

Discipline and Behaviour Management Policy

1. Rationale:

Bethel Christian School aims to provide an environment that equips and trains students to be all that God has called them to be. Our discipline policy is largely based on training students (Proverbs 22:6 - Train a child in the way he should go, and when he is old he will not turn from it). At Bethel we aim to provide clear and concise boundaries in all circumstances. Discipline is given through loving correction. We believe that all individuals, students, staff and parents, have a right to feel valued and safe at Bethel. We also believe that all individuals should be treated with respect and be in a learning environment that helps children reach their full potential.

This policy highlights the need for a TEAM (Together Everyone Achieves More) approach to all discipline matters. It is vital that good communication between students, parents and school be maintained whilst working for the good of every student here at Bethel Christian School.

2. Principles:

2.1 Providing a safe and caring learning environment. The teaching staff and administration are committed to providing safe, friendly and caring classroom and environment at Bethel Christian School. This is provided through having a community approach in the classroom, providing clear expectations and rules, encouraging all individuals to follow the command, "Love God and Love Others" through all situations that arise in the classroom, accepting each other's differences and valuing each person as an integral part of the classroom.

2.2 Individual Responsibilities.

Administration:

- ★ Oversee all behaviour management throughout the school, providing training and support where necessary and writing policies.
- ★ Discipline individuals.
- ★ Listen, counsel and help to train individuals through difficulties.
- ★ Promote programs through the school, including Biblical Instruction, Daily Devotions, Christian Character, Choose Respect and other programs that highlight desirable behaviour and train students in Christian Character.
- ★ Help individuals to resolve conflicts and restore relationships.
- ★ Communicate with parents. By telephone or in a meeting.
- ★ Oversee and support teachers with Individual Behaviour Management Plans.
- ★ Oversee and support students through in- school suspensions and/or conditional enrolments.
- ★ Support teachers through difficulties associated with behavioural issues.
- ★ Implement and inservice staff on the behaviour module of School Pro.

Teachers/Other Classroom Staff:

- ★ Provide safe, encouraging classrooms.
- ★ Provide clear, concise rules, expectations and consequences. Create well communicated boundaries in classes. (These should be displayed in the room and communicated to parents).
- ★ Fill in appropriate forms for administration, including blue slips, gold encouragement letters, uniform slips, blue behaviour slips and using the behaviour module of School Pro.
- ★ Promote and clearly teach Biblical values and Christian characteristics in the classroom.
- ★ Be consistent and fair with discipline in the classroom. Match consequences to offences, not showing favouritism to particular students and being consistent on a daily basis with incidents that arise.
- ★ Listen to students and develop a positive rapport with students in class. Avoid confrontation and keep calm when dealing with problems.
- ★ Train students through all situations.
- ★ Communicate effectively and regularly with parents. Work together with parents and administration with persistent behaviour problems.
- ★ Provide Individual Behaviour Plans for students who need extra help in this area. Communicate this plan through student behaviour meetings involving parents and administration. (Also with secondary students if applicable)

Students:

- ★ Show respect to adults and peers at all times, by giving eye contact when spoken to, addressing adults correctly (Mr, Mrs, Miss, Ms) and speaking appropriately.
- ★ Wearing the correct uniform and adhering to uniform policy. (See Uniform Policy)
- ★ Arriving to lessons on time and being organized (having all equipment needed etc)
- ★ Follow school rules and accepting consequences for breaking them.
- ★ Adhering to school anti bullying policy. (See Anti Bullying Policy)
- ★ Treating fellow students with respect, speaking to them nicely and demonstrating Christian character in relationships with others.
- ★ Adhere to Bethel Christian School's Christian Code of Conduct.
- ★ Adhere to Playground Code of Conduct.
- ★ Adhere to an Individual Behaviour Plan or Conditional Enrolment if placed on one.
- ★ Secondary - sign and adhere to all student agreements as outlined at the beginning of the year.

Parents:

- ★ Work together with their children and school staff with all behavioural and discipline issues.
- ★ Communicate with teachers and/or administration when a problem arises.
- ★ Reinforce school rules and consequences and support these with their children.
- ★ Provide children with all requirements needed for class.
- ★ Provide and ensure their children are in the correct uniform at all time.
- ★ Be available to meet with staff if required.
- ★ Follow the Christian Code of Conduct.

Christian Code of Conduct/Values:

Based on our belief that our attitudes and behaviour should reflect the standards found in Christian scriptures the following scriptures are in this policy and should in a major way affect our responses to the way we behave here at Bethel Christian School.

Relationship - Matthew 22:37-38 - Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment".

Love God and Love Others (The Great Commandment) - Encouraging students, staff and parents to follow this command will help to bring peace and unity to all that we do here.

Attitude - 2 Timothy 2:15 - Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.

Doing your best as a workman for God. Encouraging students and staff to do their best with all that has been entrusted to them, whether it be in class, in the playground, when representing the school in the community or in friendships.

Character - Galatians 5:22-24 - But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Those who belong to Christ Jesus have crucified the sinful nature with its passions and desires.

Developing these character traits and attributes will help us behave in a manner based on our beliefs and in a way that is pleasing to God.

Trust - Proverbs 3:5-6 - Trust in the LORD with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight.

Trust is earned through relationships, attitude and character. At Bethel Christian School we aim to entrust all that we do to God and pray that trust will be formed between all individuals.

3. School Rules:

Playground Code of Conduct. See attached.

Year 6 to 10 Student Agreements. See attached.

General School Rules:

1. Students should demonstrate an attitude of courtesy, respect and consideration to visitors, adults, teachers and other students at all times.
2. The following areas are out of bounds, unless given permission by a teacher:
 - a.) The early learning centre, except for Year 1, Pre Primary and Kindy students.
 - b.) All banks (between ovals, above netball court and top car park).
 - c.) Home Economics, Art Room, Rooms 14, 15 and the Technology Area.
 - d.) Classrooms during breaks, unless with teacher supervision.
 - e.) The front of the school, car parks, flag pole and in front of the offices.
3. Equipment is not to be brought from home, including mobile phones, Ipods, MP3 Players, Sports Equipment or toys. Any electrical equipment bought to school must be left at the office in the morning and collected after school.
4. Students and teachers must endeavour to keep classrooms, verandahs, school buildings and grounds tidy, including not littering.
5. Bicycles must be left in the designated area.

3. School Rules continued:

6. Students leaving the grounds on foot or by bicycle must remain in uniform, walk down the path to North Road and cross the road under the direction of the cross walk attendant.
7. Students catching the bus must sit in the designated area under the instruction of the bus duty teacher. They must remain in uniform and not listen to Ipods, or use Mobiles until they have left the school grounds.
8. Students must eat lunch in the designated areas, under the supervision of a duty teacher. No food is to be consumed on the courts or the oval.
9. Students must adhere to the uniform requirements at all times. (see attached)
10. School Times: Students should not be at school before 8.15am and after 3.30pm except for sports training or other school events.

General Classroom requirements:

Students are expected to purchase and to have with them all items specified on class booklists. At various times throughout the year students may bring home a stationery request note. Parents are expected to supply these items.

Boyfriend/Girlfriend Rules:

Bethel Christian School discourages the conducting of boyfriend/girlfriend relationships at school. We believe that early adolescence is a time when a breadth of inclusive relationships which contribute to a sense of community should be developed. We desire our young people to interact in an environment free of pressure to pair off.

At times it comes to the notice of Bethel Staff that some students have formed relationships with the opposite sex. In such cases the following guidelines will be strictly enforced whilst they are under the school's care:

- a.) Absolutely no physical contact, holding hands, embracing, kissing, affectionate touching.
- b.) At no time may "partners" be in a room together without direct teacher supervision.
- c.) No pairing off, must remain with a group of students.

Breaches of the above shall be dealt with as follows:

- a.) First incident - referred to administration (Principal)
- b.) Second Incident - referred to admin, parents contacted, students separated.
- c.) Third Incident - students confined to separate areas of the school for an agreed period of time. A student behaviour meeting will be held with parents, student and admin.

4. Administrations Procedures

Behavioural Reports:

For accountability and effective tracking and recording of incidents all incidents will be entered into the behaviour management module of School Pro either by individual teachers or administration. This is to provide effective communication to parents, other staff and the student themselves. Staff are required to keep efficient paperwork of all incidents that occur. This also includes keeping records of positive behaviours as well.

Negative records include: blue slips, uniform infringements, teacher anecdotal records and School Pro.

4. Administrations Procedures continued.

Positive records include: Gold letters posted home, Honor Certificates, Christian Character Awards, Encouragement Letters and other classroom rewards.

5. Pastoral Care:

As a Christian school Bethel will aim to talk students through behavioural issues on all occasions, with the aim of training children in the way that they should act. This will include discussions on why the behaviour is occurring, choices that could be made, negative outcomes versus other choices that would lead to positive outcomes and consequences. At all times administration aims to help students set goals for improvement and talk through problems and issues.

At different times students have problems that they may need help to deal with. Administration works closely with teachers and parents to ensure that children experiencing any difficulties are given extra care during these times.

Bethel Christian School has two Chaplains. Chaplains will be available to talk with students about specific problems. They may take them out of class to have a chat, kick a football etc. The Chaplain is to provide a point of contact for 'at risk' students who need extra care. Administration works closely with the Chaplains, teachers, parents and students to give students extra care.

It is not the Chaplain's role to discipline students.

If parents would like their child to speak with a Chaplain it must come through administration.

Pastoral care may also include praying with a student.

6. Behavioural Management Steps and Procedures:

In conjunction with the pastoral care of a student the following steps may vary in individual cases.

At each incident referral the Principal will:

- a.) Give the student an opportunity to explain his/her behaviour (may be verbal or by filling in an incident report)
- b.) Determine appropriate consequences.
- c.) Inform parents if issue is ongoing.
- d.) Record all incidents in behaviour module of School Pro.
- e.) Communicate with teachers the action taken and consequences.
- f.) For ongoing behavioural issues: Write Individual Behaviour Management Plans.

Case meetings with all parties involved.

g.) Uniform Procedure - See Uniform Policy.

h.) Suspensions: In-School Suspensions - For consistent behavioural problems that have not been solved through previous processes students may be placed on an 'In-School Suspension'. This involves them being isolated from their normal class, their peers and missing out on recess and lunch breaks. They will be given breaks at a separate time to the rest of the school. During this suspension they will complete normal class work. Parents will be contacted before in-school suspension. The period of time will be negotiated dependant on the severity of the incident. Class teachers will be expected to provide normal classroom work.

6. Behavioural Management Steps and Procedures continued:

i.) Out-of-School Suspensions: For more serious incidences and out-of-school suspension may be given. This will be negotiated with parents prior to it being given.

j.) Exclusion: It is not our desire at Bethel that any student be excluded from attending our school. However for the protection of other students and staff a student involved a serious incident such as possession of illegal or harmful substances or articles, inappropriate sexual contact, violent behaviour, vandalism or any verbal ongoing abuse of staff or students, a student's enrolment at our school may be terminated. The final decision would not be made without extensive discussion with parents. The school would also provide anecdotal written evidence to support its decision.

On reaching the point of possible exclusion in most cases the student will be placed on a conditional enrolment. A conditional enrolment involves a document with very clear expectations for behaviour in school context. This document would include a meeting with parents, student, teacher and Principal. All parties will sign off on the document. It will be for an agreed period of time. If a student fails to meet the conditions outlined in the conditional enrolment, their enrolment will be terminated.

Before a student is asked to leave the school any decision making will be made by the schools Leadership team.

7. Parent Notification/Consultation:

Parents will be included in all behaviour management processes. A small incident may not be communicated, but for ongoing and larger issues parents will be notified by telephone or in writing. A TEAM approach is needed to ensure the best possible outcome for all people involved, especially the child.

Parents are encouraged to communicate any issues or problems that arise with the teachers involved and/or administration. This can either be in writing or verbally.

If a parent is not satisfied with a procedure they will be encouraged to follow the steps outlined in the schools grievance policy.

7. Behaviour Management Support:

Training: Staff will undergo ongoing professional development and in-school training in classroom management. The Principal and/or teachers with specific skills will also be able to provide training especially through the school's teacher mentor program. The mentor program involves teachers being paired up with other teachers for support in all areas of teaching including discipline and behavior management.

Support: The Principal will endeavour to support staff in whatever way she can with behavioural issues or difficult situations that arise in the school. The Principal and Leadership Team will also support parents as required.

Individual Behaviour Management Plans: The Principal will be available to assist teachers in the writing and implementation of individual behaviour management plans. These plans will put in place strategies to change inappropriate behaviour. Because of accountability for students and parents in the cases of extreme or ongoing behavioural issues, staff are required to write up and carry out individual plans for students. These plans include setting goals/targets, outlining strategies, clearly defined consequences and regular reviews and rewards for student improvements. These plans will be clearly communicated to parents and in some cases students. Plans may include consultation with other school services such as the School Psychologist.

8. Concluding Statement:

At Bethel Christian School we aim to provide a safe environment for all people. This policy is a guide to the way we manage our school in the area of behaviour management. As we are a Christian community our approach to all issues will always be made with love and compassion. The whole picture will be considered when dealing with each situation that arises, and our aim will be to find the best possible outcome for all parties involved.

This is a working document (and therefore a changing document) so all procedures outlined in the policy can and will be reviewed at regular intervals.

The vital key to effective behaviour management and discipline procedures in any school is communication and relationships built between all people involved. Therefore a TEAM approach between Students - Parents - Teachers - School staff is vital to ensure best outcomes for each individual. One aim of this policy is to communicate effectively how issues will be dealt with at Bethel Christian School.

Further information about discipline and behavioural issues will be outlined in policies such as:

Bullying Policy

Uniform Policy

Internet Policy

Mobile Phone Policy

Ipod Policy

Grievance Policy