related to The Friendly Dolphin Bench, a certain bench that a student may sit at during recess or lunch if they feel they have no other classmate to play with, and other students are encouraged to watch out for and ask these students to play.

Starfish Awards

Students who receive a Starfish Award are recognised as displaying excellent behaviour and perseverance within the classroom setting. Teachers nominate one student from their class to receive this award at the class assembly, which occur twice a term. The Starfish Award is a bag of special prizes that is chosen with the student in mind and encourages a culture within the College where perseverance and good behaviour is celebrated.

Goldies

Students can receive a Goldie at any time during class for displaying positive behaviour and actions. The teacher communicates to the parent of the child on the gold slip of paper, or Goldie, the positive behaviour that they observed in the student. The student may then take the Goldie home to show their parent. This encourages parent-teacher communication and relationship as well as reinforces the idea that good behaviour is encouraged and celebrated within the classroom as well as the home.

Class Reward Systems

Each class has an age-appropriate, effective reward system within their classroom, which is introduced and monitored by the class teacher. These may be whole-class or individual reward systems and are often a fun way of encouraging a class or student to pursue good choices in their behaviour and actions.

Strategies for rewarding acceptable playground behaviour

On occasions that appropriate behaviour is displayed:

1. Duty Teacher awards a House Token to the child
2. Child takes the token and places it in the House letter box in covered area
3. House totals are counted prior to each assembly by the House Councillors
4. Totals for Class and House competition announced at assembly
5. Winning House receives an award at end of term

Restorative process

Restorative process is an ethos that emphasizes repairing the harm caused or revealed by poor behaviour. It is best accomplished through cooperative processes that include all people involved. Restorative Justice is script based, whereby the people involved are 'interviewed' and gain a good understanding of the impact their actions have had on others. This also gives a great opportunity for all parties to be heard and understood.

An example of the script is as follows.

What happened?

What happened next?

What were you thinking when ...?

What are you thinking now?

Who has been affected by your actions?

What can we do to fix this up?

In the future, what could you do to make this better?

Behavioural expectations

Teachers maintain a positive classroom climate and take a personal interest in each student. Discipline standards are high and each student is to be accountable for his/her behaviour. Where necessary, students will be counselled and supported through their journey to develop skills leading to better self-regulation with the expectation that they will demonstrate improvement.

Students who persist with disruptive or inappropriate behaviour will be offered support but in order to preserve the learning of others, they will be removed from classes and, ultimately, they will have the privilege of enrolment withdrawn.

The College must protect the rights and well-being of all students and no student should be allowed to jeopardise the learning of others or to disrupt the harmony of the School.

The Primary School Leadership Team will work with individual teachers and students to ensure that the discipline standards of the School are maintained at a high level. All teachers will consistently use the same discipline model throughout the school.

It is a requirement for enrolment that parents/guardians and students support the ethos, and standards of conduct and dress expected by the College, and that policies are supported by compliance.