

## **DISCIPLINE POLICY**

### **Rationale**

At Our Lady of the Assumption School the Discipline process is guided by the principles of our Vision Statement: Faith, Service, Empathy, Cooperation, Total Development, Dignity, Openness, Truth, Evangelisation, Hopefulness, Celebration and Justice.

It is a process for creating and developing an environment where a group of people can harmoniously live and work together to fulfil their goals.

All members of the school community have a right to experience -

- a safe, comfortable and happy school environment.
- respect from adults and children.
- justice.

Children need to:

- be guided in developing responsibility for their own behaviours
- experience positive reinforcement for appropriate behaviour
- accept known and consistent consequences for inappropriate behaviour.

### **OLA School Rules**

1. Follow directions
2. keep hands, feet and objects to yourself
3. Respect other peoples' property
4. Speak nicely and use your manners
5. Be a good listener

### **Hierarchy of Steps**

1. Warning
2. Second warning - consequence
3. Timeout in the classroom
4. Timeout in another classroom if behaviour escalates – Think sheet completed and sent home.
5. Severe Clause – Child is sent to the office immediately. Think sheet completed and sent home.

### **Statements of Beliefs**

At Our Lady of the Assumption we believe that:-

- the Discipline Process needs to be consistent and just.
- our school environment fosters a sense of identity through belonging, achievement and self worth.
- our learning environment is challenging and positive.
- all members of the school community should:-
  - be appreciated, respected and supported
  - develop effective communication skills in order to support each other

- be active participants in the Discipline Process
- promote constructive and positive behaviour
- discipline is achieved by guiding the child towards self control and self direction.
- the development of self-esteem in children is a pre-requisite for positive relationships.
- a well planned curriculum is a foundation for good classroom discipline.
- constructive discipline grows out of an interactive pupil/teacher relationship.
- the responsibility for helping the children develop socially acceptable behaviour is shared by home, school and the community.
- corporal punishment is not used at Our Lady of the Assumption

### **Procedures**

1. Desired behaviours are to be taught as well as modelled.
2. In each area, teachers and students must be aware of, and carry out their responsibilities, as stated in the Discipline Policy and Procedures.
3. The teacher in charge of the student will in most cases determine consequences of inappropriate behaviour at the time.
4. The Principal is to be informed of all serious incidents of inappropriate behaviour.
5. Class teachers are to keep records of serious incidents as part of their individual child comments.
6. Parents will be informed of repeated or serious infringements of school rules.

### **Teachers' Responsibilities are to:-**

- teach the rule (Appendix 1).
- model and recognise specifically desired behaviour.
- point out inappropriate behaviour.
- affirm appropriate behaviour.
- teach strategies for handling inappropriate behaviour.
- make children aware of the consequences of repeatedly breaking the rule.

### **Children's Responsibilities are to:-**

- be aware of the rule (Appendix 1).
- demonstrate correct behaviour
- be able to state the rule
- take responsibility for their behaviour
- be aware of the consequences of repeatedly breaking the rule
- approach a teacher if necessary

### **Consequences**

In most instances it is the responsibility of the teacher of the class at the time or the teacher on yard duty to deal with the inappropriate behaviour and to enforce the consequences.

Consequences may be:-

- identification and statement of the rule by the child and the teacher.
- discussion
- warning
- repeating action in correct manner

- time out / isolation (under supervision)
- sanctions, such as completing a task
- loss of equipment
- loss of privileges
- extra work
- severe reprimand
- reparation to be made
- think sheet completed and signed by parents / teachers / students - a copy to be kept with students' file.

In some cases, executive assistance may be required in enforcing consequences.

In the case of continued inappropriate behaviour the following procedures will be implemented:

- teacher to inform principal
- student – principal interview
- parent contact to be made

**Consequences may be:**

- pupil - principal interview
- teacher - parent interview
- teacher - principal - parents interview
- referral to outside agency
- suspension (for procedures, refer to OLA's Student Wellbeing Policy) (APPENDIX 1).

**Acceptable Standards of Pupil Behaviour**

- Pupils are expected to be respectful and polite to all members of the school community.
- Pupils are expected to make a real effort to care for one another and not to hurt each other by actions or words.
- Pupils are expected to respect school and each other's property.

**SCHOOL RULES**

- Children remain in the school grounds during school hours.
- Children will only leave the school grounds when attended by a teacher or with written parental permission.
- All litter must be placed in the bins provided and all members of the school community should endeavour to "Keep Our Lady of Assumption School Beautiful."
- Children use the Adventure Playground only during school hours.
- Children are not permitted in classrooms unless supervised by a teacher.
- Children walk under verandahs, in corridors, and all indoor areas.
- Children play within the defined recreation areas.
- Children wear their school hat outdoors in 1<sup>st</sup> and 4<sup>th</sup> term. (no hat, no play)
- Children wear their correct school uniform.
- Children use the sandpit correctly.

Children are not permitted to:-

- climb trees
- climb up the slide
- climb over the fences
- run around corners
- ride bikes, skateboards and scooters in the school grounds

**Out Of Bounds Areas**

- enclosure between garage and Exodus Hall
- car park
- all roof tops
- church porticos

**APPENDIX 1**

Refer to Student Wellbeing and Pastoral Care Policy

**APPENDIX 2 – Think Sheets**

**Reviewed:** March 2016



- What will you choose to do next time?

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- What needs to happen to make things right?

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Student signature:

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Teacher Comment:	Parent Comment:
Teacher signature:	Parent signature:

Leadership signature:

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- What do I need to do to make things right or safe?

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Student signature:

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Teacher Comment:	Parent Comment:
Teacher signature:	Parent signature:

Leadership signature:

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# 1/2 Think Sheet

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

Today I broke the following OLA school rule/s:

- Follow directions
- Keep hands, feet and objects to yourself
- Respect other peoples' property
- Speak nicely and use your manners
- Be a good listener

What I did:

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How did it make others feel?



Scared



Embarrassed



Surprised



Sad



Angry

Next time, I will

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What do you need to do to make things right or safe?

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Student signature:

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Teacher Comment:	Parent Comment:
Teacher signature:	Parent signature:

Leadership signature:

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