



# NARRABEEN LAKES DISCIPLINE POLICY

## STRATEGIES FOR DEALING WITH UNACCEPTABLE BEHAVIOUR

Children at Narrabeen Lakes Primary School are expected to follow our Positive Behaviours Engaging Learners (PBEL) rules that are displayed in each room and throughout the school:

- RESPECT
- RESPONSIBILITY
- HAVE A GO

Additionally, in the first few weeks of the school year, each class will talk about and agree on classroom rules which, if followed, will make the classroom a safe and happy place to work. These rules will be displayed in the room as a reminder.

A Behaviour Committee will be formed at the beginning of each academic year to help fairly and impartially administer the following Behaviour Levels System. The committee shall comprise of permanent members: the Principal, interested executive and voluntary teachers representing each stage. Temporary members shall comprise of the Assistant Principal of the stage relating to the student under review and the classroom teacher of the student under review.

## BEHAVIOUR LEVELS SYSTEM

At Narrabeen Lakes we have a Behaviour Levels System which helps students to understand consequences of misbehaviour and helps teachers to be consistent and fair. The system consists of four levels.

**Level 0** - Every student starts at this level and most children remain on this level for their whole school career. Students who are co-operative and sensible are on this level.

If a student misbehaves or breaks school rules, the classroom teacher or teacher on playground duty will:

- 1) In the first instance, speak to the child and issue a **verbal warning**. Staff will try to solve the problem and remind student of the class/school rules relevant to their behaviour.
- 2) If the child continues the behaviour they may be asked to walk with the teacher, 'sit out' for a short time, perform community service tasks or other appropriate sanction. If the misbehavior has occurred in the playground at first half lunch, the teacher on duty will brief the incoming teacher. The student may also be sent to the stage Assistant Principal (AP) for counselling.
- 3) For these repeat behaviours, or for sufficiently inappropriate initial behaviour, a **white misbehaviour card** should be written and signed by the teacher and sent at the earliest convenience to the student's classroom teacher to be initialed. The card is passed to the AP for initialing and, if deemed necessary, counselling of the student. The card is passed on to the Principal for filing. After 3 white cards, parents must be notified by phone call from the classroom teacher.

Examples of white card incidents may include:

- Playing in an out of bounds area
- Littering
- Disputes over games/rules
- Rough play where no injury results (eg tackling, wrestling)
- Failure to follow a teacher's instruction

#### **For more serious incidents**

**4) A yellow misbehaviour card** is completed *by the teacher reporting the behaviour*. A card is written for each child involved in the inappropriate behaviour.

**5)** The card/cards should be sent to the stage AP for co-signing and follow-up of the incident. The AP will write a recommended sanction/restitution on the back of the card. The student may be placed on a supervised lunchtime detention for 1-2 days by the AP where they will eat lunch but will not talk or play with other children. During the detention period the child will fill in a reflection sheet which is sent home to be signed by the parent and returned to the supervising AP the next day. If the sheet is not returned, the detention will continue. Alternatively, restitution may be applied where appropriate.

**6)** The classroom teacher of a student involved in the incident is also required to sign the yellow card.

**7)** The yellow card is to be sent to the Principal for filing and monitoring as soon as the AP has dealt with the incident. The Principal will read the recommendation for detention and/or restitution and record the information onto the Detention booking form.

Examples of yellow card incidents include:

- Violence
- Inappropriate language
- Bullying/harassment in classroom or playground
- Continual disruptive classroom behaviour (after classroom sanctions have been exhausted)
- Persistent disobedience
- Leaving school premises
- Vandalism
- Theft
- Bus misbehaviour
- Insolence

**Note:** yellow cards are serious. Steps 1 and 2 should always be the preferred choice for dealing with most incidents.

White and yellow cards are **valid for one year** from the date of issue.

**Level 1** A student receiving **3** yellow cards, **6** white cards (or a combination thereof) or displaying *serious* disruptive behaviour may be placed on Level 1. The Behaviour Committee will be called to meet as soon as is practicable to determine the consequences for the student. The student will be withdrawn from the playground at lunchtimes for a minimum of 3 days and a maximum of one week. During the detention period the child will fill in a reflection sheet which is sent home to be signed by the parent and returned to the Principal the next day. If the sheet is not returned, the detention will continue.

When appropriate, restitution in the form of community service, school service or a letter of apology cosigned by parents will be expected. Examples of behaviour leading to Level 1 and actions taken are as follows:

**Behaviour**

Verbal aggression, physical aggression, bullying, excessive/continual bad language, destructive behaviour, disobedience, bus misbehaviour, continued rule breaking, stealing, insolence/disruption.

**Action**

A yellow behaviour card is written out and sent to the stage AP.

Child is counselled by Principal.

Parents are notified by letter and phone call. Copy of filed detention sheets / yellow cards sent to parents. Parents are invited to request an interview if required.

Sanctions are imposed, eg. time out, withdrawal of privileges or community service.

During their time on Level One, the student will not represent the school or attend incursions, excursions or special functions. *Students who have been on a level at any time of the year may only attend camps, incursions or excursions after review of their behaviour by the behaviour committee.*

**Student remains on Level 1 for 2 weeks and returns to Level 0 automatically if no further behaviour issues.**

**Level 2**

**Behaviour**

A serious incident, or repeated disruptive behaviour, or failing to improve behaviour will result in a student being placed on Level 2 after a meeting of the Behaviour Committee

**Action**

Child is counselled by Principal.

Sanctions imposed as for Level 1.

A formal caution letter may be issued if necessary.

Parents are called to a meeting at which an individual behaviour contract is agreed to and signed by the student, parent and Principal.

The counsellor maybe involved if required.

A daily behaviour report will go to the Principal and the parents at the end of each day. The report is carried by the student for two weeks and signed off by class teacher, librarian, RFF teacher, playground teacher etc at the end of every session. A photocopy is sent home each day for parental signature.

**Student remains on Level 2 for 2 weeks and returns to Level 0 automatically if there are no further behaviour issues (the behaviour**

contract *may continue to be in operation*).

### Level 3

#### **Behaviour**

A serious incident or a student continues to ignore the rights of others in the school and/or if insufficient effort is made to improve behaviour will result in a student being placed on Level 3 after a meeting of the Behaviour Committee and the Principal.

#### **Action**

Child and parents have an interview with Principal.

School counsellor involved.

A formal caution letter will be issued.

Child may not participate in school functions.

Child is withdrawn from playground.

***Period of within-school suspension is set.***

Students returning from within-school suspension are placed on a behaviour level determined by the Principal in consultation with the Behaviour Committee.

### Level 4

#### **Behaviour**

A serious incident or continued behaviour deterioration.

#### **Action**

Follow the Department of Education and Communities guidelines for suspension.

Notwithstanding the above Narrabeen Lakes Levels System, Department of Education and Communities policy does allow for children to be suspended immediately. Reasons for suspension may include (but are not limited to) violence, extreme insolence, persistent disobedience, disruption, destructive behaviour, continual harassment of other students or staff.

Students returning from suspension are placed on a behaviour level determined by the Principal in consultation with the Behaviour Committee.

A student may be placed directly on any level below level 4 for a serious incident. If a child's behaviour reaches Level 4, suspension, exclusion or expulsion become options and the Department of Education and Communities policy will be followed. This will be made available to parents.

**Remember - most children at Narrabeen Lakes Primary School remain on Level 0 for their entire school career!**

**BEHAVIOUR CARD**

NAME \_\_\_\_\_

CLASS \_\_\_\_\_ DATE \_\_\_\_\_

TEACHER'S REPORT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEACHER'S SIGNATURE \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_

INIT. CL TCHR \_\_\_\_\_ GR S'VISOR \_\_\_\_\_

**SANCTION/RESTITUTION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_\_

BEHAVIOUR LEVEL \_\_\_\_\_

REVIEW DATE \_\_\_\_\_

PARENT'S NOTIFIED Yes/No \_\_\_\_\_

**Behavior Card**

NAME \_\_\_\_\_

CLASS \_\_\_\_\_ DATE \_\_\_\_\_

DETAILS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEACHER'S SIGNATURE \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_

INIT. CL TCHR \_\_\_\_\_ GR S'VISOR \_\_\_\_\_