

# OUR LADY OF THE ROSARY SCHOOL KELLYVILLE

## STUDENT SUPPORT AND MANAGEMENT POLICY



### Rationale:

Cooperative and responsible student behaviour is essential to the cohesiveness of the school, to the achievement of optimal learning opportunities and to the development of a supportive Catholic school environment.

### Aims:

- To build a school environment based on positive behaviour, mutual respect and cooperation between staff, pupils, parents and community.
- To manage unacceptable behaviour in a positive, just and professional manner.
- To establish well-understood, consistent and logical consequences for student behaviour.
- To lead the student to make responsible life-giving choices.

### Implementation:

#### **Our Lady of the Rosary School, Kellyville will:**

- implement a student code of conduct based on the principles of procedural fairness\* with agreed behavioural development and management strategies. \*See Appendix B for further information.
- ensure that any form of corporal punishment is explicitly excluded from any interaction with students.
- place significant emphasis on the development and recognition of positive behaviours.
- display school rules in the classroom which will be referred to and discussed with the students.
- explain and discuss school rules to the students both in the classroom and at assemblies.
- display school rules in all student working areas and on the playground.
- provide access to a copy of our Student Support & Management Policy for the school and wider communities.
- publish regular student management updates in the school newsletter and on the school web page.
- develop goal setting plans at the commencement of the school year with each student and revisit these regularly throughout the year.
- include details regarding student behavioural achievement in student academic reports.
- provide a wide range of positive extra-curricular activities for students including library, sporting and enrichment activities.
- recognise positive student behavioural achievements at assemblies and in newsletters.
- maintain a record of student behaviour.
- provide opportunities for staff to undertake professional development on student behaviour and student management.
- support teachers managing students on an individualised behaviour management program. (as appropriate)
- build resilience through establishing and enhancing skills in areas such as self esteem, social skills, coping with peer pressure, making positive choices, anti-bullying, conflict resolution and leadership via programs such as Peer Support and in PDHPE.
- undertake individualised behaviour management programs for students experiencing difficulty achieving positive behavioural outcomes.
- include strategies such as time out, parent involvement, professional counselling, exclusion from activities or suspension as consequences for ongoing inappropriate behaviour.
- keep parents informed and actively encourage them to assist in the development of their children's behavioural performance.
- include in weekly staff/leadership team meetings discussions re Student Support and Management issues.

### Evaluation:

This policy will be reviewed as part of the compliance audit cycle

This policy was last reviewed in June 2013.

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# OUR LADY OF THE ROSARY SCHOOL KELLYVILLE STUDENT SUPPORT AND MANAGEMENT POLICY

The student support and management policy framework at OLOR Kellyville is designed around the concept of respect - respect for one's self, respect for others and respect for the environment. Being a Catholic school, the concept of respect for God underpins the entire policy. All members of the OLOR School Community are called to 'Be the Face of Jesus' to those whom we meet.

As a visual reminder for our school community, this mantra of respect will be displayed in a simplified concise form in playing and learning areas around the school.

**R** **OURSELVES**  
**E**  
**S** **ALL OTHERS**  
**P**  
**E**  
**T** **OUR ENVIRONMENT**

As outlined in the policy statement, it is the aim of our school to build a community based upon positive behaviour, mutual respect and cooperation. The policy emphasises, within the stated framework of respect, the responsibilities\* with which the children who attend OLOR are charged. The children at OLOR are encouraged to make appropriate choices with their behaviour but there is a range of behaviours deemed unacceptable in a school setting. Possible consequences for these behaviours are listed below.

### **Consequences:**

Failure to maintain the responsibilities may lead to:

- A warning
- An apology
- Time out
- Counselling
- Detention
- Parent involvement
- Suspension from playground\*
- Suspension from class\*
- Suspension from school\*

**\*See Appendix A for examples of behavioural responsibilities.**

**\*See Appendix C for further information regarding suspension.**

# OUR LADY OF THE ROSARY SCHOOL KELLYVILLE STUDENT SUPPORT & MANAGEMENT POLICY

## APPENDIX A: *Examples of Student Responsibilities*

### RESPECT OURSELVES

<i>Responsibilities</i>
<p><b><u>Wear full school uniform</u></b></p> <ul style="list-style-type: none"> <li>☺ Black school shoes not sandals (except with note)</li> <li>☺ School, Diocesan or MacKillop Rep hat</li> <li>☺ Hats are not to be worn inside</li> <li>☺ Correct jewellery, i.e.:               <ul style="list-style-type: none"> <li>- studs/ sleepers one set</li> <li>- watch and/or bangle (solid)</li> <li>- crucifix/holy medal (unseen)</li> </ul> </li> <li>☺ Hair tied back from shoulder length</li> <li>☺ Hair – no excessive ‘product’</li> <li>☺ Hairstyles appropriate</li> </ul>
<p><b><u>Wear a hat or stay in the shade</u></b></p> <ul style="list-style-type: none"> <li>☺ No hat, sit in the shade</li> <li>☺ Hat must be brought out at bell</li> <li>☺ No returning to bags</li> <li>☺ No Friary or Canteen if no hat</li> </ul>
<p><b><u>Consider the consequences of your actions</u></b></p> <ul style="list-style-type: none"> <li>☺ Acknowledge / take responsibility for your own actions</li> <li>☺ No dobbing unless injury, danger or blood</li> </ul>
<p><b><u>Always try your best</u></b></p> <ul style="list-style-type: none"> <li>☺ Class work</li> <li>☺ PE</li> <li>☺ Complete class tasks</li> <li>☺ With casual teachers</li> <li>☺ During liturgies (singing, behaviour)</li> <li>☺ During assembly (prayer, singing)</li> </ul>
<p><b><u>Keep hands, feet and mouth to yourself</u></b></p> <ul style="list-style-type: none"> <li>☺ No punching, kicking, biting, bad language, spitting, pushing, pulling, tackling, lifting of dresses, pulling pants down, inappropriate touching, kissing, picking children up or taking other’s hats.</li> </ul>

### RESPECT ALL OTHERS

<i>Responsibilities</i>
<p><b><u>Use Manners</u></b></p> <ul style="list-style-type: none"> <li>☺ Greet everyone, eg: ‘Good morning’</li> <li>☺ Please and thank you to everyone</li> <li>☺ Use eye contact when speaking to others (be sensitive to cultural backgrounds)</li> <li>☺ Be aware of classes when moving from one location to another</li> <li>☺ Be patient – wait to let others pass</li> </ul>
<p><b><u>Address adults by their full name</u></b></p> <ul style="list-style-type: none"> <li>☺ Good Morning Mr..., Mrs... Miss... Ms...</li> </ul>

<p>☺ Address all parent helpers with title regardless of association outside school</p>
<p><b><u>Listen to others</u></b></p> <p>☺ One person speaks at a time</p> <p>☺ Silence when anyone is talking (class, assembly, church )</p> <p>☺ Stop still when messages over PA</p>
<p><b><u>Speak respectfully</u></b></p> <p>☺ Keep the volume down in classrooms</p> <p>☺ If you can't say it nicely don't say it at all</p> <p>☺ No derogatory talk (put downs, name calling, racism)</p> <p>☺ Swearing is unacceptable</p>
<p><b><u>Respect other's property</u></b></p> <p>☺ Hands off things that are not yours</p> <p>☺ Ask permission to use /touch anything that is not yours</p> <p>☺ Look after and return any borrowed items (school and personal)</p> <p>☺ Leave the toilets clean as other children use them</p> <p>☺ No defacing of any school property or other children's property</p>
<p><b><u>Be punctual</u></b></p> <p>☺ Assist at home so that you are on time</p> <p>☺ Arrive from 8.15am if possible</p> <p>☺ Obtain a late pass if arriving after 8.45am</p> <p>☺ Walk quietly into class</p> <p>☺ Obey bells and walk quietly to lines</p>
<p><b><u>Forgive others</u></b></p> <p>☺ Accept other's genuine apologies</p> <p>☺ No holding a grudge</p>
<p><b><u>Play fairly and safely</u></b></p> <p>☺ Play by the rules</p> <p>☺ Apply consistent and fair rules to games</p> <p>☺ Include others in your games</p> <p>☺ Stay within the school boundaries</p> <p>☺ Follow the rules for each play area</p>
<p><b><u>Line up in a safe manner</u></b></p> <p>☺ Line up in two lines quietly</p> <p>☺ Be seated quietly by the second bell</p> <p>☺ Games away on the line and keep your hands to yourself</p>
<p><b><u>Speak up for justice and fairness</u></b></p> <p>☺ Be honest and truthful</p> <p>☺ Own up to your own mistakes and behaviour</p> <p>☺ Report any unjust situation to staff</p>
<p><b><u>Teasing, bullying and swearing are unacceptable</u></b></p> <p>☺ Treat others the way that you would like to be treated</p> <p>☺ Always use positive language</p>
<p><b><u>Classroom behaviour</u></b></p> <p>☺ Follow the requests of your teacher</p> <p>☺ Remain in the classroom</p> <p>☺ Allow others to learn</p>

## RESPECT OUR ENVIRONMENT

<b><i>Responsibilities</i></b>
<b><u>Keep all school areas neat and tidy</u></b> <ul style="list-style-type: none"><li>☺ Return all school property to the correct place (eg: sport equipment, computers, library books, chairs )</li><li>☺ Put rubbish in the bins</li><li>☺ Be responsible for your own rubbish</li><li>☺ We are all equally responsible for the tidiness of our school</li><li>☺ Wipe shoes before entering buildings</li><li>☺ Toilets are a food-free zone</li><li>☺ Don't eat on 'after school' lines</li></ul>
<b><u>Play within the playground boundaries</u></b> <ul style="list-style-type: none"><li>☺ Demountable buildings/Sport Storeroom/ verandahs /canteen/ outside library are not part of the playground</li><li>☺ Access the playgrounds using designated school route</li><li>☺ Toilets are not part of the playground (flush, wash, turn off taps and return to playground)</li><li>☺ SAVE WATER: turn off the taps/ bubblers</li></ul>
<b><u>Run only on grassed areas</u></b> <ul style="list-style-type: none"><li>☺ Look after plants and trees - no swinging, bashing, slashing or littering</li></ul>
<b><u>Feet stay on the ground</u></b> <ul style="list-style-type: none"><li>☺ Seats are for sitting on</li><li>☺ Fences are for protection not for climbing</li></ul>
<b><u>Stay on the paths</u></b> <ul style="list-style-type: none"><li>☺ Seek permission from staff before retrieving a ball from the garden</li><li>☺ In wet weather stay out of puddles and mud</li></ul>

NOTE: Students who travel by bus must follow the bus "Code of Conduct "as issued by the Department of Transport. (See Appendix D)

## APPENDIX B:

### ***Procedural Fairness – Definitions***

Procedural Fairness is a basic right of all when dealing with authorities. It refers to principles such as the 'hearing rule' and the 'right to an unbiased decision'.

The 'hearing rule' includes the right of the person against whom the an allegation has been made to know the allegation related to a specific matter and any other information which will be taken into account in considering the matter; know the process by which the matter will be considered; respond to allegations; and know how to seek a review of the decision made in response to the allegations. The 'right to an unbiased decision'

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includes the right to impartiality in an investigation and decision-making and the absence of bias by a decision maker.

## **APPENDIX C:**

### ***Suspension***

Suspension from the playground, class (in-school) and school are all consequences that may be applied for serious unacceptable behavioural choices.

#### ***i) Playground Suspension***

Playground suspension means a student is removed from the playground during recess and/or lunch and spends the time in the administration area.

#### ***ii) In-school suspension***

In-school suspension is when a student is withdrawn from class but remains within school. This is progressed under the Student Support and Management Procedures.

#### ***iii) Suspension from school***

Suspension from school means that a student's right to attend school or classes is withdrawn for a temporary period of time. This includes times where the school asks parents to remove the child from the school to manage behaviour. This action will usually be part of an approved behaviour management program.

During suspension from school, parents will take responsibility for the student. In cases of unacceptable behaviour, parents should not be asked to keep the student at home without the imposition of a suspension unless it is for the remainder of the day as part of an approved behaviour management program.

The duration of suspension from school relates to the severity of each situation and issues such as the effect on the student, the learning community and any previous suspension. When a student is suspended from school the attendance record is marked 'E'.

Suspension from school will be accompanied by a letter to the child's parents outlining the reason(s) for the suspension being imposed. This letter should be forwarded to the parents prior to the child's re-entry to school. This re-entry should be preceded by an interview with the child, parents and principal/assistant principal.

Further details of suspension guidelines may be found in the CEDP Policy document titled *Student Suspension, Transfer, Expulsion and Exclusion – Guidelines May 2012*.

## **APPENDIX D:**

### ***Code of Conduct for School Students on Buses\****

To ensure their safety and the comfort of other passengers students will:

- behave safely at all times
- respect the needs and comfort of other passengers
- behave appropriately at all times (e.g. no use of offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus)
- protect bus property and report any vandalism
- show their travel passes or tickets to the driver on boarding and when requested
- only use the travel pass for its intended purpose
- maintain possession of the travel pass at all times
- follow the driver's instructions about safety on the bus (e.g. instructions on where to sit)
- adhere to the law that bans smoking on buses
- only eat or drink (other than water) on the bus with the written permission of the bus operator
- keep arms, legs and other parts of their bodies inside the bus
- only attract the attention of the driver in the case of an emergency.

**This Code of Conduct is also printed on the School Student Transport Scheme application form. When signing the application form the parent or carer explicitly declares that they support the Code and that it has been explained to their child.**

### **IF STUDENTS MISBEHAVE ON BUSES, THE FOLLOWING CONSEQUENCES MAY RESULT:**

#### **Unacceptable behaviour**

such as using offensive language, smoking, spitting, damaging property, eating on the bus, distracting the driver with persistent noise or failing to show the travel pass

#### **may lead to**

the loss of subsidised school travel privileges for up to ten school weeks. Students may be banned from travelling on buses.

#### **Dangerous behaviour**

such as seriously harassing or bullying other passengers, letting any part of your body protrude from the bus, throwing objects inside or outside the bus, using matches and lighters and carrying dangerous items

#### **may lead to**

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the loss of subsidised school travel privileges for up to ten school weeks. Students may be banned from travelling on buses.

### **Highly dangerous behaviour**

such as interfering with safety equipment, fighting, pushing students out of the doors or windows, assaulting the driver or other passengers and destruction of bus property

### **may lead to**

the permanent loss of subsidised school travel privileges, and possible court action or police prosecution. Students may be banned from travelling on buses.

These penalties reflect the seriousness of the misbehaviour. They ensure that all students who misbehave on buses are dealt with in a fair and consistent manner, no matter which bus operator or school is involved.

If students are refused travel, parents and carers must make alternative travel arrangements and meet any costs of that transport. They will not be eligible for the Ministry of Transport Private Vehicle Conveyance Scheme under these circumstances.

Note also that in addition to any penalties imposed under this Code of Conduct, the school principal may take other action under the school's Fair Discipline Code or student welfare policy.

\*(detailed version available on NSW Government website [www.transport.nsw.gov.au](http://www.transport.nsw.gov.au))

## **APPENDIX E:**

### ***Associated System Policies***

The following Parramatta Catholic Education System policies apply to the support and management of children at Our Lady of the Rosary School Kellyville and are all available on the CEO website [www.ceo.parra.catholic.edu.au](http://www.ceo.parra.catholic.edu.au)

- Maintaining Right Relations
- Protective Practices for Staff in their Relationship with Students
- Anti-Bullying Policy for Students
- Child Protection Kit
- Procedures to be Followed in the Suspension and Expulsion of Students

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