



# Discipline Policy

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## Rationale

At Our Lady of Good Counsel school we believe everyone has the right to be part of a nurturing and safe learning environment. Each person's self-worth, dignity and potential are of fundamental importance. Our rights and enjoyment of these are coupled with responsibilities and consequences. A positive and pro-active approach to behaviour and discipline is the most effective. The underpinning philosophy for all consequences is that of repairing harm caused by the behaviour.

Corporal Punishment is not permitted at any time in any form of consequence for inappropriate behaviour at school.

## Rights

Everyone in the OLGC Community has the right to:

- be treated with respect.
- feel safe
- learn in a stimulating environment
- have their property respected

## Responsibilities

Everyone in the OLGC Community has the responsibility to:

- treat others with respect
- obey the school rules
- respect others' learning
- care for other's and school property

## School Rules

- These school rules will be displayed in classrooms and in the yard. They have been developed to ensure that all students have the right to feel safe, learn in a stimulating and clean environment, be treated respectfully and have their property respected. *See Appendix A – School Rules*
- These rules were developed following the Nine Values for Australian Schooling. *See Appendix D*
- Specific Rules of respect for people, places and things in the school can be found in *Appendix E – Specific Rules for Staff to be aware of*

## Rewards:

Each class will negotiate age appropriate rewards for students making good choices and following the school rules. This is to reward positive behaviours and encourage wise decision making.

## Consequences: CLASSROOM Management of Inappropriate Behaviour –

These school consequences will be displayed in classrooms and in the yard. They have been developed to ensure that all students are treated equally and fairly where expectations and procedures of consequences is the same across the school.

*See Appendix B – Consequences: CLASSROOM Management of Inappropriate Behaviour*

### **Consequences: YARD Management of Inappropriate Behaviour –**

These school consequences have been developed to ensure that all students are treated equally and fairly where expectations and procedures of consequences is the same across the school.

*See Appendix C – Consequences: YARD Management of Inappropriate Behaviour*

### **Roles and Obligations:**

#### **Staff**

- Staff are accountable for their actions in managing the behaviour of students
- Display professional conduct when dealing with behavioural issues
- Staff are expected to treat all students with courtesy and respect
- Maintain confidentiality
- Maintain consistency in managing behaviour.
- communicate any behavioural concerns or incidents to the classroom teacher
- Document any behavioural concerns or incidents in the yard book, nWellbeing or First Aid log.
- Parents should be informed of behavioural concerns
- Corporal punishment is not permitted at Our Lady of Good Counsel Primary School

#### **Parents/Carers**

Parents and carers are expected to support the rules, expectations and consequences as outlined in this document.

#### **Students**

Children are expected to support the rules, expectations and consequences as outlined in this document. The ultimate aim is to develop respect of self, others, property and the environment amongst all students.

### **Evaluation: 21-3-2012, Reviewed 19 June 2013**

This policy will be reviewed as part of the school's four-year School Improvement review cycle

# APPENDICES

## **APPENDIX A: School Rules**

1. Follow directions
2. Move safely
3. Speak appropriately
4. Listen to the speaker without interrupting
5. Take care of property
6. Keep hands, feet and objects to yourself

## **APPENDIX B: Consequences: CLASSROOM Management of Inappropriate Behaviour**

Step 1: Warning (reminder of rules).

Step 2: Separated from the group (within the classroom).

Step 3: Move to time out area in the classroom (student continues class work).

Step 4: Removed from the classroom to another supervised room.

- A school based reflection sheet to be completed, sent home, signed by parents and returned to school.
- Time out of classroom to be made up at recess or lunch.
- The class teacher to have a follow-up discussion based on the responses given on reflection sheet.

Step 5: Sent to Principal or Deputy Principal.

- The classroom teacher is responsible for documenting this on the student's nWellbeing profile.
- A follow-up meeting with parents, teacher and student to be arranged if deemed necessary.

In severe circumstances (eg. violent behaviour in classroom towards teacher or students) the safety of all students is our priority. The following steps to be taken:

- Office to be called for assistance.
- Student(s) removed from classroom or if this is not possible the class to be removed.
- Principal, Deputy Principal, or Student Wellbeing Leader to support classroom teacher and take responsibility for supervision of student.

In extreme circumstances, individual arrangements in consultation with the school Principal may be made whereby students work at home (See Catholic Schools Operational guide regarding major behaviour offences).

## **APPENDIX C: Consequences: YARD Management of Inappropriate Behaviour**

Step 1: WARNING (reminder of rules).

Step 2: Given supervised time out or walk with the teacher.

Step 3: Removed to the atrium:

- Student must sit quietly and complete a school based reflection sheet.
- The reflection sheet must be discussed with the duty teacher, sent home, signed and returned to the classroom teacher.
- The duty teacher is required to document the incident in the yard book or on nWellbeing and inform the class teacher.

Step 4: Student removed from playground and sent to Principal / Deputy Principal.

- The student must be walked in to the office by a senior student.

- A school based reflection sheet to be completed, sent home, signed by parents, and returned to the classroom teacher.
- The duty teacher is required to document the incident in the yard book or on nWellbeing and inform the class teacher.
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In the case of serious misbehaviour, the student will be immediately removed from the yard and sent to Principal / Deputy Principal.

#### **APPENDIX D: Nine Values for Australian Schooling**

##### **1. Care and Compassion**

Care for self and others

##### **2. Doing Your Best**

Seek to accomplish something worthy and admirable, try hard, and pursue excellence

##### **3. Fair Go**

Pursue and protect the common good where all people are treated fairly for a just society

##### **4. Freedom**

Enjoy all the rights and privileges of Australian citizenship free from unnecessary interference or control, and stand up for the rights of others

##### **5. Honesty and Trustworthiness**

Be honest, sincere and seek the truth

##### **6. Integrity**

Act in accordance with principles of moral and ethical conduct, ensure consistency between words and deeds

##### **7. Respect**

Treat others with consideration and regard, respect another person's point of view

##### **8. Responsibility**

Be accountable for one's own actions, resolve differences in constructive, non-violent and peaceful ways, contribute to society and to civic life, take care of the environment

##### **9. Understanding, Tolerance and Inclusion**

Be aware of others and their cultures, accept diversity within a democratic society, being included and including others

#### **APPENDIX E: Specific Rules for Staff to be aware of**

##### **RESPECT FOR...**

##### **People**

- Play fairly and by the rules
- Wear school uniform correctly
- Hats to be worn in Term 1 and 4 or whenever UV Index levels reach 3 and above
- Shoes are to be kept on
- Take turns and share equipment
- See duty teacher before going to Health Centre
- Report bullying
- 8:40 Students enter classrooms to get prepared for the day
- 8:55 Students in classrooms ready to begin
- At recess and lunch when the music starts students are to move to their line on the basketball court and should be seated in their lines by the time the bell goes.

## Places

- The atrium and adventure playground are places where students cannot run or play ball games
- Chill out corner is for quiet play
- No running inside
- Walk on left of the stairs
- Sit while eating
- Use safety crossings before and after school
- Ball kicking games on grass area (recess- junior, lunch – senior)
- Cricket is to be played on basketball court (Terms 1 and 4)
- Flying Fox to be used by grade 2 and above

## Things

- Report Damage or unsafe areas
- Ensure rooms and working spaces are left tidy
- Upon exits, switch of lights, heaters and air conditioners
- Lock doors and close windows
- Keep toys at home. (except Thurs – trading day)