



Good Shepherd Catholic School

— Lockridge —

215 Morley Drive, Lockridge, W.A. 6054

Phone: (08) 6278 9500 • Fax: (08) 6278 9540 • Email: admin@gsl.wa.edu.au

Website: www.gsl.wa.edu.au • ABN 86 853 294 544

STUDENT BEHAVIOUR AND SCHOOL RULE POLICY

Rationale

The Student Behaviour Policy should be read within the framework of the school's Pastoral Care Policy. Each element of the Pastoral Care Policy aims to foster the total development of the child spiritually, emotionally, physically and educationally in a safe and caring environment. The Student Behaviour Policy affirms each child's dignity and worth within an environment where they can learn from their decisions and develop an awareness of the consequences of their decisions.

For the child to develop and grow into a complete person they need to be able to:

1. Take responsibility for their learning
2. Take appropriate risks in order to challenge them self to achieve his/her potential
3. Learn to display appropriate social behaviour patterns
4. Work co-operatively with staff and their peers

The Student Behaviour Policy provides a structure which encourages the child to:

1. Value education
2. Accept responsibility for learning development and decisions
3. Learn from his/her mistakes

School rules exist for the safety of all within the community. At all times the school rules and their enactment should be consistent with Gospel values.

Principles

Good Shepherd Catholic School endeavours to ensure the student accepts responsibility for his/her education and behaviour.

The Student Behaviour Policy aims to:

1. Develop the understandings that:
 - a. Each child has a right to learn to the best of his/her ability
 - b. The teacher has a right to be respected
2. Provide an environment where the Gospel values are enacted
3. Provide structures through which the child can develop the understanding that decisions and behaviours have consequences
4. Encourage positive behaviours and attitudes
5. Provide procedures for addressing inappropriate behaviours

Procedures

1. Positive attitudes or desired behaviours will be rewarded. Celebrated processes for encouraging the desired behaviour include:
 - a. Merit Certificates which will be issued at the school assemblies
 - b. Making Jesus Real Person of the week issued at assemblies or school mass
 - c. Immediate social reinforcers:
 - i. Including praise, rewards, stickers, privileges
 - ii. Class and group points tallied towards an agreed reward
 - d. Class or group rewards will be negotiated at the local level but may include:
 - i. Free Play

- ii. Extra sport
 - iii. Game time
 - e. Stickers / stamps within the classroom
 - f. Positive written and oral comments
 - g. Visits to the Principal or Assistant Principal for positive acknowledgement
 - h. The Social Worker providing pro-active programs on social skills and anti-bullying
2. Processes for discouraging inappropriate attitudes or behaviours may include:
 - a. Verbal correction
 - b. Individualised discussion with the child and the teacher
 - c. Parent notification and engagement
 - d. Disciplinary consequence
 3. Cases of poor attitudes or behaviours will be:
 - a. Dealt with in accordance with the Student Behaviour Policy
 - b. Dealt with according to the Class Discipline Plan
 - c. Communicated to the parent/s
 4. Appropriate consequences for poor attitudes or behaviours may include:
 - a. Time out
 - b. Behaviour slip
 - c. Think Sheet
 - d. Withdrawal of privileges
 - e. Behaviour Journal
 5. The school's Student Behaviour Policy endeavours to develop a positive relationship between the children, parents and staff. As an aid for parents a four step classroom behaviour management plan is provided. (Appendix A)
 6. In cases of serious or re-occurring negative behaviour:
 - a. The Principal, or their delegate, will meet with the child to seek a resolution
 - b. The Principal, or their delegate, the class teacher, parents and child will meet to try to establish a resolution and to plan a way forward, including the use of a behaviour journal
 7. Inquiries and investigations shall respect the principles of natural justice with each party given equal opportunity to put their version by filling out a Think Sheet (Appendix C). This form is sent home for parents to sign and return to the school.
 8. The process for detaining a child on the bench or sent to another classroom will be:
 - a. The disciplining teacher will
 - i. Complete the Behaviour Slip (Appendix B) and hand it to the child for completion by the Duty Teacher
 - ii. The disciplining teacher will subsequently ensure 8B and 8C have occurred
 - b. The child will sit on the bench maintaining a distance of 2m from other children and not interact with others or go to another classroom of the teacher's choice. At commencement of the recess or lunch break the child will hand the form to the Duty Teacher for completion. In the case that the child goes to another classroom the class teacher will collect the behaviour slip once the child arrives and fills it out and hands it back to the student once the child goes back to their class.
 - c. The Duty Teacher / Classroom Teacher will initial the form and return the Behaviour Slip Form to the child.
 - d. The child will take the Behaviour Slip home for parents to read and sign.
 9. All concerns or issues arising from the implementation of the Student Behaviour Policy should be raised with the class teacher or the Principal.
 10. In cases of a serious breach of the Student Behaviour Policy a process will be established in consultation with the parent/s and student to reinforce the principles of this policy.
 11. This policy maybe varied at the discretion of the Principal.

SCHOOL RULES

Principles

1. All forms of bullying are unacceptable and will be dealt with according to the school's Harassment Bullying and Harassment Discrimination Policy.
2. Fighting and other actions that may cause harm to others are unacceptable therefore children should not:
 - a. Touch, carry, grab or demonstrate aggression towards their peers.
 - b. Throw any object – excluding appropriate sports equipment
3. For the safety of all children, all bicycles will be walked while on the school grounds.
4. School environment, property and equipment shall be respected at all times.
5. All students shall wear the appropriate school uniform on accordance with the School Uniform Policy. No child shall be permitted to attend any excursion unless in correct school uniform or in the clothing designated by the organiser.
 - a. Whilst in school uniform or when representing the school in any manner, the highest standard of behaviour is expected.
 - The school uniform must be worn correctly.
 - Failure in wearing the correct school uniform will result in a uniform note sent home for parents to sign and complete (*See Uniform Note*)
6. Playground and class rules shall be followed at all times. It is the responsibility of the class teacher to regularly remind the students of these rules through classroom discussions and displays.
7. To facilitate the provision of safe play the children are asked:
 - a. To play in the following areas:
 - i. Years 1 –2
 1. The Under Cover Area
 2. The Junior Playground
 - ii. Years 3 - 6
 1. The veranda areas outside the W side classrooms in the senior block
 2. Basketball court and the school oval
 - iii. Years 1 – 6
 1. Library is open at lunchtime on Wednesday
 - b. Not to:
 - i. Enter any of the garden areas
 - ii. Go on the embankments:
 1. Parallel to Altone Road
 - iii. Be in the library or classroom unless in the presence of a staff member
 - iv. Children are not allowed to play between the Junior Primary and the Pre-Primary Buildings
 - c. Veranda safety rules:
 - i. Running on the concrete under the verandas and in the Under Cover Area is dangerous and therefore not permitted.
8. To support the school in the provision of the best environment possible children shall not:
 - a. Litter
 - b. Have chewing gum at school
9. "No Hat No Play" Rule.
 - a. Applies all year round

- b. Children are not required to wear their hats going to:
 - i. The Church
 - ii. Under covered area
 - iii. Music Room
 - iv. Computer Room

At these times the children are in the sun for very brief periods and having a hat can cause distraction for the child.

- c. A child without a hat is permitted to be in:
 - i. The Under Cover Area - if in the junior grades
 - ii. Under the verandas if in the senior grades
 - iii. In the Library
- d. Class teachers will establish an appropriate process to deal with children who repeatedly fail to bring their hat to school.

10. Personal games, toys and sports equipment tend to be expensive and treasured by the owner and as the school cannot guarantee the safety of the items they should not be brought to school.

11. Good Shepherd Catholic School is a NO SMOKING site in accordance with the Catholic Education Commission Policy.

Procedures

The consequences will be determined by the staff member dealing with the incident, following an appropriate investigation, and may include consequences such as:

- Verbal Warnings
- Being assigned a "Behaviour Slip" to sit on the bench away from peers at recess and/or lunchtime or be sent to another class. (Appendix B)
- Completion of a "Think Sheet" (Appendix C)
- "Failure to Complete Work" Note will be sent home to parents asking for a reason why their child is not completing the assigned work that was given by the teacher. (Appendix D)
- Parents being notified

Parents are partners in the education of their children and where possible will be notified of serious breaches of this policy and where appropriate consulted regarding suitable consequences.

The consequences for repeated or serious misbehaviour may result in consequences including, but not limited to:

- Being sent to the Principal, or their delegate
- A letter to parents
- Parental meeting with the Principal, or their delegate
- In-school suspension / detention, where the child remains in the School Office block for a set number of days to complete their school work
- Suspension from attending school for a set period

Each incident and disciplinary consequence will be determined by the merits of the case and in accordance with processes outlined in this policy. A copy of the completed Think Sheet will be forwarded to School Secretary who will maintain the school's Discipline File as The Principal's delegate.



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Appendix A

Classroom Behaviour Management Plan

Verbal / Non Verbal warning given to the child for breaking the class/school rules

1. Second verbal/non-verbal warning - The child is then placed in timeout within the class or a dojo point is removed (may vary in each year/class)
2. The child is either sent to another class if teacher chooses to act immediately or the child spends recess or lunch on the bench. (The teacher will complete a Behaviour Slip with a brief explanation of why the child is there and this will go home for parent to sign and return)
3. Send the child to the office (the parent is notified through the school diary/email or a phone call home.)
 - If a child has been violent in any way to another child or teacher, they are to be sent to the office immediately without warning and their parents notified!

Duty teacher on undercover is to supervise the benched children and make sure they are not speaking to other children.

Specialist teachers will follow the same Classroom Behaviour Management Plan though they will start from step ONE in their class time. The Specialist teacher will liaise with the class teacher and let them know if you have had any behaviour problems in their lessons and what step they got to so the class teacher can inform the parent if required.



Behaviour

Bench

Classroom

Students Name _____

Class _____

Monday

Tuesday

Wednesday

Thursday

Friday

Reason

Teacher Name: _____

Date: _____

Duty Teacher: _____

Date: _____

Parent Signature _____

Date: _____



Think Sheet

Child's Name: _____ Class: _____ Date: _____

Please write down your version of what happened:

Who else saw what happened?

Write down the School or Class Rules you have broken:

Teacher Signature: _____ Parent Signature: _____

Date: _____ Date: _____



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Dear

Your child has failed to complete assigned work on time.

The work in questions is:

.....
.....
.....

This work was due to be handed in on

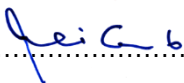
Please discuss the importance of completing work of the best standard possible withand ensure the work is submitted by

Please complete the form below and return it to school by tomorrow. Should you wish to discuss this further, do not hesitate to contact me.

Yours sincerely,

.....

Teacher


.....
Principal or Delegate

Date

PARENT COMMENT (if you wish)

.....
.....
.....
.....

Parent Signature:

Date: