

Behaviour Management Policy (CCS)



CANBERRA CHRISTIAN SCHOOL

NURTURE | LEARNING | CHARACTER

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1. Rationale

"Train a child in the way that he should go and when he is old he will not turn from it." Proverbs 22:6.

The aim of this policy is to clearly outline the guidelines for student behaviour management at Canberra Christian School. It sets out the guidelines and procedures for ensuring that behaviour at Canberra Christian School is managed in a fair and equitable manner and that staff and students are aware of their own responsibilities and students are encouraged to be thoughtful, respectful and responsible for their own actions. There is no corporal punishment used at Canberra Christian School.

All children are treated with respect and are treated fairly. Parents are notified either in writing or by phone if their child has had a detention or been sent to the Principal's office.

2. Purpose

The purpose of this policy is:

1. To establish a learning environment that allows students to feel safe at school.
2. To establish fair and reasonable school rules and consequences.
3. To teach self-discipline by clearly communicating to students the behaviour expectations expected by the school.
4. To establish the expectation that both students and staff be treated with respect.
5. To reduce the occurrence of behavioural issues through support such as:

- i. an atmosphere within the school of mutual respect and productive interdependence;
- ii. individual Support Plans to address issues of children at risk, socially, emotionally and academically;
- iii. use of diagnostic and prescriptive learning activities geared to the unique attitudes, abilities and interests of students; and (Differentiated Learning- see Teaching and Learning Policy)
- iv. referral to appropriate external support as appropriate.

3. Expectations

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations.

All students are expected to contribute to a positive classroom environment in which they and their classmates are able to learn effectively.

It is the responsibility of each student to respect the rights of all who are involved in the educational process.

Every student should:

- Be aware of the school's Behaviour Management Policy.
- Be willing to volunteer information and cooperate with school staff should he or she have information concerning behaviour inconsistent with the school's expectations.
- Assume that a rule is always in effect unless everyone has been notified that it has been changed.
- Assist school staff in running a safe school for all students.
- Give their best effort to fully participate in the learning opportunities provided by the school.

We expect all students to be punctual, respectful, attentive, kind, honest, appropriately dressed and polite to all members of the school community.

4. Positive Rewards

A range of awards is given to encourage students throughout the year. Awards are issued for behaviours such as helping others, demonstrating good sportsmanship, establishing positive work habits and displaying the school values.

Listed below are the various awards given to students throughout the school year.

Gold Slip Awards

Throughout the week, students who are seen demonstrating positive behaviours may be given a Good as Gold slip. This slip will indicate the positive behaviour exhibited by the student and will be placed in the child's diary.

Principal Awards

Each fortnight, the Principal issues awards of excellence to students from each class. Students who receive this award are recognised in the school newsletter and certificates are presented at assembly every second Monday.

Merit Awards

Class teachers present Merit Awards at assembly each Friday. Merit awards can be given for a range of reasons, including: good work, being helpful, good sportsmanship, acts of kindness, encouraging others, etc.

The CCS Way Spirit Award:

At the end of each term the class teachers choose a student whom they feel has displayed the 10 ideals of the CCS way the best. They give the names to the Principal who makes special certificates and gives a small gift to the students at assembly the last week of the term.

5. Negative Behaviours

Teachers will follow their own discipline strategies in their classrooms. Some teachers will use, 'SeeSaw' to record both positive and negative behaviours in the individual classrooms. If the offence is of a serious nature the class teacher will record the offense on SEQTA under the "Pastoral Care - Red Rose". This facility has a cumulative nature and all staff are able to enter data about each child's behaviour as the year progresses. The staff are therefore able to keep a detailed account of each child's serious offenses.

If the offence escalates in the classroom the teacher will then follow the behaviour management step flow chart and follow through with recording this behaviour on SEQTA.

Behaviour Management Flow Chart Below.



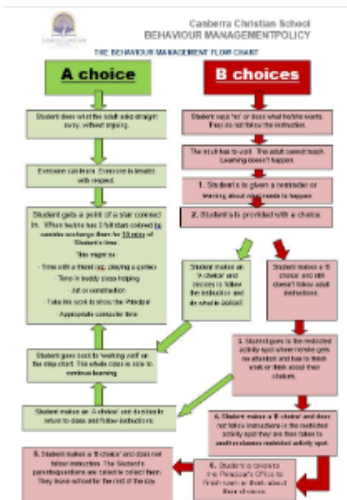
If the incident occurs during playtime or before/after school, the teacher on duty is responsible for following up the incident. The teacher will need to record the behaviour on the "Pastoral Care - Red Rose", give a Reflection Slip and discuss the incident with the Principal or Coordinator. Any staff who do not have access to SEQTA are to record the incident on the Incident Report Folder in the staffroom. All incidents need to be investigated within an appropriate time frame.

Playground Rules chart below



Red and Green choices

Students are also encouraged to regulate their own behaviour by working through a behaviour flow chart of red and green choices.



Reflection Slip

The Reflection Slip will be sent home under the teacher/Principal's discretion. The slip may be sent home for a variety of reasons, including, but not limited to; hurting someone with words or body, swearing, breaking the classroom or school rules or showing disrespect.

Reflection slips may be sent home for minor infringements in behaviour. Other displays of bullying, physical violence or bad language may result in a one day, in-school suspension and/or white level monitoring.

Student Reflection Time Slip	
_____ had a Reflection Time today (date: _____). They were not abiding by the following school rule:	
<input type="checkbox"/> Being 'mean on purpose' to another student <input type="checkbox"/> Swearing or using bad words <input type="checkbox"/> Physically harming another student <input type="checkbox"/> Being disrespectful to a teacher <input type="checkbox"/> Being disruptive and unfocused in class <input type="checkbox"/> Other: _____	
This behaviour has been dealt with at school so no additional reprimand is required. However, can you please speak with your child about this <u>behaviour</u> . Please sign this slip to let the school know that you have spoken with your child about this action. Thank you for your continued support.	
Principal: _____	Parent Signature: _____

If a student receives a Reflection Slip the teacher will record the details of the incident on the Reflection Time Slip and place it in the students' diary. The Principal/Coordinator must sign the slip and discuss the incident with the student. The student's parents must also sign the Reflection Slip to indicate that they have reviewed the incident with their child. The student must then show the signed reflection slip to their class teacher the next morning.

All Reflection Slips are to be administered as soon as the facts can be identified. Reflection time needs to be administered as soon as possible.

Repeated misbehaviours and/or serious incidents may also result in an in-school suspension.

6. In-School Suspension

Students may be given an immediate in school suspension for the day, for serious offences such as violence, bullying, racism, offensive language or disrespect towards a member of staff.

Behaviour Examples:	Reflection Slip +
Disobeying the teacher and/or breaking classroom rules	Depending of the severity, the student may be sent to another classroom or to the office. The Principal or Deputy will talk to the student about their behaviour. They will be reminded about following CCS rules at all times. Parents will be notified by email or phone conversation either by the class teacher or the Principal/Deputy Principal. Continuous disruptive behaviour may result with an in-school suspension and/or White Card Monitoring. There could be occasions where parents are contacted to come and pick their child up from school.
Being disruptive in the classroom	
Violence:	Reflection Slip +
Hitting, punching, kicking, biting, choking or spitting at another student	Student will be sent straight to the office for investigation and possible in-school suspension or are to be sent home. No violence will be tolerated. Student may be placed on a White Level Monitoring Card for two weeks. During this time the Principal, class teacher, duty teachers and child's parents will closely monitor the student. If the parent is not willing to work with the school then there will be a discussion as to whether the student should continue enrolment at the school.
Hitting, punching, kicking, biting, choking or spitting at a member of staff	Student will be sent straight to the office for investigation and possible in-school suspension or are to be sent home. No violence will be tolerated. Student may be placed on a White Level Monitoring Card for two weeks. During this time the Principal, class teacher, duty teachers and child's parents will closely monitor the student. If the parent is not willing to work with the school then there will be a discussion as to whether the student should continue enrolment at the school.
Bullying:	Reflection Slip +
Verbal	The member of staff who witnessed the incident or had the incident reported to them would investigate the issue. Student may be given a time-out on the school bench. Students showing physical violence towards others will be sent to the Principal immediately.
Physical	

Offensive language: including written and verbal	Reflection Slip +
Swearing	Depending on the severity of the words used the staff member may discuss with the student why we do not speak these words. A higher level of repeated offensive language may result with a one-day in-school suspension and White Level Monitoring. The child may also be sent home depending on the severity of the behaviour.
Teasing	Reflection Slip +
Verbal words of an unkind nature being hurtful to another student	Depending on the severity of the incident the student should apologise and discuss with the staff member what they would do differently next time.

7. MONITORING CARDS

Repeated misbehaviours or serious incidents may result with a Levelled Monitoring Card. The Levelled Monitoring Cards are designed to have the home and school working in collaboration to ensure the student's improvement in attitude and behaviour.

7.1. White Level

If a child displays repeated misbehaviours such as violence, bullying or swearing, they may serve an in-school suspension for one day and be placed on White Level Monitoring. This Monitoring Card will document the student's daily progress. Before this process begins, the student's parents will be notified by the Principal to explain what is expected of both the child and the parents while the child is on monitoring.

The Principal, class teacher, duty teachers and parents will document the student's behaviour and sign the White Monitoring Card each day. Parents are encouraged to comment on the Monitoring Card each night. If the White Monitoring Card is not returned to school then the student will sit in the office during recess and lunch breaks. Parents will also be contacted to ensure they are aware that the Monitoring Card was not returned to school.

The student will stay on White Level Monitoring for two weeks. If the student's behaviour shows no improvement or deteriorates, the parents will be called to have a meeting with the classroom teacher and the Principal. If a student receives a Reflection Slip while on White Level Monitoring, then they will instantly move up to the next level of monitoring. The child will be sent home and will be put on Blue Level Monitoring when they return.

All students can only be placed on White Level Monitoring once in a term. If further incidents occur after they are removed from monitoring they will immediately progress to Blue Level Monitoring.

7.2. Blue Level - Suspension:

Students who are placed on Blue Level Monitoring will have their parents called into the school to discuss their child's behaviour.

The student will be suspended from school for the first two days of their Blue Level Monitoring. This suspension will be served at home. On the third day of Blue Level Monitoring, the student will return to school and be able to enter the classroom for regular classes. The Principal, class teacher, duty teachers and parents will document the student's behaviour and sign the Blue Monitoring Card each day. Parents are again encouraged to comment on the Monitoring Card each night. If a student receives a Reflection Slip while on Blue Level Monitoring, then they instantly move up to the next level of monitoring. The child will be sent home and will be put on Red Level Monitoring when they return.

The time for Blue Level Monitoring is one week, including the two days of suspension. If there is no improvement in the student's behaviour during this one-week, the student will move to Red Level Monitoring. Additionally, students can only be placed on Blue Level Monitoring once in a term. If further incidents occur after they are removed from monitoring they will immediately progress to Red Level Monitoring.

7.3. Red Level - Suspension:

Students who are placed on Red Level Monitoring will have their parents called into the school to discuss their child's behaviour with the classroom teacher and Principal. Parents are made aware at this time that Red Level Monitoring is the last step the school will take before expulsion.

The student will be suspended from school for one week. On the second week of Red Level Monitoring the student is to return to the classroom; they will be on Red Level Monitoring for one additional week. During this second week, the student will go to the Principal's office during recess and lunch breaks. The Principal, class teacher and parents will document the student's behaviour and sign the Red Monitoring Card each day. Parents are again encouraged to comment on the Monitoring Card each night. If a student receives a Reflection Slip while on Red Level Monitoring they will be sent home and the child's parents will be required to come to school and meet with the classroom teacher and Principal.

The time for Red Level Monitoring is two weeks. The first week will be suspension from school. The second week is the last chance for the student to demonstrate an improvement in their behaviour.

7.4. Expulsion:

If a child is on Red Level Monitoring and their behaviour does not improve, the student's parents will be required to come and meet with the classroom teacher and Principal to discuss the child's removal from the school.

If a student has been on White, Blue and Red Monitoring and their behaviour has improved for a time but is deteriorating, the parents will be called in to meet with the classroom teacher and the Principal to discuss the child's removal from the school.

Note: These steps may not necessarily be followed consecutively. If misbehaviour is of a very serious nature, the child may go immediately to an appropriate level of monitoring. This will occur in consultation with the classroom teacher, Principal and parents.

With younger students in Prep to Year 1 the monitoring system may need to be adjusted accordingly. The Principal, teacher and parents will work on this together.

If a student is excluded, the principal will provide the registrar written notice of the exclusion.

8. Banned Items

Students must not use, consume or have in their possession:

- Firearms, tobacco, alcoholic beverages, illegal or habit-forming drugs (This will result in immediate suspension.)
- Knives, razor blades, and other dangerous items or weapons
- Offensive reading or audio-visual materials
- Weapon-type toys
- Mobile phones, radios, CD or cassette players, skateboards, Game boys and other electronic equipment or other determined items
- Collectables for swapping (e.g. Pokémon cards)
- Chewing gum and its derivatives.

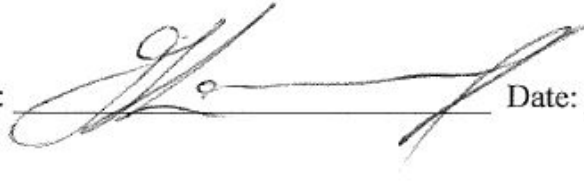
The school does not use corporal punishment.

Corporal punishment is not permitted in ACT schools.

9. Date of next policy review

- July 2020

Council Chair Signature:



Date:

1/5/19

Version	Date	Comment
Current Version (v. 6)	Aug 20, 2019 09:49	Bree Hills
v. 5	Aug 20, 2019 09:47	Bree Hills
v. 4	Apr 28, 2019 14:57	Bree Hills
v. 3	Apr 22, 2019 09:01	Bree Hills
v. 2	Apr 22, 2019 08:54	Bree Hills
v. 1	Apr 22, 2019 08:53	Bree Hills