Behaviour Management Guidelines and Procedures

Reviewed: 2024

At Mel Maria Catholic Primary School Behaviour Management Guidelines are in place to assist students in their development towards becoming responsible members of society. As a Catholic school we strive to follow the Gospel values. The belief that all people are made in the image and likeness of God is central to treating each other with dignity and respect.

Sources of Authority: CEWA Community Policy
Executive Directive – Student Safety, Wellbeing and Behaviour

Scope

- This procedure applies to all members of the Mel Maria Catholic Primary School community.

Principles

1. Restorative practices, including asking 'Restorative Questions" are used when following up inappropriate behaviours.
2. School rules provide the school community with a code of behaviour for students, classroom rules provide a code of behaviour for students in the classroom.
3. A student who does not follow a rule is to be reminded that their behaviour is not acceptable and will be followed up.
4. Students are encouraged to describe and explain their behaviours and suggestions for making things better.
5. Students who make inappropriate choices will be assured of a fresh start each day.
6. It is at the teacher's discretion how the behaviour will be managed.
7. Staff are encouraged to recognise and acknowledge appropriate behaviour.
8. Factors to be considered when determining consequences include the age of the student, the nature of the behaviour, the number of times the student has misbehaved, and any special needs of the students involved.
9. All staff strive to create a positive, rewarding, and enriching learning environment.
10. This policy is underpinned by the school's Pastoral Care Policy, Child Protection Policy and School Bullying Response Plan.

Behaviour Procedures

	Have the right to…	Have the responsibility to…
Staff	• respect, courtesy and honesty. • teach in a safe, secure and clean environment. • teach in a purposeful and non-disruptive environment. • cooperation and support from the whole school community. • be heard in an appropriate forum on school related matters.	• model respectful, courteous and honest behaviour. • ensure that the school environment is kept neat, tidy and secure. • establish positive relationships with students, staff and parents. • plan and develop learning programs consistent with current educational requirements. • report student progress to parents. • consistently implement and account for school policies.
Students	• respect, courtesy and honesty.	• behave safely and respectfully to others.

	• work and play in a friendly, safe, secure and clean environment. • learn in a purposeful and supportive environment related to their developmental level. • clear guidelines and expectations. • access to an effective system dealing with harassment and bullying. • be exposed to proactive social and anti-bullying programs. • Be heard.	• ensure that they are punctual, prepared and display a positive manner to their learning. • ensure that their behaviour is not disruptive to the learning of others. • contribute to a neat, tidy and secure school environment. • follow school guidelines and expectations. • adhere to uniform guidelines. • listen to others.
Parents	• respect, courtesy and honestly. • be informed of behaviour. management procedures and decisions affecting their child's health and welfare. • access for their child to a meaningful and adequate education. • be heard in an appropriate forum on matters related to their child's education.	• interact with the school community in a respectful manner. • support Mel Maria in its Religious Education program. • ensure punctual attendance of their child. • ensure their child is in appropriate uniform. • supply their child with appropriate materials. • support the school in its educational endeavours. • inform teachers of factors that may affect their child at school. • support procedures in relation to Behaviour Management Policy and the school curriculum.

SCHOOL RULES:

Respect, Safety and Responsibility

1. The school Rules apply to all school events including specialist lessons and excursions.
2. School rules must be discussed with the children and clearly displayed in all learning areas.
3. Assemblies and newsletters are to include a positive focus on school rules.

Be Respectful

1. Remember to use your good manners at all times.
2. Refrain from inappropriate physical behaviours e.g. hitting, tripping, punching, taking others property, damaging possessions.
3. Refrain from inappropriate verbal and non-verbal behaviours e.g. name-calling, put downs, teasing, threatening looks or gestures, spreading rumours.
4. Include and support others in your play.
5. Stand up for others who may need your help.
6. Use hands for helping not hurting.
7. Line up quickly and quietly when the bell rings.
8. Listen to the teacher and ask questions when you are not sure.

Be Safe

1. Students must ask the duty teacher to retrieve equipment from out of bounds areas.

2. Students are not permitted in classrooms or class lobbies/wet areas without a teacher being present.
3. Play safely.
4. Walk, not run on all paved areas.
5. Students should not play in or around toilets.

Be Responsible

1. Students should not play in or around toilets.
2. Look after all school equipment, including computers and sport equipment.
3. Equipment and games are not permitted before or after school.
4. Rubbish is to be placed in the bins provided.
5. Students need to sit down in designated areas while eating.
6. All food and drink must be consumed before going to play.
7. No hat, no sun.
8. Tailored shirts must be tucked in at all times.
9. Correct uniform including footwear (predominantly white sport shoes) must be worn at all times.

Positive reinforcement

All staff at Mel Maria will be responsible for recognising and acknowledging students who behave appropriately as well as those students who make an effort to manage their own behaviour.
This policy also provides for those students who need additional support and direction. Individual student management plans may be drawn up. Suggested positive behavioural incentives are listed below.

Procedures for Managing Student Behaviour:
Each teacher will work with students to negotiate classroom rules, consistent with the School Rules. The 'Classroom Rules' should be clearly displayed in every room. The school vision, and the rights and responsibilities of each member of the school community need to be considered.
Teachers, at their discretion, may use a range of strategies to manage student behaviour. This may look different depending on the year level.

Suggested Classroom Rules

1. Respect others and their property.
2. Allow everyone the opportunity to participate.
3. Be kind and courteous to everyone.
4. Strive for your personal best.
5. Always consider the needs of others.
6. Think before you act.
7. Have a positive attitude.

Guidelines for managing student behaviour in the classroom.

Verbal reminder.
If student is not complying with a rule, a verbal reminder of the class rules (without halting the flow of the lesson) is generally the most effective action. Student may be given a choice to behave appropriately, or a consequence applies. Children may be given the opportunity to settle, emotionally in a class cool down area.

Give a consequence.
If the behaviour continues or escalates, an 'in class' consequence needs to be considered: refer to suggested strategies below. Parents/carers may be informed of ongoing inappropriate behaviour.

Inform parents.
For serious or repeated instances of inappropriate behaviour a record must be kept, and parents/carers informed of the inappropriate behaviour and the action taken. An improvement plan may be drawn up between the student and teacher.

Guidelines for managing student behaviour in the playground.

Verbal reminder
A verbal reminder of school rules is generally the most suitable action. Students may be given a choice to behave appropriately, or a consequence applies. The duty teacher may ask restorative Practice questions of the students involved.

Give a consequence
For repeated inappropriate behaviour children will be reminded of school rules and given a consequence: refer to the suggested strategies below.

Inform parents
In the event of severe inappropriate behaviour that affects or has the potential to affect the safety of others, the duty teacher is to attend to any upset children and to send the child misbehaving to a designated area for follow-up. The leadership team is to be notified and parents/carers of all children involved are to be informed of the behaviour of concern and the action take.

Suggested Strategies for Managing Student Behaviour

Positive Reinforcement Options	Supporting Positive Behaviours	Consequences
• Verbal praise or acknowledgement of good behaviours. • Stickers. • Merit Awards given at assemblies. • Extra play (in class or playground). • Raffle tickets. • Worker of the Week. • Worker of the Day. • Marble jar. • Group points. Principal's Award. • Assistant Principal's Award. Note in diary to parents. • Student sent to leadership team for recognition.	• Redirect behaviour. • Adjust seating arrangements. • Teach collaborative skills (Y chart). • Allocate designated play areas. • Negotiate rules for games. • Identify students' strengths and interests to redirect behaviours. • Peer Helpers. • Time out for students to resolve a conflict together. • Consult school social worker.	• Use restorative practices to encourage self-resolution. • Verbal reminder. • Counting system. • Time-out within classroom. • Teacher's shadow. • 'My Think Sheet'. • Time out in another (more senior) classroom. • Visit Assistant Principal. • Visit Principal. • Meeting with parents. Consult social worker. *Refer to Catholic Education Commission of Western Australia (CECWA) policies for student exclusion*

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