



PAPAKAIO SCHOOL



105 BEHAVIOUR MANAGEMENT PROCEDURE

Purpose:

To provide clear guidelines for behaviour management within the classroom and school environment and during Education outside the Classroom (EOTC) activities outside of the school environment.

Guidelines:

1. All students have the right to learn in a safe environment.
2. Effective systems, which encourage appropriate behaviours and minimise inappropriate behaviours are promoted.
3. Systems are based on co-operative consultation and recognise the rights of students, teachers and parents/caregivers and are based on restorative justice.
4. Communication between the teacher and parent/caregiver is established in the event of any regular, or notable misbehaviour.
5. Monitoring of the system in place to improve behaviour is undertaken by the teacher(s) directly responsible for the student(s) and the Principal/SENCO.
6. Documentation of significant behaviour issues, and actions taken, are kept with the **student's records, or in teacher's planner or the Principal's office.**
7. Assistance is sought from outside agencies, such as RTLB and GSE, in the management of behaviour problems, when the child's behaviour is not responding to our School's behaviour management system.
8. Documentation of parent/caregiver concerns regarding student's behaviour at school or on the bus and actions taken, are recorded in the Concerns book, kept in the Principal's office.
9. The use of corporal punishment is prohibited
10. Statutory obligations relating to stand downs, suspensions and exclusions are followed by the Principal and Board of Trustees. These are found <http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/StanddownsSuspensionsExclusionsExpulsions.aspx>

BEHAVIOUR MANAGEMENT SYSTEM

School Rules

1. Students treat adults and each other with respect and good manners.
2. Students are to follow instructions respectfully.
3. Students are to play games in a way that ensures the safety of themselves and others;
4. All personal and school property is treated with care and respect.
5. Students must stay within the boundaries of the school, once they have arrived at school for the day.

Guidelines for an Effective Classroom System -

1. Classroom rules are established with the students at the start of each school year.
2. Through **Proactive Teaching** of social skills, students are encouraged to develop the skills of self-management and relating to others, and to accept responsibility for their actions.
3. The values of *Respect for Self, Respect for Others and Respect for the Environment* are actively encouraged.
4. Positive and negative consequences are explained, and the rules and consequences are understood by the students in each classroom.
5. Students are given **Time Out**, in the classroom or playground, to calm down. This is for a short time (three minutes) and they are to return to their activity positively.
6. Teachers may choose to send a student to another classroom or the principal for time out. It is expected they have a meaningful task set if the time is longer than 10 minutes.
7. Students who choose **not** to follow the rules will face the following consequences:
 - **Warning**
 - **Consequence** - Second time. A task at morning tea or lunchtime for juniors or 15 minutes at lunchtime with a logical consequence/task for more senior students e.g. completing unfinished work.
 - **Detention** - Third time or deliberate disrespect/violent behaviour. Lunch time detention (after eating lunch) for 30 minutes. Detentions are recorded in the behaviour management book kept in principal's office or in teacher's planner. Parents are informed of repeated disruptive behaviour and strategies are put in place. The length of time depends on the age of the student and the level of inappropriateness of the behaviour. When on detention, students are given time for toileting and fresh air, before school resumes for the next session.
 - **Continual Inappropriate Behaviour**, which interferes with the learning/safety of other students, will result in more serious consequences such as withdrawal from the classroom programme or stand down. Referral to outside agencies will be considered.

Playground System

1. Children are taught appropriate playground behaviour through their class programmes at the beginning of each school year.
2. Inappropriate behaviour results in time out from the playground e.g. for playtime or part of lunchtime. The length of time depends on the age of the student and the level of inappropriateness of the behaviour.
3. Deliberate disrespect or violent behaviour results in an immediate withdrawal from the playground.