

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.

The teaching staff and administration are committed to following responsibilities and requirements of them as outlined in this policy and the schools "Good Standing Policy".

The teachers, Leadership Team and Principal are committed to providing training, rehabilitation, counselling and other services to help a student and their family/carer to deal with behavioural and pastoral issues that arise. Discipline will be dealt with in a 'restorative justice' approach. Peace wise will also be a large part of how we deal with discipline, behaviour issues and conflict throughout the school.

At Bethel Christian School **ALL** staff (including teachers, Educational Assistants, Office, Chaplain, Canteen and Maintenance) are committed to taking responsibility for discipline and behaviour across the school. As adults in the school we are all responsible for the overall tone, atmosphere and behaviour across the school.

2.2 Individual Responsibilities.

Principal/Leadership Team:

- ★Oversee all behaviour management throughout the school, providing training and support where necessary and writing policies.
- ★Discipline individuals when **all** classroom management strategies have been exhausted.
- ★Listen, counsel and help to train individuals through difficulties, including students, staff and parents

- ★Promote programs through the school, including Biblical Instruction, Daily Devotions, Christian Character, Choose Respect. Peace wise, 1,2,3 Action and other programs that highlight desirable behaviour and train students in Christian Character.
- ★Help individuals to resolve conflicts and restore relationships, using Peacewise strategies.
- ★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 Pastoral Care module of Synergetic (Note: this is for the recording of both negative and positive behavioural incidents).
- ★ Oversee and implement Good Standing Policy through Year 6 to 10.
- ★ Oversee duty of care of all students and staff.
- ★Support teachers with ongoing behavioural issues in their classrooms. This may include meetings, assistance with talking to parents/carers, provision of professional learning opportunities or papers to help in certain areas, oversight of suspensions and conditional enrolments.
- ★ Implementation of Safe Schools strategies, professional learning and resources throughout the school.
- ★ School improvement planning and strategic planning focus on 'classroom management' and 'Behaviour management' throughout the school.
- ★ Oversee and include in performance management information Professional Teaching Standards from TRB in the area of classroom management and discipline and behaviour management procedures. Note: This is a reportable item when teachers are up for re-registration. The direct standards pertaining to Discipline and Behaviour management will include: 1.1, 1.2, 1.3, 1.5, 1.6, 3.1, 3.2, 3.5, 3.7, 4.1, 4.2, 4.3, 4.4, 4.5, 6.1,6.2, 7.1, 7.2 and 7.3
- ★Teachers/Other Classroom Staff:
- ★Provide safe, encouraging classrooms.
- ★Implement effective classroom management techniques, including a variety of strategies.
- ★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 awareness raising letters, commendation letters, uniform slips, blue behaviour slips and any other schools forms necessary for a particular issue.
- ★Record ALL behavioural issues and consequences in the Pastoral section of Synergetic - (Type:Discipline). Note: This is a non negotiable responsibility required by the Principal/ Leadership team and is needed to provide accountability for disciplinary action and provide relevant information to parents and carers as required.
- ★Record important information relevant to a child in the Pastoral section of Synergetic - (Type: Information) Note: This is particularly important for students who are displaying some sort of neglect or issues that may need bringing to the attention of parents or carers.

- ★Record positive behaviours displayed by students in the Pastoral section of Synergetic - (Type: Award/Commendation) Note: This could include keeping a record of honour certificates.
- ★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.
- ★Refrain from removing students from the designated class activities. This should be a final consequence when effective classroom management strategies have failed to work.
- ★Utilise a buddy class with removal of any students.
- ★Send to Principal/Co-ordinator only after a variety of classroom management techniques have failed. All students removed from the class must be recorded on the Pastoral Care module of Synergetic.
- ★Train students through all situations.
- ★Communicate effectively and regularly with parents. Work together with parents and administration with persistent behaviour problems.
- ★Oversee the adherence to Student Agreements in Years 6 to 10.
- ★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)
- ★It is not acceptable to remove students from the classroom on a regular basis. Teachers will be required to discuss with Principal classroom management strategies they are using to manage this problem. Note: This is a requirement of re-registration Professional Teaching Standard 4.3 Manage challenging behaviour - Manage challenging behaviour by establishing and negotiating clear expectations with students and address discipline issues promptly, fairly and respectfully.
- ★Communicate clearly with Principal/Co-ordinators regarding students 'Good Standing'.
- ★Communicate with Principal/Co-ordinators about ongoing students displaying difficulties and any other information that they may need if approached by parents/carers. This will need to include dates, incident overviews, consequences received and outcomes. Note: This can all be provided on Synergetic and does not need to be completed twice.
- ★Use the Bethel Playground Code of Conduct, including explicitly teaching these requirements to students.

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 organised (having all equipment needed etc)
- ★ Follow school rules and accepting consequences for breaking them.

- ★ Adhering to school Anti Bullying Policy. (See Anti Bullying Policy)
- ★ Communicate with classroom teacher, playground duty teacher, another adult in the school or the School Principal if behaviour occurs that is in breach of the school rules and/or the Playground Code of Conduct.
- ★ 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.
- ★ Year 6 to 10 - sign and adhere to all student agreements as outlined at the beginning of the year.
- ★ Accept consequences, including Good Standing point losses, detentions and suspensions etc and modify behaviour accordingly.

Parents/Carers:

- ★ 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 Peacewise principles when dealing with issues that arise.
- ★ Partner with the classroom teachers and administration with any discipline or behavioural issues that may arise.
- ★ Follow enrolment agreement in the area of support for their child/children and staff.
- ★ If parents are asked to take their child home due to inappropriate classroom behaviour they must do so. (This would include screaming, throwing furniture, endangering other students, hitting, kicking or other physical contact towards a staff member or another student)

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 brought to school must be left at the office in the morning and collected after school.
4. Dangerous equipment such as pocket knives or any other weapon must not be brought to school under any circumstance (This action is classified as high risk and immediate action will result).
5. Students and teachers must endeavour to keep classrooms, verandahs, school buildings and grounds tidy, including not littering.
6. Bicycles must be left in the designated area.

7. Students leaving the grounds on foot or by bicycle must remain in uniform, walk down the path to North Road and cross the road carefully.
8. 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.
7. 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.
8. Students must adhere to the uniform requirements at all times. (see attached)
9. School Times: Students should not be at school before 8.15am and after 3.30pm except for sports training or other school events.
10. School Lockers. Students must pay the hire fee for lockers, provide a padlock with a spare key to be given to the office and utmost care is to be taken with lockers. Any student caught vandalising or treating their locker or another students locker disrespectfully will lose the privilege of having a locker.

General Classroom requirements:

Students are expected to purchase and to have with them all items specified on class book lists. 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.) Absolutley 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 Pastoral module of Synergetic 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. The recording of incidents on Synergetic is a requirement of all teaching staff. Adequate action cannot be taken with parents/carers if adequate records are not present.

Negative records include: awareness raising letters, uniform infringements, teacher anecdotal records and Synergetic discipline records. .

Positive records include: Commendation letters posted home, Honour Certificates, Christian Character Awards, Encouragement Letters, Class Dojo communication 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 a Chaplain. The Chaplain may 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 Pastoral module of Synergetic.
- 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.) Authorise Detentions - Lunch time detentions

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.

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. The school's preference is an in-school suspension as some students would enjoy at home suspensions. Consequences may vary according to each child's individual circumstances.

j.) Loss of Good Standing Points (See policy) Loss of all good standing points will result in the following: Interviews with parents/carers, in school or out of school suspensions, student being placed on a conditional enrolment, loss of privileges (representing the school at sporting/other events) and other negotiated consequences. Note: Loss of good standing will not include all of the above consequences. Consequences will be decided by the leadership team. Good standing will also be reported on a student's academic report as outlined in the Good Standing Policy.

k.) 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 severe 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.

8. 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 behaviour management. See list of mentoring teachers.

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. It is essential that teachers communicate with the Principal for this to occur.

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 Psychologists.

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/MP3 Policy

Grievance Policy

Student Agreements:

Uniform

IPOD/MP3

Internet