CONSEQUENCES OF STUDENT BEHAVIOUR HANDBOOK

Dear Parents/Guardians and Children.

Our school believes that we should be a safe and friendly environment where students, teachers/support staff, parents and visitors are treated with respect.

Officer Primary School is a wonderful place for all of us. We have achieved this by having clear guidelines and rewarding positive behaviour.

To maintain this we need to know what behaviour is expected of us and the consequences of unacceptable behaviour.

This booklet outlines some simple rules which are based on the rights and responsibilities of all people.

The rules will help Officer Primary School continue to be a great place for children, teachers/support staff, parents and visitors.

Yours Faithfully,

Sue Nelson

Principal
RIGHTS
A right is something which belongs to you and cannot be taken away by anyone.

All members of our school community have the same rights

(1) The RIGHT to feel happy and safe.
   - Others do not laugh at you and make fun of you or hurt your feelings
   - You have safe classrooms and grounds, equipment and rules to ensure your safety

(2) The RIGHT to Learn and play happily.
   - Not be interrupted or annoyed in class or in the playground

(3) The RIGHT to be treated with respect, kindness and fairness.
   - To be able to talk freely about your ideas and feelings when appropriate
   - Not be treated unfairly because you are tall or short, boy or girl, or that it may take you longer to answer a question
   - Respect the school and property

RESPONSIBILITY
A responsibility is something you should do without being asked or told.

Some things you do for others and some things you do for yourself.

It is each person's RESPONSIBILITY to:

   - Know the school rules and obey them
   - Allow others to learn
   - Take care of property
   - Help keep the school a safe and happy place
   - Recognise and respect the rights of others
   - Participate to the best of your ability
   - Care for others
CLASSROOM RULES

- We allow others to learn.
- We use nice manners.
- We follow instructions given by all teachers and support staff.
- We keep our hands and feet to ourselves.
- We speak pleasantly.
- We ignore silly behaviours.

PLAYGROUND RULES

- We make good use of recess times at our school.
- We show respect and pride in our school.
- We allow others to feel safe at play.
- We use play equipment sensibly according to staff instruction.
- We return any sports equipment that we borrow.
- We respect the safety of others entering the school ground.
- We resolve problems calmly, sensibly and fairly.

RULES WILL BE:

- Clearly displayed in each room
- Referred to regularly
- Acted upon consistently
WHEN RULES ARE BROKEN

We expect that children will observe classroom and playground rules.

A consistent effort will be made for children to develop their own self-discipline and be responsible for their actions.

When rules are broken students should experience logical consequences for their actions, for example:

- Damage property – replace or repair
- Litter – clean up in their own time
- Not sharing equipment – hand the equipment to children who will share
- Behaving in a dangerous manner – removal from the situation
- Hurting someone’s feelings – restore the relationship between those involved
- Not completing work in class due to misbehaviour – finish assigned work in their own time

For continued or severe unacceptable behaviour further steps are taken.

For playground offences this may result in a Time out at the office.

All incidents which require Time out will be recorded in the ‘Time out book’ with a notice going home which requires parental signature.
CLASSROOM STEPS

1. Praise and acknowledgement for good behaviour.

2. Clear direction for the inappropriate behaviour to stop
   - “This is a clear direction for you to stop....“
   - Student is made aware of the behaviour

3. Name noted – no more verbal reminders
   - Name on board.
   - Name recorded in the Classroom behaviour book/GradeXpert
   - Parents contacted via School diary

4. Child is removed from the class
   - Further note added to Classroom behaviour book/GradeXpert.
   - Parents contacted via phone call or diary, if not seen in school grounds at end of school day.
   - Child is to reflect on behaviour and discuss with teachers before returning to class activities
   - Time Out (Students must attend the Weekly Timeout session of 30 minutes)
   - Student placed on Restricted Behaviour Management Plan such as ‘Check In Check Out’ for 1 week.
   - If step 4 occurs more than 3 times per term, an after school detention of 30 minutes is imposed and student misses out on ‘Model Citizen Day’ for the term.

5. Child is removed from the class to the Office area
   - The Principal informed
   - Parents contacted at conclusion of day
   - Student placed on Restricted Behaviour Management Plan, such as ‘Check In Check Out’ for 2 weeks.

6. Continued behaviour may result in in-school suspension with isolation at recess and lunch time at the discretion of the Principal

7. Suspension from the school

8. Expulsion
CLASSROOM PROCEDURE

**Step 1:** Great Work! Great choices! Parent contacted via School diary.

**Step 2:** Clear directive for inappropriate behaviour to stop.

**Step 3:** Name recorded in classroom book. Parent contacted via School diary.

**Step 4:** Further notes recorded in classroom book. Removal to another room (15 minutes). ‘Time Out’ – Student attend weekly Timeout of 30 minutes.

**Step 5:** Removal to Principal’s office. (30 minutes). Parents contacted via phone.

UNIFORM PROCEDURE

- Out of uniform
  - Ask for note
    - No Note
      - Breech of uniform notice issued
      - Note received – no further action.
      - No Note – ‘Time Out’ – Pink slip
    - Recess – in shady nook.
      - Lunch time in office area.
        - quiet activities
  - No hat

- No hat
PLAYGROUND PROCEDURE

LOW LEVEL
What rule? – Discussion of which school value was ignored with yard duty teacher.

No further action unless behaviour continues.

Break playground rule.

MEDIUM LEVEL
‘Time Out’. Pink slip sent home.

No note returned.

Another Time Out.

When 3 ‘Time Outs’ have been given student will be referred to the Principal.

Note returned.

No further action unless requested by parent.

HIGH LEVEL
IMMEDIATE REMOVAL FROM PLAYGROUND.

STUDENT REFERRED DIRECTLY TO THE PRINCIPAL.
PARENTS CONTACTED
Attachment A

Parent/Guardian Acknowledgement

DATE: ____________________

STUDENT'S NAME:_____________________________ CLASS: __________

STUDENT SIGNATURE:________________________________________

STUDENT'S NAME:_____________________________ CLASS: __________

STUDENT SIGNATURE:________________________________________

STUDENT'S NAME:_____________________________ CLASS: __________

STUDENT SIGNATURE:________________________________________

(Please tick)
  □ I have read the 'Consequences of Student Behaviour' handbook with my child.

  □ My child understands the 'Consequences of Student Behaviour' booklet and agrees to follow the school rules.

  □ I understand the 'Consequences of Student Behaviour' booklet and agree to support the school in its implementation.

Parent/Guardian name: ____________________________________________

Parent/Guardian Signature:________________________________________

Please return this page with student name and parent/guardian and student signatures.