

RINGROSE PUBLIC SCHOOL

Student Management Policy 2014

Rationale

The New South Wales public education system seeks to provide quality education for all students, taking account of their age, background, ability and interests. Students are encouraged to become self-directed, lifelong learners who can create a positive future for themselves and for the wider community. (Student Welfare Policy 1996)

1. Aim

The staff, parent body and school community aims to provide a safe learning environment which ensures each student can achieve their potential.

2. Rights and Responsibilities

2.1 Students

Rights	Responsibilities
<ul style="list-style-type: none"> • To have physical and emotional safety and protection. • To have access to materials and resources. • To understand how school learning will help them live now and as adults. • To receive competent teaching. • To receive teacher assistance. • To enjoy learning. • To be treated with dignity. • To receive fair treatment. • To be heard and able to express opinions. • To know acceptable behaviour and the consequences of unacceptable behaviour. 	<ul style="list-style-type: none"> • To be co-operative and considerate to others. • To share and take care of school equipment. • To communicate and discuss their concerns. • To listen to others and value their opinions. • To treat others as worthwhile individuals. • To be accountable for ones actions. • Above all we expect children to strive to accomplish their best effort in the classroom, playground and on the sports field.

2.2 Teachers

Rights	Responsibilities
<ul style="list-style-type: none"> • To be treated with courtesy. • To respond to disruptive behaviour. • To feel emotionally and physically secure in the classroom. • To receive support from the school administration and colleagues. • To contribute to school policy. 	<ul style="list-style-type: none"> • To be competent. • To provide an environment that is friendly, supportive and positive. • To assist students who need help. • To model good behaviour. • To protect students from harm. • To listen to students and be fair. • To support colleagues.

2.3 Parents

Rights	Responsibilities
<ul style="list-style-type: none"> • To participate in their children's education. • To participate in decision making. • To expect consistent approaches by teachers. • To expect non-discriminatory practises. 	<ul style="list-style-type: none"> • To make time to be involved. • To ask for information when needed. • To be open and willing to listen. • To be willing to find workable solutions.

3.0 School Rules (to be laminated and displayed in each classroom)

3.1 Rules (classroom and playground)

- Be Safe
- Be respectful
- Be a Good Learner

4.0 Implementation of School Rules with Consistent Positive and Negative Consequences.

The school rules are to be clearly displayed in all classrooms and in various points in the playground that are clearly visible to students. Rules are to be taught and reinforced regularly.

Students who do follow the school rules should be acknowledged and rewarded positively. Students are also to be made aware of the consequences when the rules are not adhered to.

5.0 Formal Procedure for Recording children’s Positive and Negative Behaviours and Communication with Supervisors.

5.1 Positive Behaviour

Children who follow the school rules should be regularly recognised and acknowledged through the school’s reward system.

5.1.1 The Fair Discipline Code

At Ringrose Public School students are encouraged to reach and maintain high standards of behaviour. Their achievements are recognised by the award of bronze, silver and gold certificates.

5.1.1.2 Appropriate Behaviour

At the start of each year students discuss with class teachers exactly what they have to do to achieve an instant in order to collect their bronze, silver and gold certificates. The students are also made aware of the Yellow, Orange and Red Levels for negative behaviour. Every student in the school begins the year on GREEN level. It is a neutral level.

5.1.1.3 Rewards for Positive Behaviour

The students are rewarded with “Instances” to recognise their positive behaviour. These rewards are accumulated in groups of 5 and handed out during class time. Each year this system starts back from the beginning.

All students must get:

- 5 instants = Bronze
- 5 instants = Bronze
- 5 instants = Silver
- 5 instants = Bronze
- 5 instants = Bronze
- 5 instants = Silver
- 5 instants = Bronze
- 5 instants = Bronze
- 5 instants = Gold

Once students achieve Gold, the process begins again.

5.1.2 Playground Pal

Students who are demonstrating that they are following the school rules on the playground may be awarded with a Playground Pal. The Playground Pals are found in the playground bags that teachers carry whilst on duty. Details need to be filled in on the Playground Pal and placed in the Playground Pal box located under the COLA. Every day after recess a name will be drawn out of the Playground Pal box. The winning student will receive an ice block from the canteen at lunchtime.

5.1.3 Class Awards

* K-6 Teachers will award a maximum of 3 awards at every K-6 assembly to children who are displaying positive behaviours in the classroom or in the playground.

* RFF, ESL, STLA and Reading Recovery Teachers will award a maximum of 1 award per stage at every K-6 assembly to children who are displaying positive behaviours in the classroom or in the playground.

5.1.4 Congratulations Morning Teas

At the end of Term 2 and Term 4 a morning tea will be held for those students who have done significantly well in a certain area. Teachers will nominate 2 students per semester to attend the morning tea. Their parents will be informed and students will be invited to attend a morning tea with the Principal. The students will receive a certificate as recognition for their achievements.

All classroom teachers are required to keep a record of all students who receive awards. Classroom teachers may acknowledge their students work and maintain classroom management through the use of stickers, charts, points etc.

5.1.5 Roles and Responsibilities

5.1.5.1 The Class Teacher is responsible for:

- * Tracking the instances and collecting them regularly.
- * Writing out the certificates with the student's full name and class.
- * Handing in certificates to the Principal via the pigeon hole located in the office.
- * Keeping a thorough record of certificates students have received.

5.1.5.2 Admin Staff are responsible for:

- * Publishing names of students in the newsletter who will be receiving a Silver or Gold.

5.1.5.3 The Principal is responsible for:

- * Signing all certificates.
- * Handing out Bronze certificates in the classrooms.
- * Handing out Silver certificates after lunch at K-6 lines.
- * Handing out Gold certificates during whole school K-6 assemblies.

5.2 Negative Behaviour

The Negative Levels

All the students begin the year on GREEN level. This is a neutral level. Students who remain on green level all term will be rewarded with an additional 10-15 minutes of play time at the end of every term. When a student displays inappropriate behaviour they may be placed on levels below GREEN. These levels in order are Yellow, Orange and Red. Depending on the circumstances, the student may receive a White Slip for their inappropriate behaviour. Parents will receive a phone call when students have received two white slips in a term for inappropriate behaviour. In certain cases, depending on the seriousness or consistency of the incidents, a letter may be sent home and the student placed on a negative level, even if the student has not received 3 White Slips.

When a White Slip is issued, it is photocopied by the teacher of the student involved. The class teacher keeps a copy and records the details on the 'Classroom Management Spreadsheet. The other copy is sent to the Stage Supervisor where it is kept in a folder that contains class lists of the stage. By doing this there is a record of the inappropriate behaviour with the supervisor as well.

Each week at the Communication Meeting, staff will be informed of any students who are on a Negative Level and therefore, who will require monitoring, in terms of signing Discipline Cards at Recess and Lunch. In the same way, the staff will be notified of when students have progressed back up the level system.

If a student is on a Yellow, Orange or Red Level, then they will be required to attend the reflection room during first half of lunch. When students return to the playground they will only play under the COLA area until they have progressed back to Green Level.

Refer to 'Behaviour Management Procedures' for more details on the Yellow, Orange and Red levels.

6.0 Classroom Procedures

Classroom procedures must be based on 'School Rules' to maintain a consistent approach.

Minor Behaviours	Major Behaviours
<ul style="list-style-type: none">• Calling out in class• Talking out of turn• Being impolite, inconsiderate to others• Not following teacher's directions	<ul style="list-style-type: none">• Swearing at someone in an aggressive manner• Fighting/Aggression• Stealing• Extreme insolent behaviour

1st – Teachers are to use their own management strategies to deal with low-level behaviours. This may include verbal reprimand, eye contact, proximity, point deduction, name on board, happy/sad face...

2nd– Once the above strategy has been used twice teachers are to place the student in a time-out area in class and students are required to continue doing their class work.

3rd – If behaviour continues after in class time out students are sent to a supervisor or another teacher (if supervisor unavailable) with a White Slip and class work. In the case of the student going to another teacher, the White Slip must be sent to the Supervisor. Refer to Behaviour Management procedures for further information. All information needs to be recorded on the Class Management Spreadsheet (CMS).

Consistent inappropriate behaviour in this manner may result in the student being placed on a Yellow, Orange or Red Level.

High-Level Behaviours /Serious incidents

Serious incidents and ongoing misbehaviour will have to be immediately referred to the supervisor who will then report to the principal. It can lead to a student being placed on a Yellow, Orange or Red Level instantly. This can also lead to immediate suspension.

7.0 Playground Procedures

<i>Minor Behaviours</i>	<i>Major Behaviours</i>
<ul style="list-style-type: none">• <i>Playing out of bounds</i>• <i>No Hat Play under COLA</i>• <i>Misuse of equipment.</i>• <i>Exclusion</i>• <i>Playing with sticks / inappropriate games</i>• <i>Teasing</i>• <i>Ignoring teachers' instructions</i>• <i>Eating food on the grass</i>	<ul style="list-style-type: none">• <i>Swearing at someone in an aggressive manner</i>• <i>Fighting/Aggression</i>• <i>Stealing</i>• <i>Extreme insolent behaviour</i>• <i>Leaving school grounds</i>

Minor – Level Behaviours

1st – The child is issued a verbal warning. Redirect the student and give them cues.

2nd – The name of the student will be recorded in the 'Playground Folder' as a warning. At this point students will have a time-out of 10 minutes.

3rd – Teachers will record the behaviour in the 'Playground Folder' as a second warning and the child will be given a Reflection Room Slip. Send the child to the reflection room with the slip filled in and a responsible student.

Major - Level Behaviours

Major – level behaviours results in being sent to the Reflection room immediately with a reflection room slip filled in and the possible placing of the student on Yellow, Orange or Red Level.

High-Level Behaviours /Serious incidents

Serious incidents and ongoing misbehaviour will have to be immediately referred to the supervisor who will then report to the principal. It can lead to a student being placed on a Yellow, Orange or Red Level instantly. This can also lead to immediate suspension.

7.1 Before School

7.1.1 Before 8.30 am

- Students to remain seated in quad near staffroom.

7.1.2 Morning 8.30 am – 8.55 am

- Duty Teacher dismisses students from seats
- Duty teacher carries playground folder and bag
- Safe play is expected
- Walking only on asphalt
- Handball only (no rubber balls)
- All steps are out of bounds for play
- Hats are to be worn in the playground otherwise students need to find a shady area to sit in.

Wet Weather – Duty Teacher supervises students in Hall

7.2 During school hours

7.2.1 Recess 11.00 am – 11.20 am

- Class teacher escorts own students to the shelter and remains with class until duty teacher arrives
- Children to remain seated on the asphalt whilst eating
- Duty teacher carries playground folder and bag
- Safe play is expected

- Area 2 duty teacher to dismiss students to play after area is clean
- Hats are to be worn
- Students to remain within set boundaries (see map)
- At the conclusion of recess, the teacher on Area 1 to move to the assembly area to supervise the arrival of students until the second bell or until relieved by another staff member.
- Concurrently, the teacher on Area 2 to supervise students leaving the playground and toilet areas.

7.2.2 Lunch 1st half 1.10 pm – 1.33 pm/ 2nd half 1.33 pm–1.55pm

- Class teacher escorts own students to the shelter and remain with class until duty teacher arrives
- Children to remain seated and under shelter if still eating
- Duty teacher carries playground folder and bag.
- Area 1 teacher dismisses students from shelter once area is clean and students have eaten.
- Canteen – Students line up under shelter and teacher on canteen duty escorts them to Canteen
- Hats to be worn, or students play under the shelter
- Safe play is expected
- At conclusion of lunch the same procedure as recess applies for the duty teachers to escort the students to the assembly area.
- If rain occurs during the play period, the teachers on duty move the students under the shelter. If rain is continuous or heavy, the teachers on duty to contact the office so that students may be moved to classrooms.

Wet Weather or extreme weather conditions– Students remain inside and teachers refer to wet weather roster for 1st/2nd half duty.

8.0 Reflection Room Procedures

8.1 Formal Detention

- Children can only be sent to the reflection room if they have received 2x white slips in the classroom on one day or if they have received a reflection room slip in the playground (see 6, 7 above and Behaviour Management Procedures).
- Reflection Room will take place under the supervision of an executive member during the first or second half of lunch.
- Students who do not turn up in the Reflection Room will be placed on detention on the following school day.
- The stage supervisor is responsible for informing parents of when a student has been in the reflection room on 2 or more occasions within a term, the actions of the child and possible solutions to remedy the situation.
- If inappropriate behaviour continues, stage supervisors in consultation with the principal will take further action. This may include issuing a yellow, orange or red card, parent meetings and possible suspension depending on the severity or consistency of the behaviours exhibited. Supervisors are to keep classroom teachers informed and updated about their student's behaviour.

8.2 Lunch Time Out

- A Lunch Time Out can be given to students who have displayed inappropriate low level behaviours or for failure to complete class tasks. A letter is not required to be sent home but a record of this Time Out needs to be kept by the teacher of the student involved. This Time Out will be served with the student's class teacher.
- The Lunch Time Out can only be served to a maximum of 20 minutes in the classroom or the playground.
- If only one student from your class is on a Lunch Time Out, then it is up to the class teacher to arrange with a teacher on playground duty for that student to sit in a designated area up to the end of the first half of lunch.

8.3 Procedures for Students who don't attend sport

- If a student is to miss sport for a certain period of time, then the class teacher is required to organise a sheet of English, a sheet of Maths and for the student's Reading Book to be sent with the student to the designated area for the 2 hours of sport. This designated area may be in the Office or with an Executive teacher in their classroom.