

# DAVALLIA PRIMARY SCHOOL



## BEHAVIOUR MANAGEMENT POLICY

**Board Approved – Term 3, 2014**  
**Review – Term 3, 2015**

## Aims

- to maintain a positive environment within the school so that all members of the school community can work together in harmony
- to maintain a caring school environment where the responsibilities and rights of individuals are recognised and respected
- to help children become responsible, independent citizens who care about other people and the environment
- to establish rules that protect the rights of all individuals
- to reward exemplary behaviour
- to establish a clear set of consequences for individuals who do not accept their responsibilities so that they are encouraged to recognise and respect the rights of others
- to establish procedures so that conflicts can be resolved in a positive manner

## Davallia Primary School Code of Conduct

<b>Student Rights</b>	<b>Student Responsibilities</b>
Students have the right to learn in a positive and supportive environment.	Therefore students have the responsibility to stay on task and not disrupt the learning of others.
Students have the right to feel safe wherever they are at work or play.	Therefore students have the responsibility to behave in a way that protects the safety and well being of him/herself and others in all areas and situations.
Students have the right to be treated fairly and with respect.	Therefore students have the responsibility to treat all others fairly, courteously, honestly and with respect.
Students have the right to work and play in a clean environment.	Therefore students have the responsibility to keep the school grounds clean, neat and tidy.
Students have the right to respect differences.	Therefore students have the responsibility to endeavour to manage or solve differences without violence.
Students have the right to begin their learning experiences on time.	Therefore students have the responsibility to be punctual.

<b>Staff Rights</b>	<b>Staff Responsibilities</b>
Staff have the right to respect, courtesy and honesty.	Therefore staff have the responsibility to model respectful, courteous and honest behaviour.
Staff have the right to work in a safe, secure and clean environment.	Therefore staff have the responsibility to ensure the school environment is neat, tidy and secure.
Staff have the right to work in a positive and non-disruptive environment.	Therefore staff have the responsibility to maintain positive relationships with students and follow school policies.
Staff have the right to cooperation and support from parents.	Therefore staff have the responsibility to maintain communication with parents and ensure parents are informed.

<b>Parent Rights</b>	<b>Parent Responsibilities</b>
Parents have the right to respect, courtesy and honesty.	Therefore parents have the responsibility to model respectful, courteous and honest behaviour.
Parents have the right to be informed of relevant school activities, policies and discussions affecting their children's education and welfare.	Therefore parents have the responsibility to read relevant newsletters and notes and to contact the school with queries.
Parents have the right to be informed of their children's progress.	Therefore parents have the responsibility to read reports and/or portfolios and attend parent/teacher meetings and interviews.
Parents have the right to have a voice in matters relating to their children's education and welfare.	Therefore parents have the responsibility to communicate ideas to the school or parent body.

# **Roles and Responsibilities of Staff**

## **Principal and Associate Principals**

- provide a link between parents and staff
- support teachers with classroom policies and their implementation
- ensure consistency in implementation of the School Behaviour Management Policy
- provide relief teachers with appropriate information on school policy
- provide the school community with information about our Behaviour Management Policy
- review and monitor the policy

## **SAER Committee**

- design and assist with programs for individual children with behaviour problems
- facilitate parent/teacher conferencing where required
- support students having social problems
- avail themselves of relevant professional development

## **Teachers**

- develop and implement a classroom Behaviour Management Policy which reflects the school policy
- develop and maintain a positive classroom environment
- display and discuss with children the class and school behaviour management policies
- consistently apply class and school policies
- use class meetings as a forum for discussion of Behaviour Management issues (where appropriate)
- maintain and use discipline records

## School Rules

**Children's behaviour should reflect positively on the school's reputation and should reflect the following values:**

- self responsibility
- respect and courtesy
- consideration of others
- diligence
- care of property and environment
- punctuality
- honesty

**Children's behaviour should be *fair, safe and considerate*.**

**Davallia students should always:**

- be respectful to all
- act in a non-violent and caring manner
- obey the instructions of school staff
- only enter classrooms when a teacher is present
- walk in covered areas
- wheel or carry bicycles, scooters or skateboards on school grounds
- play safely in the playground
- gain permission before leaving school grounds
- refrain from walking or riding through school car parks
- wear a hat for all playground activities

***Note: Each class teacher has developed a set of classroom rules that reflect the above values.***

## Positive Incentives

Praise, encouragement and positive reinforcement of good behaviour are the cornerstones of our approach to behaviour management. It is important that children develop the attitude, that good behaviour is the norm and is not dependant on material rewards. However, the school does provide positive incentives for behaviour that reflects the school's values. These include:

- Honour certificates presented at assemblies
- Instant rewards towards faction points and inclusion in a draw for prizes at assemblies
- Principal's Awards
- Citizenship Awards
- Aussie of the Month
- Special Responsibilities
- Letters of Commendation
- Recognition in Newsletters

***Note: Each class teacher will develop a set of positive incentives to be applied in the classroom.***

# Consequences

## School Level

As a rule, breaches of school rules will attract the following consequences. For serious breaches it may be necessary to *skip* a stage or stages in the hierarchy below.

- |       |    |  |
|-------|----|--|
| Level | 1. | Proximity, praise and reward   |
|       | 2. | rule reminder  |
|       | 3. | warning  |
|       | 4. | remove child from situation  |
|       | 5. | loss of privilege (contact parents and admin)  |
|       | 6. | in-school suspension (contact parents and admin)   |
|       | 7. | referral to Principal to consider suspension from school<br>(contact, parents, admin. Regional Education Office) |

## Classroom Level

Class teachers will develop a hierarchy of consequences consistent with those above. The section in italics below is an example of what might appear in a class policy:

- |       |    |  |
|-------|----|--|
| Level | 1  | <i>proximity praise and reward</i>   |
|       | 2. | <i>rule reminder</i>   |
|       | 3. | <i>warning</i>   |
|       | 4. | <i>remove child from situation</i>   |
|       | 5. | <i>isolation in class</i>  |
|       | 6. | <i>isolation with partner teacher (contact parents and admin)</i>  |
|       | 7. | <i>loss of privilege (contact parents and admin)</i>   |
|       | 8. | <i>in-school suspension (contact parents and admin)</i>  |
|       | 9. | <i>referral to Principal to consider suspension from school<br/>(contact, parents, admin. Regional Education Office)</i> |

## Notes on Consequences

- At level 3 children receive a warning and may be removed from the situation if this is appropriate.
- Duty Files form a record of misdemeanours during recess and lunch times. The Associate Principal peruses the books regularly and takes appropriate action and updating Integris database. Teachers, and Parents if appropriate, are informed of action taken.
- Suspension from school is for serious breaches of school discipline
- In the event of a suspension being applied, the procedures outlined in the Department of Education WA Behaviour Management in Schools Policy will be followed.

## Bullying Prevention

The school has developed a brochure on bullying prevention. This is distributed to all families at the school.

**Review: This policy will be reviewed annually**

## WHY A POLICY?

All children should be able to feel safe and valued in our school community. Therefore, the teachers at Davallia have produced a policy to ensure that proper standards of self discipline are maintained.

## BULLYING IS SERIOUS

### **BULLYING IS NOT OKAY**

It is not an accepted part of 'growing up'.

Davallia Primary School does not tolerate any form of bullying.

## WHAT IS BULLYING?

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons.

Cyberbullying refers to bullying through information and communication technologies.

## FORMS OF BULLYING

Bullying may take many forms including the repetitious:

- making hurtful and racist comments.
- commenting on social/family backgrounds.
- referring to religious beliefs and practices.
- picking on others.
- unwanted touching, hitting, teasing, abusing, mocking and spreading rumours.
- attempts to intimidate, threaten or belittle.
- deliberate ignoring and avoiding (excluding).
- taking or damaging property.
- sending hurtful notes/messages/texts.

## WHAT TO DO IF YOU ARE BEING BULLIED

**If you are being bullied you should take appropriate action and not just accept it.**

- First and foremost you should believe in yourself.
- You have the right to feel safe and valued.
- Try not to retaliate by becoming a physical or verbal bully yourself.
- You could try to ignore the bullying. If you show that you are not upset, the bully may stop.
- Tell the bully to 'quit it' or 'get lost' or 'cut it out'.
- Laugh it off. Use humour.
- Don't be afraid to talk about it with your friends or family.
- You could talk to some of the older students or peer mediators at school, especially the councillors. They can help you decide how to handle the situation or they can take action.
- Build your own protection by establishing friends.
- Be smart about avoiding high risk places and times.
- Stop doing that which makes you a target.

The above strategies are applicable to *YOU* however:

- There are many adults at school who want to help you too.
- perhaps you could talk to your teachers, the Associate Principal(s) or the Principal. They can help you decide how to handle the situation or they can take action.

## IF YOU WITNESS A BULLYING INCIDENT

If you witness someone being bullied, we hope you care enough to want to help.

We need to work together if we are going to have a school where self esteem is valued, nourished and protected.

Should you see an instance of bullying you should:

- ✚ Offer friendship and support to the victim, encouraging them to get help from an adult, a family member or a councillor
- ✚ If possible intervene while the bullying is happening by saying 'leave him/her alone' or 'cut it out'.
- ✚ Report the incident to a teacher or parent as soon as you can. Don't be afraid to come forward as you can speak in private and your identity will be kept anonymous if you desire.

***IT IS AGAINST THE LAW TO VICTIMISE WITNESSES OR COMPLAINANTS***

## POSSIBLE TELL-TALE SIGNS OF BULLYING

- A sudden unwillingness to attend school
- declining academic performance
- a decline or total loss of self-confidence
- a lack or loss of interest in social events.

***"Bullies only survive on the silence of their victims".***

**SPEAK OUT OR SPEAK UP FOR SOMEONE ELSE**

## CONSEQUENCES AND SCHOOL RESPONSES TO BULLYING

Davallia Primary School has very clearly defined class and school rules and if a student is found to be directly breaking these rules, the following consequences should be expected.

As a rule, breaches of school rules will attract the following consequences. For serious breaches it may be necessary to *skip* a stage of stages in the hierarchy below.

Level 1	proximity, praise and reward
2	rule reminder
3	warning
4	remove child from situation
5	loss of privilege (contact parents and admin.)
6	in-school suspension (contact parents and admin)
7	suspension (contact parents, admin., Regional Education Office)

## THE IMPORTANT ROLE OF PARENTS

### Parents, you can help by:

Showing interest in your child's school, social, sporting and cultural life.

Having a warm, friendly home environment where your child is encouraged to bring friends home.

Encouraging your child's self esteem by saying and doing positive things, nurturing their positive qualities and valuing them for whom they are.

Discussing the school's expectations about behaviour and how to best deal with bullying.

Being observant and looking out for the tell-tale signs that something is wrong.

Informing the school if you become aware of any bullying incident so it can be stopped.

***All students have a right to attend  
Davallia Primary School  
And feel safe!***



## Bullying Brochure

for

**Parents, Teachers and  
Students**



