RATIONALE

At St John’s we believe we are all created in the image of Christ. We aim to develop in the children a respect for themselves and others therefore we believe:

- Everyone has a right to learn in a happy, safe and orderly environment
- All members of the school community have the right to be treated with respect and courtesy.
- Children have the right to express themselves appropriately and to be listened to accordingly.
- Effective discipline requires a close working partnership between home and school.
- Teaching and learning is most effective when everyone understands the behavioural expectations and consequences.

AIMS

In accordance with our Mission statement we endeavour to:

- Provide a positive environment where learning is supported and encouraged.
- Develop an environment where all individuals are respected and feel safe.
- Create a co-operative and safe environment in the classroom and playground.
- Develop individuals who take responsibility for their actions.
- Maintain a consistent approach in administering the discipline policy throughout the school.
- Build positive relationships with students.

IMPLEMENTATION

- Establish school rules and social expectations, using positive language, which are displayed prominently throughout the school, to ensure they are easy to refer to.
- Affirm positive behaviour.
- Implement consistent consequences for inappropriate behaviour (refer to appendix A)
- Provide Individual Behavioural Management Plans for specific children (refer to appendix B)
IMPLEMENTATION (cont…)

- Implement ongoing Professional Development to maintain best practice.
- Each new staff member is to be in-serviced on current practices, as part of the induction process.
- Update discipline guidelines in staff handbook.
- If any child is spoken to on the playground with regards to inappropriate behaviour, they will be sent to the time out area*.

*Time Out areas:

- OVAL: bench near scoreboard
- JAYNE STREET: bench against mosaic wall
## Appendix A

<table>
<thead>
<tr>
<th>Offence</th>
<th>Warning</th>
<th>Detention Child to complete detention sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of bounds</td>
<td>Warning/Time out 15 mins</td>
<td>Detention on second offence</td>
</tr>
<tr>
<td>Playing in toilets – minor (hiding in toilets)</td>
<td>Warning/Time out 15 mins</td>
<td>Detention on second offence</td>
</tr>
<tr>
<td>Playing in toilets – serious (looking under door etc)</td>
<td>Time out 15 mins</td>
<td>Automatic detention</td>
</tr>
<tr>
<td>Rough play/Exclusion/Tackling</td>
<td>Warning/Time out 15 mins</td>
<td>Detention on second offence</td>
</tr>
<tr>
<td>Fighting/kicking/punching/spitting/biting</td>
<td>Time out 15 mins</td>
<td>Automatic detention</td>
</tr>
<tr>
<td>Theft</td>
<td></td>
<td>Automatic detention Parent contacted</td>
</tr>
<tr>
<td>Swearing/inappropriate gestures/inappropriate language</td>
<td>Indirect eg. if the child has fallen over and it is an automatic reaction Warning/Time out 15 mins</td>
<td>Detention on the second offence Detention if abusive or directed at someone.</td>
</tr>
<tr>
<td>Swearing/inappropriate gestures/inappropriate abusive language directed at an adult.</td>
<td></td>
<td>Automatic Detention/or in house suspension Parent contacted</td>
</tr>
<tr>
<td>Throwing inappropriate objects, including sand.</td>
<td>Time out 15 minutes</td>
<td>Automatic detention</td>
</tr>
<tr>
<td>Pulling pants down</td>
<td>Time out 15 minutes</td>
<td>Automatic detention</td>
</tr>
<tr>
<td>Not completing homework</td>
<td>Complete in timeout area at lunch/recess (at teacher’s discretion)</td>
<td>Ongoing failure to complete homework. Consultation with the Principal or Deputy Principal – after school detention</td>
</tr>
<tr>
<td>Graffiti of school property</td>
<td>Time out 15 mins and cleaning of graffiti.</td>
<td>Automatic detention Parent contacted</td>
</tr>
<tr>
<td>Offence</td>
<td>Warning/Time out</td>
<td>Detention Child to complete detention sheet</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>----------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Graffiti of self or own property</td>
<td>Warning/Time out 15 mins and cleaning of graffiti.</td>
<td>Detention on second offence</td>
</tr>
<tr>
<td>Racist comments</td>
<td>Time out 15 mins</td>
<td>Automatic detention Parent contacted</td>
</tr>
<tr>
<td>Failure to follow directions/ignoring teacher instructions</td>
<td>Warning/Time out 5 mins</td>
<td>Detention on second offence. Serious – discussion with Principal &amp; student.</td>
</tr>
<tr>
<td>Lying/being dishonest - minor</td>
<td>Warning/Time out 5 mins</td>
<td>Detention on second offence</td>
</tr>
<tr>
<td>Lying/being dishonest- serious. Eg Trying to get another student in trouble.</td>
<td>Time out 15 mins</td>
<td>Automatic Detention – Parents contacted.</td>
</tr>
<tr>
<td>Bullying</td>
<td>Refer to classroom teacher</td>
<td>Automatic Detention/In school suspension. Parents contacted.</td>
</tr>
<tr>
<td>Arriving to line after 2nd bell</td>
<td>Warning/Line monitor to send student to the office steps and reason ascertained. Time out at the next play break (recess or lunch)</td>
<td>Ongoing – discussion with Principal or Deputy and Detention</td>
</tr>
</tbody>
</table>

**NOTE:** Preps are to be given an automatic time out and a note sent home instead of an automatic detention. The above mentioned consequences incorporate classroom and playground behaviours.  
**Playground:** Child should fill in a consequence sheet, at discretion of teacher, on time out bench (Appendix C)  
**Classroom:** Child should be sent to another classroom/office to complete think sheet Appendix D  
**Completed detention sheets should be photocopied, and placed in staff pigeon holes. The original detention form is to be sent home, signed and returned to school the following day. Class teachers are to follow this up. If the form is NOT returned, please notify the Principal or Deputy**

**Definition of Bullying:**

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."  
(http://www.olweus.org/public/bullying) This definition includes three important components: Bullying is aggressive behavior that involves unwanted, negative actions. Bullying involves a pattern of behavior repeated over time. Bullying involves an imbalance of power or strength.

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or Internet)
BEHAVIOURAL MANAGEMENT PLAN

Name of student: _______________________
Class room: __________________________

Children to avoid:

Places to avoid:

On the playground, _________________plays on the oval/Jayne Street/basketball court on
Monday_______________________
Tuesday_______________________
Wednesday_____________________
Thursday_______________________
Friday________________________

Strengths:
a) b)

Challenges:
a) b)

Things that may trigger a meltdown:
a) b)

Behaviours exhibited before meltdown:
a) b)
Best way to approach student when meltdown occurs:
   a)
   b)

Important Sensory Notes (eg highly sensitive to light touch, noises etc):
   a)
   b)

Preferred management strategies:
   a)
   b)

If time out is required from the classroom, please send to ________________________________ with a think sheet.
St John’s Think Sheet

Thinking about my Behaviour

Years 3 - 6

Name: ________________________________

Today _________________ I did not follow St John’s School Rules

in the following way:

☐ I did not follow directions  ☐ I did not Keep hands, feet
and objects to myself

☐ I did not allow others to work  ☐ I did not use appropriate
language

What happened?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What led to this happening?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What choices did you make?

I chose to _________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
St John’s Think Sheet

Thinking about my Behaviour
Years P - 2

Name: ________________________________

Today _________________ I did not follow St John’s School Rules in the following way:

☐ I did not follow directions
☐ I did not keep hands, feet and objects to myself
☐ I did not allow others to work
☐ I did not use appropriate language

I was sent to my time out class because I ...

I will do the following to fix things up ...

SIGNED:
Student: ___________________________  Parent: ___________________________
Teacher: ___________________________  Principal: _________________________

Parent Comment:

Reviewed by whole school October 2012, ratified
Name: ________________________ Date: __________________

I have received a detention because I did not follow St John’s School Rules in the following way:

☐ Follow directions  ☐ Keep hands, feet and objects to myself

☐ Allow others to work  ☐ Use appropriate language

What happened?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
 What led to this happening?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
 What choices did you make?
I chose to ________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Reviewed by whole school October 2012, ratified
Page 9
Who else do you think was affected by the choices you made?

____________________________________________________________________________

____________________________________________________________________________

What actions can you take to try to make things right?

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

SIGNED:

Student:___________________ Parent: ______________________

Teacher:___________________ Principal: ___________________

Parent Comment:
Appendix E

St John’s Detention Sheet
P-2

Name: ___________________________ Date: _____________

I have received a detention because I did not follow St John’s School Rules in the following way:

☐ Follow directions ☐ Keep hands, feet and objects to myself
☐ Allow others to work ☐ Use appropriate language

What I did:


What can I do to fix things up?


SIGNED:

Student:___________________ Parent: ___________________

Teacher: _________________ Principal: ___________________

Parent Comment: