

Pacific Palms Public School

Behaviour Management Guidelines

(updated February 2020)



Rationale

This PPPS Student Discipline Guidelines document is based on the principle that we are responsible for our own behaviour. It is our choice as to how we behave and we must not only accept the consequences of our own actions but look at alternative solutions that can give us the same result without interfering with others, or the important task of learning. Restitution is also needed so we can make relevant and meaningful insights about how our actions may affect others.

In accordance with, **Student Discipline in Government School Policy.**

Core Values

At Pacific Palms Public School we believe:

- Everyone has the right to feel safe and happy at school and to be treated fairly
- Students have the right to learn
- Teachers have the right to teach free from disruption

To ensure this happens, everyone in our school community has a role to play.

Role Statements

The Role of Students:

- Apply themselves to learning
- Be punctual and prepared for class e.g. pencils, homework
- Listen and follow instructions
- Comply with all school rules
- Show respect for other individuals and their property
- Care for the school environment and all school equipment
- Peacefully resolve conflict
- Play safely within the school and at all school activities
- Wear the school uniform
- Accept responsibility for all actions and decisions
- No violence, discrimination, harassment, bullying, teasing, intimidation or weapons

The Role of Parents/Caregivers:

- Actively support, explain and reinforce school rules to students
- Support the school and its programs
- Support home/school learning
- Share the responsibility for developing socially acceptable behaviour
- Instil respect and a love of learning
- Communicate with the school to maximize their child's access and participation
- Follow school routines and protocols e.g. making an appointment to discuss issues
- Ensure the punctuality and attendance of students
- Be responsible for the well being of children; including food, clothing etc
- Provide relevant health and medical information as required

The Role of the School

- Provide appropriate and well prepared teaching and learning programs
- Provide consistent and fair discipline, counselling and guidance
- Provide a safe, pleasant and healthy environment
- Provide the highest level of care for students
- Provide positive role models for students
- Liaise openly with parents, community members, staff members and students

Positive Behaviour for Learning Values/Expectations

Respect is the Key
Care for ourselves
Care for others
Care for our learning
Care for the environment

Strategies Used to Promote Positive Student Behaviour

- PBL framework used to guide our expectations
- Applying school rules fairly and consistently
- Taking the time to listen to children's problems
- Emphasising choice and self-discipline
- Respecting and understanding why some children behave differently
- Promoting self esteem and respect for others and their property through meaningful social skills programs (well-being officer)
- Preparing and presenting quality learning experiences
- Communicating effectively with parents to develop shared commitment to promoting acceptable student behaviour
- Implementation of quality classroom teaching practice based on informed programming
- Implementation of successful anti-bullying program
- Staff attendance at relevant professional development
- Staff modelling of consistent, caring and controlled behaviour
- Provision of appropriate support programs such as counselling, LAST intervention, well-being officer
- Caring behaviour by staff
- Use strategies that meet student needs and promote good class discipline such as individual learning plans and risk management plans

Strategies and Practices Designed to Recognize and Reinforce Student Achievement

- Letters of Commendation (Terms 2 and 4)
- Promoting student self reflection through restorative activities
- Acknowledging achievement at daily assemblies
- Public acknowledgement through school newsletter and local media
- Assembly awards and end of year awards
- Leadership Program

Classification of Inappropriate Behaviour

The following behaviours will not be tolerated at Pacific Palms Public School:

- Physical violence
- Bullying in any form
- Possession of weapons or articles used as weapons
- Verbal abuse
- Deliberate non-compliance and/or insolence
- Continued disruption to the teaching/learning process
- Criminal activities e.g. vandalism or theft
- Ongoing disobedience

Strategies and Practices to Deal with Inappropriate Student Behaviour

Teachers implement a number of restorative practices based on departmental guidelines to deal with inappropriate behaviour.

Playground Behaviour Procedures

Playground behaviours that can generally be dealt with by the duty teacher through strategies such as discussion, redirection, warning, 5 minute time out, walk with teacher, making reference to PBL rules, picking up rubbish or parallel praise:

- Littering
- Interfering with games
- Climbing trees/playing with sticks
- Out of bounds
- Minor teasing

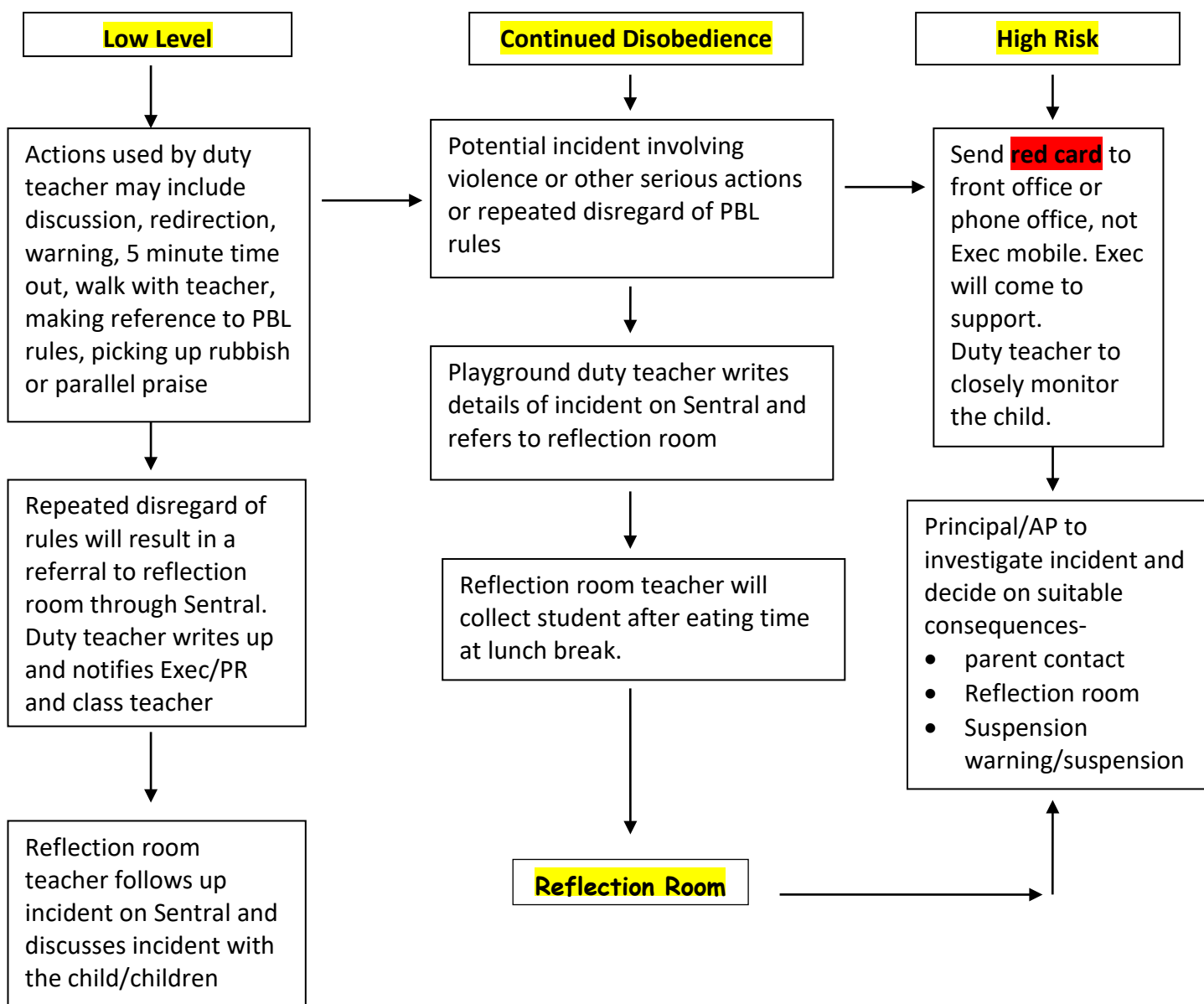
Playground behaviours that will generally require referral to reflection room via an incident report uploaded on Sentral:

- Bullying
- Deliberate tripping, kicking, throwing objects, back chatting a teacher, disobeying a teacher, swearing witnessed by a teacher, repeated out of bounds.
- Repeated failure to follow of school rules

Immediate removal from the playground for any aggressive (high risk) behaviour

Pacific Palms Public School Playground Behaviour Flowchart

Always carry your mobile phone on playground duty.



NB-Another student MUST not accompany the student of concern from the playground.

Accident Procedures

If a serious accident occurs contact the front office by phone (with details) immediately and stay with the patient to comfort them. Serious injuries, including head injuries and breaks will be logged on the Incident Report and Support Hotline (1800811523) by the front office. An accident report will also be completed by the duty teacher.

If it is a less serious accident (and the child is able to do so) send the child to the front office with another student and a first aid card.

Reflection Room Procedures

The purpose of this is to remove the student from the playground to reflect on their behaviour. The teacher in the reflection room will provide preliminary discussion in relation to working through students problems. Pacific Palms Public School is a caring and safe place for students, staff and visitors. We model, guide and encourage ALL students to show CARE. Care for themselves, care for others and care for the environment.

Low level behaviours

- Running on the cement-we walk on all concrete areas
- Littering- we place all rubbish in the bin
- No hat- we wear a hat if playing outside of the COLA
- Shoes off- we keep shoes on in all areas of the school
- Unfriendly talk or play- we respect and care for each other

Consequences of low level behaviours

- Sit students out of the game that they are playing on the spot where they can be visible to the teacher
- Walk with a teacher as you discuss the matter (find examples of students who are showing CARE)
- Pick up litter (ensure students wash hands afterwards)
- Counselling
- Confiscation of item
- Student asked to move to a different area to play or guided to the library during lunch period

High level behaviours

- Inappropriate language or behaviour that offends others
- Deliberately going out of the school boundaries and prohibited areas where supervising teaching has already given a warning
- Rough play where supervising teacher has already spoken to the children about sensible choices
- Hitting, kicking, pushing, spitting
- Damaging school or other student's property
- Harassment or bullying
- Playing with or throwing dangerous objects
- Refusing to follow teacher's instructions/disrespect

Consequences of high level behaviours

- Refer to the planning room by Sentral where possible or on a slip and ensure that you have spoken to the child or children involved and explain to them why you are sending them to the planning room.
- If the supervising teacher thinks students need to be off the playground immediately due to Higher Level behaviours-the Principal or an executive member needs to be informed.
- Students can also be sent up to the library for on the spot time out for playground issues during the lunch period but the teacher in there must be informed

Classroom Behaviour Procedures

Actions and strategies that may be taken by classroom teachers when a student is disrupting learning are:

- Tactical ignoring
- Praise those on task
- Rule reminder
- Other individual strategies
- Warning/Second warning/Time out in buddy class

Pacific Palms Public School Classroom Behaviour Flow Chart

(may include issues/concerns raised by parents)

- **1st warning-** student is given a verbal or visual reminder by teacher
- **2nd warning-** student is moved to a visible time out area in the classroom
- **3rd warning-** student is sent to buddy class (with time out card/work) for 10 minutes. If they refuse to go or it is not viable for them to go, AP is notified via note to front office.

Fresh start each session

If a parent contacts a class teacher about an issue or concern the teacher initially follows it up.

Resolved-document on Sentral
(if parent concern or issue)

Unresolved

Documented on Sentral
(if necessary Reflection Room referral)
Further actions taken by teacher may include:

- Contact parent
- Loss of privileges
- Class monitoring card
- Referral to LaST

Unresolved

Referral to AP & then principal

Buddy Classes-in most cases buddy classes are situated in close proximity to each other to ensure efficient and safe movement between rooms.

Warnings/time outs may be given if children are not showing care.

When time out is not the preferred/safe choice or behaviour is high risk a **red card** is sent to the front office with a responsible student (**not phoning office or exec mobile**) and principal/AP will collect student. If there is a critical incident please call the office immediately.

Parent may be contacted by principal/AP
Incident is documented on Sentral
Reflection Room referral is made

Not Resolved

Further actions taken by principal/AP may include:

- Loss of privileges
- Referral to LaST

Not Resolved

Further actions taken by AP and then principal may include:

- Parent/student interview
- Wellbeing officer support
- Behaviour Support Plan created
- Discussion at LaST meeting
- Suspension warning letter
- Inappropriate language letter
- Suspension

NB-Another student MUST not accompany the student of concern from the classroom to a buddy class or the front office.

SLSOs and SAOs are there to assist but the ultimate responsibility is with the teacher.



Referral to Principal for Continued Disobedience

Procedures:

- Name of student who has engaged in unacceptable behaviour is brought to the attention of the principal
- Principal will refer to student tracking document (Sentral) and liaise with class teacher
- The principal & AP will interview the student and any other witnesses both students and staff
- The principal will determine what action will follow. Principal informs student/parent and members of staff of the outcome
- If a suspension warning/suspension is to be implemented, it is the principal's responsibility to ensure all paperwork relating to the breach is completed and a copy filed

Suspension Procedures

https://education.nsw.gov.au/policy-library/associated-documents/suspol_07.pdf

- All students and teachers have the right to be treated fairly and with dignity, in an environment free from disruption, intimidation, harassment and discrimination. To achieve this, all schools will maintain high standards of student behaviour.
- There will be cases of unacceptable behaviour where it will be in the best interests of the school community and/or the student involved, for the student to be removed from the school for a period of time or completely. Suspension and expulsion are the options available to the principal in these situations.

Principals of government schools will suspend immediately, any student who:

- Is physically violent, resulting in injury, or whose violent behaviour seriously interferes with the safety or wellbeing of others
- Uses, supplies or is in possession of a suspected illegal substance or supplies a restricted substance
- Is in possession of a firearm, prohibited weapon or knife
- Engages in serious criminal behaviour related to the school

Principals may also suspend any student who displays:

- Continued disobedience
- Aggressive behaviour

Principals may impose either a short suspension of up to or including four school days or a long suspension of up to and including 20 school days.

If short suspensions have not resolved the problem, or the misbehaviour is so serious as to warrant a long suspension, the principal may impose a long suspension of up to and including 20 school days. Notification of suspension must be made to parents or caregivers in writing.

The principal will convene a suspension resolution meeting of personnel involved in the welfare and guidance of the student, including the parents or caregiver, to discuss the basis on which the suspension will be resolved.