

This policy has 5 major facets:

1. Basic Assumptions
2. Conduct Code for Children
3. Classroom and School Rules
4. Time Out
5. Detention/Counselling/Suspension

Each of these facets is expanded below.

1.0 BASIC ASSUMPTIONS

- Medication may influence behaviour or behaviour patterns.
- Children's behaviour is learned not inherited and they follow patterns of behaviour that produce satisfactory results to them and are reinforced by others.
- Children must be taught self-discipline and responsible behaviour.
- Children's behaviour is usually directed towards knowing where the boundaries are and who is going to enforce them ie. can be a direct challenge to authority.
- Respect for parents is a critical factor in child management and is the first and most important sound interaction for the child.
- Communication should occur with behaviour modification. Teach children to reason.
- Control without nagging – use action to get action.
- Avoid saturating the child with excessive materialism – prizes won cheaply are of little value.
- Avoid extremes in control and love. Be consistent.
- The law of reinforcement is a tool, which work to teach behaviour – “Behaviour which achieves desirable consequences will recur”.
- Rewards must be granted immediately, need not be material in nature.
- What is learned can also be unlearned or eliminated if the reward is withheld.
- Undesirable behaviour is often inadvertently reinforced. ‘Ignoring’ some unacceptable behaviour can be effective.
- Teacher is in charge and sets firm consistent limits.

2.0 CONDUCT CODE FOR CHILDREN

This is a separate document that is discussed at home between pupil and parents.

The headings discussed are:

- Children's Rights
- Children's Responsibilities
- School Rules
- Responsibilities when on Excursions
- Unacceptable Behaviour
- What Happens when Behaviour is Unacceptable

Copies are available from the Office.

3.0 CLASSROOM AND SCHOOL RULES

3.1 Classroom Rules

At the beginning of each school year, each teacher is to draw up a list of classroom rules. These are to be decided by teacher and pupils.

When a child continually breaks rules, discussion of these is a good basis for counselling. Counselling may be with the pupil only or with parents as well.

3.2 School Rules

School rules are clearly written in the Bonbeach Primary School Information Booklet and Conduct Code for Children.

These are repeated below and should be referred to when making school rules.

1. Bicycles must be walked through the school grounds, except for bike-ed activities.
2. The bike area is out of bounds.
3. Prep to grade 2 students only can play in the junior adventure playground. Grades 3-6 students only can play in the senior adventure playground. All students can play in all other areas.
4. Prohibited at school and on excursions and camps:
 - Chewing gum or bubble gum.
 - Guns, knives or other items which could frighten or injure a child.
 - Radios, tape recorders, expensive games or toys (danger of damage and/or theft.
There is no compensation provided by the Department of Education).
5. Sticks and stones are not to be thrown.
6. Children, unless injured or with permission from a teacher, are not to enter the school buildings during recesses or before the bell each morning.
7. Children, at all times, are to play at a distance from boundary fences.

8. Children must not:

- Stay in the classroom without supervision.
- Run in corridors.
- Leave school ground without permission.
- Climb trees.
- Swing on gates.
- Play fast or unsafe ball games on the asphalt
- Loiter in or around toilet blocks.
- Kick balls against school walls.
- Wear thongs or open sandals except for swimming or medical reasons.
- Wear earrings (one pair of sleepers or studs and a watch is acceptable) that could be a health hazard to themselves and others.
- Have any body piecing apart earlobes. E.g. in nose, eyebrow, tongue or belly button.

9. All jewellery is to be removed for sport.

TIME OUT

3.1 Disruptive children may be removed from the classroom until behaviour has been made acceptable to the teacher.

3.2 The removed pupil has the option to return at any time provided behaviour is acceptable to the teacher.

3.3 If a child continues to disrupt others after counselling and time out, then he/she is given a detention. If necessary, the child is brought to the Principal to be seen at the earliest opportunity.

Note: Teachers must notify Principal of all extreme discipline problems.

3.4 If a resolution cannot be made and the disruption continues, the child's parents will be contacted, with the purpose of taking the child home. Always be kind and firm.

3.5 If a parent says, "We can't handle him/her at home", then counselling or referral procedures should be implemented.

3.6 In extreme cases suspension procedures may be implemented according to the Department of Education procedures.

4.0 RESPONSIBILITIES WHEN TRAVELLING ON EXCURSIONS

4.1 Normal school rules apply.

4.2 Be on time.

4.3 Stand a safe distance from the kerb of the road or platform edge at the train station.

4.4 Form lines and board vehicles without crowding or pushing.

4.5 Sit quickly and quietly.

4.6 Remain seated during journey.

4.7 Keep all parts of the body within vehicle.

4.8 Speak quietly.

5.0 DETENTION

5.1 When unacceptable behaviour has been shown or when 3 per term misdemeanours have been recorded, a child may be put on detention.

Procedures:

1. The child's name, class, reason for detention, work to be done and number of times in detention, are recorded in a detention book.
2. A detention notice is sent home to parents advising of, and giving reason for, detention. This notice is signed by a parent/guardian and returned to school. Detentions take place after school on Thursdays. No exceptions will be made.
3. Conduct Code: This document is sent home with the child when a detention is given. It is to be read by the parents/guardians and child, and returned to school. Verbal contact is made with the parents.
4. First detention is for 30 minutes, subsequent detentions will be for 45 minutes.

5.2 Counselling

1. The teacher issuing the detention has the responsibility for notify the rostered supervisor of the student/s attending detention. Parents are contacted, students are counselled.
2. Parents should be given 24 hours notice of the detention and their signed permission granted for the student to be detained. The signed form is to be filed in the misdemeanour book ready for the Wednesday detention.
Every detention counselling with the Student Welfare Co-ordinator, Assistant Principal or Principal will take place. Contracts will be established.
3. After 2 detentions are given, counselling with student, teacher, principal and parents will take place. Suspension will follow for further incidents.
4. Students on detention, report to the supervising teacher's classroom immediately following the dismissal bell. Students are to be dismissed promptly at the conclusion of detention.

Whilst on detention students record:

- the behaviour that led to the detention being issued.
- the desired future behaviour.
- If appropriate, an apology to be delivered the following day.

Supervising teacher is to record the dates of the detention held, on the detention form, and file it in the online SPA tracker program.

Misdemeanour book is to be returned to the Principal's office.

5.3 Lunch time detention

Lunch time detention can be issued if the teacher issuing finds this an appropriate time.

5.4 Suspension

The Principal may, if she or he considers it necessary or desirable to do so, suspend a student from attendance at the school. Suspension may be imposed where a student:

1. Behaves in such a way as to constitute a danger to the physical or emotional health of any staff member or student.
2. Consistently and deliberately fails to comply with any lawful order of a principal or teacher.
3. Is in such condition as to be offensive to, or dangerous to, the health of any staff member or any student.

4. Consistently and deliberately behaves in a manner that interferes with the educational opportunities of other students.

If a student's total days of suspension exceed ten school days in any one year, an inquiry shall be held by a panel appointed by the Regional Office unless, with the agreement of the principal and parents, the Regional Office decides an inquiry shall not be held.

5.5 Procedure

Refer: Student engagement guidelines 2014
Department of Education Early Childhood Development
Victoria

6.0 UNACCEPTABLE BEHAVIOUR

7.1 Disorderly Conduct: This refers to situations such as fighting, throwing rocks, kicking, bullying, disobeying school personnel, being disruptive in the classroom and spitting.

7.2 Verbal Abuse: This refers to such things as swearing, talking back to school personnel, making fun of someone, and other forms of bullying.

7.3 Stealing: This refers to taking school property or an individual's personal property.

7.4 Destruction of Property: This refers to such things as writing on walls or books, ripping or tearing page in school books, breaking equipment or in any other way damaging or destroying school or another individual's property.

7.5 Lateness for school.

7.6 Other: This refers to any other misconduct that needs attention.

8.0 WHAT HAPPENS WHEN BEHAVIOUR IS UNACCEPTABLE

The following steps will occur:

8.1 If this problem is not of a serious nature, the teacher will talk with the student and try to reach an understanding.

8.2 If discussion is ineffective then any or all of the following may be tried.

- Set extra tasks or duties.
- Give Time Out
- Removal from
- Detention

8.3 Procedure

1. The child's name, class, reason for detention, work to be done and number of times in detention, are recorded in a detention book.

2. A detention notice is sent home to parents advising of and giving reasons for detention. This notice is signed by parents/guardians and child, and returned to school the next day.

3. Conduct Code: This document is sent home with the child when a detention is given. It is to be read by the parents/guardians and child, and returned to school.

4. Detentions are for 30 minutes.

5. Detention is held on an agreed day or time after school.

- **Bonbeach Primary School complies with the state legislation that staff members must not administer corporal punishment to any student.**