

Alkimos Beach Primary School Independent Public School



Behaviour Expectations & Good Standing Policy

PURPOSE

- Alkimos Beach Primary School (ABPS) believes that Behaviour Expectations and Management encompass both preventative and restorative actions within the school setting.
- To create a positive environment throughout the school where teachers and students can work together in harmony.
- To create a caring school environment where the rights and responsibilities of all individuals are recognised and respected.
- To recognise those members of the school community whose exemplary behaviour promotes a positive and caring school environment.
- To establish a set of rules that protects the rights of all individuals.
- To establish a clear set of consequences for individuals who do not follow the school code of conduct.
- To establish procedures so that conflict can be resolved in a positive manner.
- To create a positive classroom through challenging, appropriate, relevant and enriching learning activities promoting cohesion, inclusiveness and a safe classroom environment.

CODE OF CONDUCT

Our School Behaviour Expectations Policy is designed to protect each student's right to learn and to be safe at school. We ask for parent support in applying the school's Code of Conduct. The Alkimos Beach PS Code of Conduct is as follows:

- RESPECT MYSELF
- RESPECT OTHERS
- DO MY BEST
- RESPECT THE ENVIRONMENT
- BE AN ACTIVE CITIZEN

The Golden Rule

Treat Others The Way You Want Them To Treat You

ELABORATED CODE OF CONDUCT

Do My Best

To Do My Best I will...

- ✓ Follow school and classroom rules.
- ✓ Ask for help when I need it.
- ✓ Have a go.
- ✓ Try my best in all activities.
- ✓ Be organised.

Respect Myself

To Respect Myself I will always do my best to...

- ✓ Make the right choices.
- ✓ Keep myself safe.
- ✓ Take pride in myself, my efforts and my commitments.
- ✓ Be responsible for my own behaviour and accept the consequences.
- ✓ Learn from my mistakes.
- ✓ Look after my property.
- ✓ Accept positive compliments from others.
- ✓ Take pride in the Alkimos Beach PS uniform and wear it appropriately.
- ✓ Ask for help when I need it.

Be an Active citizen

To be an Active Citizen I will show respect for the school, students, staff and community by...

- ✓ Being understanding.
- ✓ Being helpful.
- ✓ Being polite.
- ✓ Being friendly.
- ✓ Being honest.
- ✓ Being fair.
- ✓ Assisting others when needed
- ✓ Following the school code of conduct.
- ✓ Following the school dress code.

Respect Others

To Respect Others I will always do my best to...

- ✓ Be courteous and polite at all times by: treating others as I would like to be treated, being well mannered and caring for everyone's feelings.
- ✓ Be an active listener by: making eye contact, not interrupting, respecting their opinions and not fidgeting.
- ✓ Care for other's property by: asking before borrowing, returning it when finished and looking after it carefully.
- ✓ Respect other's right to learn by: being patient, cooperative, encouraging and helpful to others.
- ✓ Share my things when needed.
- ✓ Respect differences in others.
- ✓ Include Others.
- ✓ Keep my hands to myself.
- ✓ Speak appropriately in the playground.
- ✓ Pay honest compliments to others.
- ✓ Have a positive, happy attitude toward staff and students.

Respect the Environment

To Respect the Environment I will...

- ✓ Put my rubbish in the bin and help keep the school clean.
- ✓ Respect animals and birds around the school.
- ✓ Keep the classroom tidy.
- ✓ Respect the garden/property (i.e. not running through the garden or climbing trees).
- ✓ Re-use, reduce, recycle
- ✓ Turn lights, fans, computers and heaters off when asked to do so.
- ✓ Keep my school safe.
- ✓ Use toilets properly.

Students have a RESPONSIBILITY to:

- Know the school rules.
- Ensure that their behaviour is not disruptive to others.
- Ensure the school environment is kept neat, tidy and secure.
- Ensure that they are punctual and polite.
- Behave in a way that protects the safety and wellbeing of themselves and others.
- Be prepared for school activities and be responsible for their own learning.

Staff have a RESPONSIBILITY to:

- Model respectful, courteous and honest behaviour.
- Establish positive relationships with students and parents through regular contact.
- Communicate in a professional manner relevant behavioural information to other staff, parents and external agencies.
- Maintain accurate attendance and behavioural records.
- Selecting teaching and learning methods which are appropriate for the students.
- Teach social behaviour and the skills necessary for success including *Self-Management Skills* as outlined in the Health Curriculum.
- Consistently enforce the rules using low key responses e.g. proximity, eye contact.
- Encourage all students and acknowledge good conduct.
- When needed collaboratively develop and implement Individual Behaviour Management Plans.
- Support, encourage and assist colleagues.
- Provide a supportive school and classroom environment.

Administration have a RESPONSIBILITY to:

- Communicate in a professional manner relevant behavioural information to other staff, parents and external agencies.
- Teach and model desired behaviours expected of staff and students.
- Support and communicate with teachers on attendance / behavioural issues.
- Provide support structures for staff to assist in the implementation of the school Behavioural Expectations & Good Standing Policy.
- Provide end of line management techniques eg Case Conferences
- Inform parents of acceptable behaviours and severe breaches of the School Behaviour Plan.
- Induct new students and staff into class and school behavioural programs.
- Provide immediate support for serious incidents (Red Card).
- Access support agencies eg School Psychologist, Attendance Officer

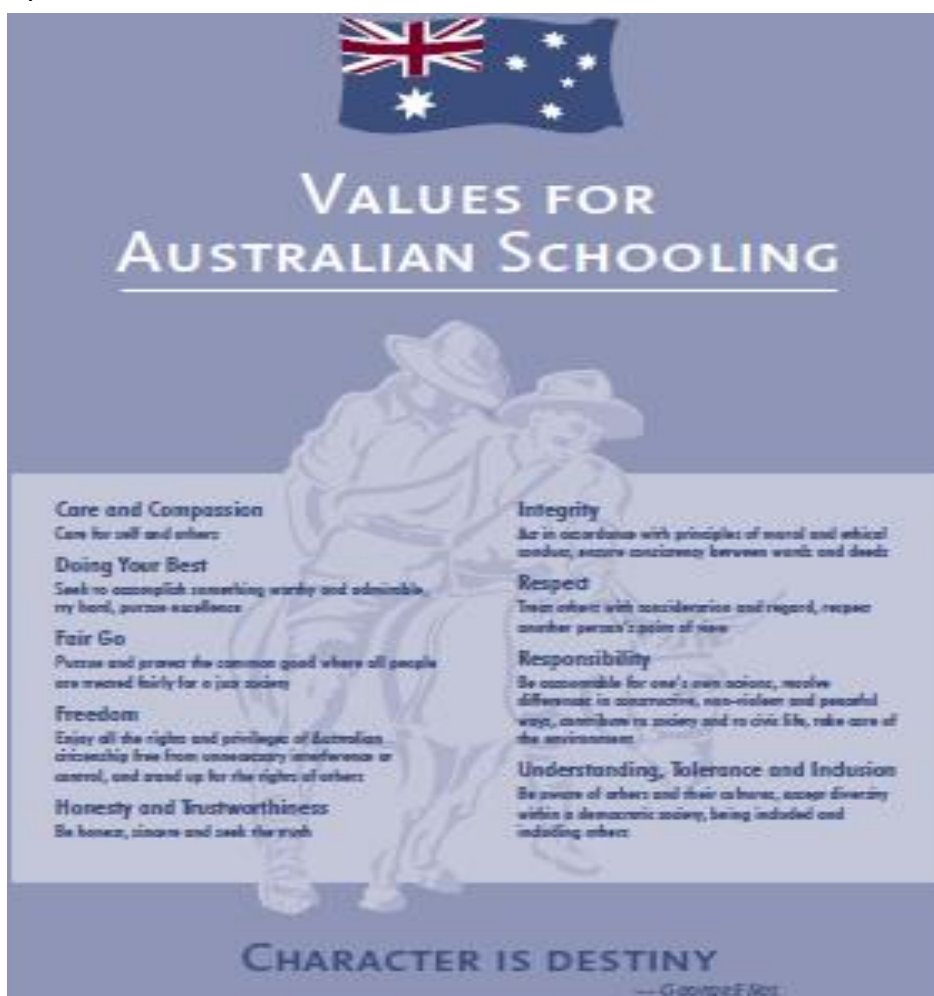
Parents have a **RESPONSIBILITY** to:

- Ensure their child attends school.
- Ensure that the physical and emotional condition of their child is at optimum for affective learning.
- Support the school in providing a meaningful education for their child.
- Be familiar with school rules and behaviour expectations.

Achieving a Supportive Culture

- **Student Councillors** are elected in order to provide support for the student body and to provide positive role models.
- **Excursions/Incursions** are used to enhance the learning program.
- **Sports equipment** is available during breaks to encourage students to be positively engaged in activities.
- **Faction Sporting Carnivals** - students are encouraged to attend carnivals where the focus is on full participation.
- **Role Models** - staff provide positive role models. Students are also encouraged to model positive behaviours.

Our staff actively participate in implementing a whole school values program based on the 9 Values of Australian Schooling, which encourages and promotes the following key life skills:



Achieving a Positive Learning Environment and Managing Positive Behaviour

Positive reinforcements, attitudes, body language and role models are important in each individual classroom and throughout the school as a whole. Staff will implement a consistent approach to behaviour expectations and management throughout the school.

Positive Incentives for Managing Student Behaviour

Rewarding students in a positive manner is a major strategy in effective management. Each classroom has established a clear system of rewards and these have been developed in conjunction with the establishment of their Classroom Rules.

Whole School Reinforcements:

- Merit Certificates
- Aussie of the Month Awards
- Administration for good work
- Displays of student work around the school
- End of year awards
- Parent contact- where appropriate
- End of term reward

Classroom Reinforcements:

- Verbal praise
- Positive body language
- Class reward system ie stickers, stamps
- Special class duties
- Sent to Associate Principal or Principal for reward for individual effort.
- Acknowledgement of effort and accomplishments eg 'Good News' phone calls or emails.
- Individual reward systems

Effective Behaviour Management Strategies

All staff have the flexibility to implement strategies to manage behaviour that reflects the School Behaviour Expectation Policy. These will be implemented in a manner which is fair, consistent and equitable to all students. A positive classroom environment will be conducive to the production of effective outcomes. All staff will, employ a range of effective classroom management strategies that will provide a safe and inclusive learning environment whilst increasing the opportunity for uninterrupted learning to occur.

1. Display school rules and develop classroom rules based on these.
2. Have a classroom behaviour management plan with an emphasis on reinforcement of positive behaviours.
3. Clear communication between specialist teachers and class teachers for the recording of student behaviour.
4. Alkimos Beach PS Behavioural Management Strategy is based on effective strategies developed by the following programs and consultants:
Classroom Management Strategies (CMS), Cooperative Learning –Barry Bennet / Kagan, You Can Do It! -Professor Michael Bernard, Zones of Regulation - Leah Kuypers
5. Develop Individual Behaviour Plans (IBPs) for Students at Educational Risk.
6. Traffic Light Behavioural system to be displayed and utilised in classrooms.
7. Teachers to use CMS strategies and low key responses / techniques.
8. Consequences are to be logical and every attempt will be made to change the behaviour(s).

Effective Classroom Management Strategies (CMS) to reduce negative behaviour

Low Key Responses

1. Use positive praise
2. Win the students over:
3. Use a signal to begin
4. Be on alert. Stop things before they go too far (With-it-ness)
5. Use proximity
6. Deal with the problem
7. Plan student movement
8. When asking questions signal the type of response required
9. Reengage
10. Private dialogue
11. Modelling appropriate behaviour

Good Standing

“Good Standing” is defined in this context as: The right of an individual to fully participate in all school extra curricula programs. i.e. (Excursions, Sports Carnivals etc)

- All students commence the school year and each term with “Good Standing”. Each school term is divided into 2 week blocks for good standing. The exception to this rule is where a specific event occurs at the beginning of a two-week period in which case the student’s previous behaviour shall be taken into account.
- Inappropriate behaviour / actions during a two-week period can result in “Good Standing” being lost thus losing the right to participate in school extra-curricular programs e.g. incursions, excursions.
- To keep “Good Standing” a student needs to comply with the school Code of Conduct.
- Should an individual breach the school “Code of Conduct, the administration (in consultation with staff) will provide a consequence. Should the consequence be one of the items listed under Loss of Good Standing (see below) then “Good Standing” is lost excluding the individual from the event.
- Once lost, “Good Standing” is not reinstated until the next two-week period within a school term

Loss of Good Standing (Within a 2 week period)

Behaviour:

1. Suspension
2. Withdrawal (x2)

Behaviour Expectation Procedures

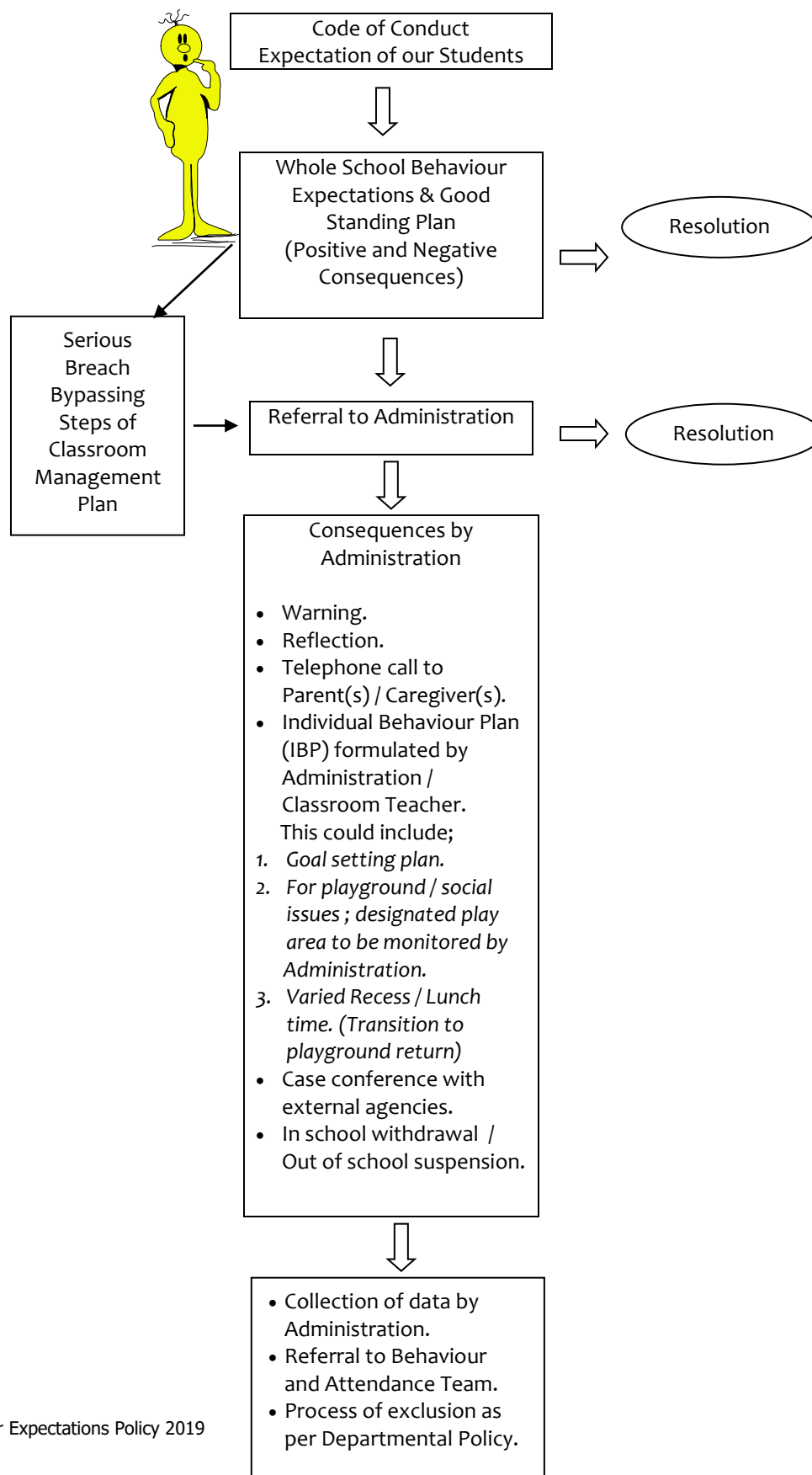
Alkimos Beach Primary School supports the rights of staff and students to work in a learning environment that enhances the opportunity to learn without interruption. All staff will develop and adopt a consistent approach to managing student behaviour to achieve positive outcomes throughout the entire school day.

Overview of Procedures

Steps in Classroom Management of Behaviour

1. Proximity Praise and Reward
2. Rule Reminder
3. Yellow Behaviour Slip (first warning)
4. Time Out in Classroom (second warning – 1 minute per year of age e.g. 6yrs = 6 mins)
5. Time Out in a Buddy Classroom (third warning)
6. Referral to Administration (see flow chart)
7. **All consequences from Yellow Behaviour Slips will be recorded on the student’s profile on SiS.**

CLASSROOM PROCEDURES AND PROGRESSION



Referral to Administration

Referral to administration will result in a more highly detailed look at the behaviours that the student is presenting with which may result in the any of the following:

- Withdrawal from play -Parents/Carers will be notified of any withdrawal via a phone call or written communication.
- Withdrawal from classroom
- Development of an Individual Behaviour Support Plan
- Possible loss of “Good Standing”.
- Suspension
- Exclusion

Rationale for Behaviour Support Strategies:

Some students may be offered the opportunity for referral to other agencies, who may be able to support the student in regulating their behaviour, whilst assisting the school and their parents, to develop strategies to manage their behaviour. This would be through a team approach that could include the School Psychologist, referral to a Medical Practitioner, Sporting Groups or other Mentoring Agencies.

Parents will always have the opportunity to discuss their child’s status with the Administration. At all times the school will encourage and foster a team approach, where Parents are an integral part of the management of their child’s behaviour.

Withdrawal from Play:

Given to students for repeated classroom or playground offences (four in any one day which have been recorded on a Behaviour Slip) and is monitored through the “Yellow Slip” system by Admin. A withdrawal from play may also be given automatically if an offence is deemed serious. Parents will be informed that their child has received a Withdrawal from Play. The student will be withdrawn from play and supervised in Administration or nominated area during a recess or lunch break by the Admin team.

Withdrawal from Class, Breaks or Other School Activities:

A school administrator may withdraw a student from classes, breaks or other school activities as part of the school’s planned behaviour support response. This action will happen as close as possible to the time of the breach of school discipline to provide an opportunity to:

- Calm in circumstances where the student has become unable to self-regulate; and/or
- Reflect on and learn from the incident including, where appropriate, engage in restorative processes; and/or
- Evaluate prior behaviour support and negotiate and plan adjustments that may be required; and/or
- Continue a learning activity in a less stimulating environment.

In School Suspension:

This is a serious procedure and not one undertaken lightly. The student remains at school but is isolated from other students and supervised by Admin but will continue to complete their learning program activities. They will be given alternate recess and lunch breaks to other students in the school. Their parents/carers will be notified of this procedure.

Suspension:

The Principal may suspend a student from attendance at school as part of the school's behaviour support plan. Suspension may be for the whole or part of each day during the suspension period. Parents/Carers will be notified before a decision of suspension is made, except in exceptional circumstances.

Suspension is used when the breach of school discipline causes significant disruption to the student, other students or staff e.g. where a student or students have initiated fights or filmed fights. Suspensions serve the purpose of providing an opportunity:

- For the students, students or staff to calm and recover; and/or
- For all to reflect on and learn from the incident, including, where appropriate, participating in restorative processes; and/or
- For the school to evaluate existing behaviour support plans, meet with any internal or external stakeholders, seek advice on how to better support the student and put in place any adjustments to plans, resources, staff or strategies that may be required; and/or
- For the parent/carer to meet with the school to discuss how to improve the coordination between school and home to help the student behave more appropriately at school.

Notwithstanding the above, suspension is understood to be a serious sanction. Incidents leading to suspension are investigated thoroughly and the intent behind the student's action along with a number of other factors are considered when making this decision.

Exclusion:

An exclusion order is the most severe sanction that can be applied to a student in a public school and as such is reserved for the most serious breaches of school discipline in the most serious circumstances. If there is a continued failure of all efforts to resolve behaviour problems via Individual Behaviour Plans, the school may recommend to the Director General that a student be excluded from attending school as part of the school's behaviour support plan. Only the Director General can exclude a student. Exclusion may be temporary or permanent.

Red Alert Assistance Card

Each classroom has been issued with a Red Star, which is clearly marked, denoting its origin, to be used when Admin support is required to that area. It is to be stored in a prominent place so that it is easily accessible. It is to be sent to the office with two students. The response to this request will be immediate.

PLAYGROUND PROCEDURES AND PROGRESSION

The slogan for children in the playground is:

“Is it safe? Is it fair?”

Minor incidences such as running on the path, waking along the planter boxes in the playground, are to be dealt with by the duty teacher with an appropriate sanction e.g. sit out for 5 minutes/walk with the teacher. For major issues such as fighting etc, a yellow behaviour slip is to be filled in and the student needs to be sent to the office with the form.

Weapons in School

Under the Weapons Act 1999 “it is an offence to carry or possess a weapon; purchase, sell or supply a weapon; and/or manufacture a weapon”.

Students are not to be in possession of weapons on school grounds or at any school activity. Any student who is aware of a weapon on school grounds or at school activity must bring this information to the attention of school staff.

Incidents involving weapons will be dealt with as a serious breach of school discipline and students will be suspended immediately under Regulation 44(2) of the school Education regulations 2000.

At Alkimos Beach Primary School, we rigorously enforce this Act and any student found in possession of a weapon will be immediately suspended from school, their parents will be notified in accordance with suspension procedures and the police will be informed, and the incident will be entered on the Department of Education’s Incident Notification System.

The following list includes some of the items which are classified as weapons but it should be noted that this is not an exhaustive list:

- Firearms
- Spray Weapons
- Knives, including Flick Knives
- Switch Blades
- Swords
- Machetes
- Spear guns

Students Suspected of Intoxication

The possession or use of illegal substances is not acceptable under any circumstances.

Student intoxication on school grounds or at a school activity is unacceptable. Staff will respond swiftly and consistently wherever a student is reasonably suspected of being intoxicated. Intoxication however will not be treated as a breach of school discipline. The immediate priority will be the health and well-being of the student with follow up support and education offered.

While intoxication itself is not considered a school disciplinary breach this will not prevent the Principal from reporting the matter to the police or the Department of Family and Children Services.

Behaviour and Attendance

All absences from school reduce a student's capacity to maximise opportunities for learning. Multiple absences can have a significant impact on a child's learning and social development.

Absences for behavioural issues in the compulsory years of schooling may be enforced through suspension (Section 90, School Education act & Regulations 43-46) and exclusion (Sections 91 – 94 of the act).

Behaviour and Disability

Some forms of disability may involve behavioural symptoms, over which the student has little or no control. Students will be supported with positive behaviour plans where required, to assist with the management of these behaviours.

Behavioural Expectations Proforma

Student Name:

Class:

Date:

Teacher:

<u>Yellow Behaviour Slip:</u> 1. Constantly talking 2. Out of seat behaviour 3. Calling out 4. Distracting others / Making noises 5. Rudeness / bad manners 6. Not keeping hands/feet to self 7. Not following instructions 8. Teasing others 9. Poor playground behaviour	<u>Recess/Lunch Withdrawal:</u> 10. Vandalism/graffiti 11. Crude/racist remarks or gestures 12. Throwing objects 13. Spitting 14. Swearing 15. Stealing 16. Leaving class without permission 17. Verbal/physical threat to other students or staff	<u>Suspendable:</u> 18. Violation of code of conduct or classroom rules 19. Wilful destruction of property 20. Verbal/physical intimidation of students or staff 21. Refusal to follow direct Instructions 22. Fighting or filming fights
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Stage	Behaviour Category	Time
Warning 1		
Warning 2 (Isolation)		
Warning 3 (Buddy Room)		
Warning 4 (Administration)		
Comments		

Reflection Sheet



Alkimos Beach Primary School

Withdrawal Think Sheet (Senior)

Name:	
Class Teacher:	
Date:	
Time:	
What was I doing?	
What should I do?	
Teacher's comment	

Teacher / Principal Signature:

Parent / Caregiver Signature: _____

Date: _____



Alkimos Beach Primary School

Withdrawal Think Sheet (Junior)

* Drawings can be used if writing is difficult

Name:	
Class Teacher:	
Date:	
Time:	

What was I doing?		

What should I do?		

Teacher's comment	

Teacher / Principal Signature:

Parent / Caregiver Signature: _____ Date:

Visual Reflection sheet

STOP



CALM DOWN — COUNT TO



HOW DO I FEEL?

HAPPY SURPRISED



SAD



ANGRY



SICK



SCARED



QUIET THINKING TIME



**SIT ON THE CHAIR TO HAVE
SOME TIME TO THINK**

SOLUTION

REJOIN ACTIVITIES OR TALK TO A TEACHER





Alkimos Beach Primary School

BEHAVIOUR GOAL SETTING PLAN

Name: _____

	Monday			Tuesday			Wednesday			Thursday			Friday		
Morning session															
Lunch															
Morning Session															
Recess															
Afternoon Session															

My goal for the week:

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Student's weekly reflection:

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Teacher / Principal Comment:



Alkimos Beach Primary School

LETTER OF COMMENDATION

Dear Parent / Caregiver(s)

Student Name _____ Classroom _____

I am delighted to inform you that _____ is to be commended for:

- | | | | |
|--|-----|---|-----|
| ♦ Outstanding achievement | () | ♦ Consistent punctuality and attendance | () |
| ♦ Displaying a positive attitude | () | ♦ Completing all set homework | () |
| ♦ Excellent participation in school / class activities | () | ♦ Improved performance | () |
| ♦ Excellent classroom behaviour | () | ♦ Improved attitude | () |
| ♦ Continued high performance | () | ♦ Improved co-operation | () |
| ♦ Consistently working well | () | ♦ Improved punctuality and attendance | () |
| ♦ Participating well as a team member | () | ♦ Displaying community spirit | () |

Comment: _____

It is always a pleasure to commend students who work hard at their studies and contribute to the school community.

Teacher _____ Signature _____

Principal _____ Signature _____

Date: _____



Alkimos Beach Primary School

Loss of Good Standing

Dear Parent / Caregiver(s)

Student Name _____ Classroom _____

I am writing to inform you that your child has lost their Good Standing as per our Behavioural Expectations & Good Standing Policy.

Your child has lost their 'Good Standing' for the following reason (highlighted):

1. Suspension
2. Withdrawal (x2)

'Good Standing' is defined in this context as: The right of an individual to fully participate in all school extra curricula programs. i.e. (Excursions, Sports Carnivals etc)

- All students commence the school year and each term with "Good Standing". Each school term is divided into 2 week blocks for good standing. The exception to this rule is where a specific event occurs at the beginning of a two-week period in which case the student's previous behaviour shall be taken into account.
- Inappropriate behaviour/actions during a two-week period can result in 'Good Standing' being lost thus losing the right to participate in school extra-curricular programs e.g. incursions, excursions.
- To keep 'Good Standing' a student needs to comply with the school Code of Conduct.
- Should an individual breach the school "Code of Conduct, the administration (in consultation with staff) will provide a consequence. Should the consequence be one of the items listed under Loss of Good Standing (see above) then 'Good Standing' is lost excluding the individual from events.
- Once lost, 'Good Standing' is not reinstated until the next two-week period within a school term

Administrator _____ Signature _____

Date: _____

EXPECTATIONS OF OUR STUDENTS

We are always courteous, friendly and respectful to all staff and students.



We play in a safe and friendly manner.



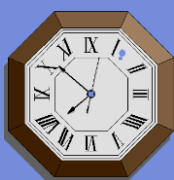
We walk on the verandas, paths, wet areas, walkways and in the undercover area.



We wear an appropriate hat outside all year.



If we arrive at school before 8.15am we wait quietly in the undercover area.



We never ride skateboards, scooters or bicycles in the school ground.



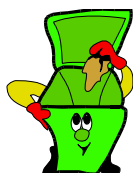
We remain seated in the undercover area while we eat.



We only eat our own food. Sharing of food is not permitted.



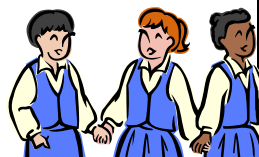
We keep the school environment clean and always put our rubbish in the bin.



We only use the school's sports equipment at recess and lunchtime in the playground.



We line up quietly at the end of recess and lunch.



We only enter a learning area or classroom when a staff member is present.









We follow the school dress code by wearing the appropriate school uniform.



We are excellent listeners at assemblies and respect our National Anthem.



CODE OF COURTESIES

<p>Say “Hello”, “Good morning”, etc to everyone you meet for the first time in the day.</p> 	<p>Speak to everyone in the school community, using their name (if you know it).</p> 	<p>Keep eye contact when speaking with other people.</p> 	<p>When someone is speaking to the class / group, do not carry on a conversation with others.</p>
<p>Be aware of your body language when interacting with people.</p>	<p>Use ‘Please’ and ‘Thank you’ at all times.</p>	<p>Take your hat off when inside a building or at assembly.</p> 	<p>Knock on the door before you enter a room, wait for eye contact and then say, “Excuse me (name the person). May I”</p> 
<p>Walk around people who are talking to each other. If you have to walk between, say ‘Excuse me.’</p>	<p>Respect other people’s personal space.</p> 	<p>Offer assistance to others when it is needed or asked for and only if it is safe or appropriate to do so.</p>	<p>We show respect for older people and those less able than you, by:</p> <ul style="list-style-type: none"> • Allowing them to go before you when entering a room • Giving up your seat for them or • Being considerate of their needs