

# **MOUNT ST BERNARD COLLEGE**

## **BEHAVIOUR MANAGEMENT PLAN SUMMARY**

**The following is a summary highlighting the main features of the plan in simple terms. The whole plan is available, on request, to all members of the school community.**

### **REASON FOR HAVING A BEHAVIOUR MANAGEMENT PLAN:**

All students have a right to “Let their Light Shine” at maximum brightness, without interference and harassment due to disruptive behaviour. The plan unites all students, parents and staff of MSB, to effectively and fairly deal with breaches of behaviour. Emphasis is placed on reward rather than punishment, but reward that can be taken away.

### **FEATURES OF PLAN:**

- Positive behaviour is rewarded with credit, recognition and privileges.
- Unacceptable behaviour is immediately dealt with in a step-by-step procedure that has consistent consequences and action, easily understood by students, parents and staff.
- Breaches of discipline are defined as low or high.
- There are 7 specific levels of behaviour:
  - Levels 7 to 5 represent positive and acceptable behaviour with the possibility of gaining privileges (gold, silver, bronze levels)
  - Level 4 represents behaviour below expectation causing support strategies being initiated.
  - A level 3 to 1 represents behaviour harmful and/or consistently disruptive to others, causing withdrawal from class and control strategies put in place.
- Class teachers, form teachers and parents are key players in supporting students to modify negative behaviour. The Guidance Officer will be accessed where appropriate. Additionally, where negative behaviour can be linked to difficulty in understanding in a specific subject area, the Head of Department and / or Learning Support Teacher may be accessed for support.
- High breaches of discipline / extreme misbehaviour are immediately and directly referred to administration, (Principal or Deputy Principal). Such breaches may result in suspension, exclusion and even Diocese Office Support.
- Databases of student behaviour will be kept to inform decisions regarding levels of behaviour for students.
- Students have the ability to attain the highest possible level of behaviour by achieving the required criteria.
- The form teachers are the key persons on whom this plan revolves due to their close contact with students and parents through the Pastoral Care program.
- A diagram of how the plan works appears at the end of this summary.

**BREACHES OF DISCIPLINE:** These are classified into 2 categories:

### **LOW BREACHES OF DISCIPLINE**

This relates to the day-to-day misbehaviour incidents and in the first instance the classroom teacher will deal with the student in relation to their Classroom Management Plan. This will require the teacher to ask **questions that make the student take responsibility for their action by thinking and evaluating.**

If this is not successful or if the student’s inappropriate behaviour persists then the student will be placed on lunchtime detention and the appropriate Year Level Coordinator will be informed who will then take the appropriate action. In cases where the student is producing work of an unacceptable standard or has not handed assessment items in then the appropriate Head of Department should be informed.

## **HIGH BREACHES OF DISCIPLINE**

Such breaches will normally call for intervention by Deputy Principal, the Principal or their nominated representative if both are not available for the appropriate action to be taken. Police intervention may also be required.

- Alcohol/drugs/illegal apparatus/second or subsequent smoking offences
- Theft
- Physical assault on – staff and students
- Verbal abuse on – staff and students
- Vandalism
- Endangering the safety of others
- Bringing the college into disrepute
- Cheating in exams/assignments including plagiarism
- Misbehaviour on public transport
- Off college property without permission
- Bullying/Psychological abuse – subsequent offences
- Other as deemed appropriate

## **Responsibilities for Behaviour Management**

- **Students**
  - To be knowledgeable of and uphold the school's Code of Conduct
  - To accept and abide by Classroom Rules
  - To be familiar with all aspects of the school's Behaviour Management Plan
  - Year 12 students holding **GOLD** Level status have the authority to reprimand and enforce correction of any student who is not complying with Low Level Breaches of the Code of Conduct outside of class time.
- **Parents/Guardians**
  - To take an active interest in their student's education
  - To provide the school with support in managing behaviour by familiarizing themselves with the Behaviour Management Policy and cooperate with the school in administering the policy
  - To ensure their student understands the behaviour that is expected of them on the way to school, at school and on the way home from school
  - To follow up any concerns raised by the teaching staff concerning their child's behaviour and progress
  - To discuss with the school any problems they feel are detrimental to the effective learning of their student
- **Teachers (Responsible to Heads of Department)**
  - Be knowledgeable with all aspects of the school's Behaviour Management Plan within a Supportive School Environment
  - To support the philosophy of the Behaviour Management Plan at all times
  - To effectively establish classroom rules, responsibilities and routines
  - To ensure all students in the classroom receive fair, just and consistent management
  - To document the behaviour of students of concern and actions taken on their specific behavioural problems for referral to the appropriate Pastoral Care Teacher/Head of Department/Year Level Coordinator

- Will have in place a specific Classroom Discipline Plan that is effective in dealing with the range of student misbehaviour. Students should be involved in the development of the plan and the plan published for student access i.e. signage on classroom wall
- **Roll (Form) Class / Pastoral Care Teacher (Responsible to Heads of Department, Year Level Coordinator and Administration)**
  - Begin the school day with prayer
  - Mark the attendance roll accurately
  - To provide care, guidance and support to the students in their specific year class
  - To possess a thorough knowledge of the school's Behaviour Management Plan and to model its philosophy at all times
  - To motivate students to become personally involved in all aspects of school life
  - To provide individual counselling
  - To be available to students, staff and parents for discussion or guidance relating to student progress. This is to include the right to contact parents by telephone to discuss problems that may arise
  - To access support/individual strategies through the Guidance Officer
  - To play a role in the Behaviour Management Plan by:
    - \*counselling students on personal problems, discipline and academic matters
    - \* providing a clearing house for information regarding student behaviour at their class year level
    - \* make suggestions to the Year Level Coordinator on the movement of students between levels

**Note:** Administration will be aware of student's behaviour performance via the database and daily contact with teachers and will make direct contact with parents in the event of extreme breaches of discipline.

## **THE LEVELS OF DISCIPLINE – GENERAL GUIDELINES**

- There are 7 Levels of Discipline – Discipline Level 7 to Discipline Level 1
- New students will be automatically placed on Bronze Level
- Students will be made aware that it is a **PRIVILEGE** to hold **BRONZE, SILVER or GOLD** status and **NOT A RIGHT**
- Cooperation with teachers, other students and parents will ensure students remain at this Level of performance. All students are encouraged to strive for Gold & Silver Levels
- However students will be demoted and placed on lower Levels for continued problems with one or more teachers or for one-off incidents of gross misbehaviour
- Professional judgment will be applied and each case will be assessed on its own merits and demerits. This will allow for the differing maturing levels of boys and girls and possible variations required for our indigenous students
- **BRONZE Level** is the minimum expected level required for all students. Students who fall to any level below Bronze Level may achieve a higher level by completing the specified period of school attendance with acceptable behaviour
- Parents/Guardians will be informed in writing or by phone of student placement on behaviour levels below Bronze

I hope that the presented summary of this plan gives all members of our college community an understanding of how behaviour will be managed.

# DISCIPLINE STEPS

