

CHRISTCHURCH RUDOLF STEINER SCHOOL

COLLEGE PRINCIPAL GROUP

Management

NAG 5 Policy **HEALTH AND SAFETY**

1.1c Procedure **BEHAVIOUR MANAGEMENT in UPPER SCHOOL (CLASSES 8-12)**

RATIONALE

The behaviour management procedure is intended to foster and uphold the values and systems within the school including:

- A safe and positive learning environment
- Positive and health enhancing relationships including respect for others and their property
- Self-understanding and responsibility

All people who work and learn within the school are responsible for their own behaviour. Procedures are firstly aimed towards educating students and adults to learn self-management and relationship skills. When there are incidents of substandard and disruptive behaviour, procedures are aimed to facilitate resolution between the parties, learning from the incident, and create changes in behaviour where necessary.

All incidents of a serious nature both between students and between teacher and child must be reported to a College Principal Group member

If an incident occurs then the following steps should be taken (see also flowchart Appendix 1):

A. TEACHER INITIATED BEHAVIOUR MANAGEMENT

This may include a number of steps and could include:

- Building relationships with students
- Establish positive classroom rules
- Positive reinforcement
- Break seating arrangements
- Circulate the class
- Make eye contact with students
- Stating the behaviour clearly that is being observed
- State Small Rules (Appendix 2)
- Clear warnings (non judgemental)
- Move students within the class
- Maintain an inquisitive rather than confrontational approach to poor behaviour
- Conversation one on one after class
- Name on board and time made up after class (increments of 1 minute for each behaviour)
- Student leaves room briefly, enabling one on one conversation before return to class

The teacher can also give an Informal Detention (morning tea / lunchtime / after school), report the behaviour to the Sponsor Teacher and Dean, and refer / report the student to the School Counsellor.

B. WITHDRAWAL

If a student is disruptive, the teacher, after having given reasonable guidance to the student to improve their behaviour (as above), can withdraw the student. Steps taken:

- Give the student the Withdrawal Forms. (Appendix 3 and 4). Teachers have either hard copy prints of the withdrawal time table, or access this in <<Departments/Behaviour Management/....>>
- The student will go to the Withdrawal Room.

- Students can expect to stay in the Withdrawal Room all period, and if needed longer until a resolution has been negotiated and accepted.
- The sheet is returned to the teacher for acceptance and resolution, or goes through the Dean if resolution is not found directly.
- If resolution is not found directly, or the teacher so wishes, the Dean will intervene and with the student work towards resolution. This will include a meeting with the Dean in Main lesson time the next morning and reconciliation with the teacher before the student returns to class (if needed).
- If the student does not go to the withdrawal class, the Dean or the teacher can issue a Formal Detention for failure to do as requested for 'direct disobedience'.

For further details of the Withdrawal Procedure see appendix 5 Withdrawal of Students

C. FORMAL DETENTION

Formal Detentions may be issued for one or more of the following:

- I. Absence from any class without acceptable excuse
- II. Smoking at school or outside the school grounds during school hours (including break and lunch times)
- III. Direct disobedience of any teacher's instruction
- IV. Continual disruptive behaviour
- V. Insolence / rudeness
- VI. Petty vandalism / disrespecting property
- VII. Swearing / offensive/ abusive language
- VIII. Any minor act of violence
- IX. Repeated lateness to school or class
- X. Failure to attend a Formal Detention
- XI. Leaving school grounds without permission
- XII. Offensive material
- XIII. Aggressive actions
- XIV. Repeated failure to complete homework or classroom work
- XV. Repeated failure to comply with dress code

NOTE: Serious vandalism or violence will be dealt with through the suspension provisions

- Classes of individual students may be detained for an Informal Detention at lunch times for a maximum of 20 minutes, or after school up to 10 minutes, without prior arrangement, although teachers must act responsibly where students travel arrangements are concerned.
- Individual students may be detained for a Formal Detention after school for up to 1 hour, provided a minimum of 24 hours' notice is provided.
- Formal Detentions will be recorded on the students' record and may be reported in the student's End of Year Report.

Formal Detention Procedure

Students given a Formal Detention will receive written notification (Appendix 6 Formal Detention Notification) which includes the reason, the date and time given, the date and time when the detention will be held, and the name of the teacher issuing the detention. A copy of the Formal Detention will be sent to the parents/ caregivers.

- Detentions will be held on Monday after school from 4pm to 5pm.
- Work set for the Detention must be completed satisfactorily or a further detention will be issued.
- After a 2nd Formal Detention the Dean will meet with the student
- After the 3rd Formal Detention the Dean will send a letter to the parents (Appendix 7 3rd detention Letter to Parents), In this clarification will be given that

any further detention (I.e a 4th Formal Detention) within a specified period will be regarded as evidence of 'continual disobedience' which is a 'harmful or dangerous example' to other students, and may result in formal stand down procedures being initiated.

- . When a 3rd Formal Detention has been issued, the Dean will meet with the student and parents

D. STAND DOWN

The formal removal of a student from school for a specified period. Stand-downs of a particular student can total no more than five school days in a term or ten school days in a year.

Grounds for Stand Down:

- Continual disobedience which is a harmful or dangerous example to other students in the school, (as provided for in the section on detentions)
- Gross misconduct which is harmful or dangerous example if it occurs during school hours (including break and lunch times) or on school grounds at any time, or on the way to and from school:
 - i. Use or possession of illegal drugs
 - ii. Consumption or possession of alcohol
 - iii. Serious violence
 - iv. Serious vandalism
 - v. Stealing
- Behaviour likely to lead to serious harm:
 - i. Display or possession of weapons
 - ii. Explicit or implied threats of serious violence

Procedures for Stand Down:

- Principal and /or College Principal Group will follow MOE guidelines.
- <http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/StanddownsSuspensionsExclusionsExpulsions/PartOne/Appendices/Appendix4InfoForParents.aspx>

E: SUSPENSION

The formal removal of a student from school until the Board of Trustees decides the outcome at a suspension meeting

Grounds for Suspension:

- Where the principal considers any of the above of a significantly serious nature the principal must follow the MOE guidelines of natural justice and legislative requirements

Further information for Parents and caregivers available at:

<http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/StanddownsSuspensionsExclusionsExpulsions/PartOne/Appendices/Appendix4InfoForParents.aspx>

The Role of the Upper School Deans for Stand Down and Suspension

The Upper School Deans can use also the following steps in behaviour management:

- Daily report (appendix 8): depending on the severity of the unwanted behaviour, this can be from 1 – 5 days long. The parents will be notified (appendix 9)
- Resolution Forums
- Referrals to Counsellors / Outside Agencies
- Student Interviews
- Class Observations
- Action Truancy Officer
- The Dean can refer the incident to the Principal

All documentation to be filed by the Deans

Principal

The Principal can:

- Issue a Formal Warning
- Place student on Principal Daily Report (appendix 10)
- Initiate Stand Down procedures
- Initiate Suspension procedures

Appendices:

1. Upper School Behaviour Management Flow Chart
2. Small Rules
3. Withdrawal from Class (US)
4. Learning from Situations
5. Withdrawal of Students
6. Detention Notification
7. 3rd Detention Letter to Parents
8. Daily Report
9. Daily Report Notification Letter to Parents
10. Principal Report

Date: 10 June 2015

Signed

Responsibility for administrating this procedure: Management

Responsibility for review: Management

Review Date: June 2016