



# **CLASSROOM & YARD BEHAVIOUR MANAGEMENT PROCEDURES**

## Teacher Procedure

It is understood that teachers use discretion when applying these guidelines.

Reminders of class responsibilities and procedures are given at the beginning of each term and as deemed necessary by the teacher. These are at the discretion of the teacher as each class will have their own system of reminders depending on the age of the children. Typically they may include:

- rule reminders
- reflection time
- refocus time in classroom
- refocus in another classroom
- time in Rethink Room

## **Rethink Room Time**

- No eating.
- No drinking.
- No other activity unless children are in the room to be supervised while finishing work for a teacher.
- Children's behaviour will be discussed and counseling will occur to assist the child with future strategies for positive engagement with others.
- As part of staff time management, children finishing work can be sent to the Rethink room for supervisory reasons and they are not included in the behaviour management component.
- Diaries will be filled in by the child for finishing work and/or any minor infringements and signed by the Rethink teacher.
- All infringements are recorded in the Rethink book.

## **Major Behaviour Procedures**

### **LEVEL 1 and 2**

After the first and second visit to the Rethink Room, for a Major Behaviour issue, a note will be sent home to parents. If not returned the following day, the teacher will follow up with a phone call.

### **LEVEL 3**

On the third visit to the Rethink Room, for a Major Behaviour issue, a note will be sent home to the parents, and the Principal will request an interview with the parents. A behavior contract will be discussed with a review in a fortnight's time.

#### **LEVEL 4**

A fourth visit to the Rethink Room for a Major Behaviour issue, will result in In School Suspension for a specified time (up to 3 days - out of play and / or class) with a loss of privileges, which include excursions, camps, visits, discos, fun days, casual days, extra curricular sports activities, membership of LEAD and student leadership positions

Note sent home.

Phone call home by Principal. Before returning to the classroom and / or playground, a new contract has to be negotiated with a review in a fortnight's time. This may include incorporate using outside agencies for parental support.

#### **LEVEL 5**

If a student breaks this new contract the child will go home (Out of School Suspension) for up to 3 days.

Note sent home.

Phone call home by Principal.

Review of contract.

#### **LEVEL 6**

Out of School Suspension for up to 5 days.

On return from out of school suspension the child enters into a new behaviour contract before resuming normal classroom lessons.

Note home.

Phone call home by Principal.

#### **LEVEL 7**

If unsatisfactory behaviour continues, a process will be set in place which will involve consultation with and informing-

- Catholic Education Office
- Parish Priest
- School Board

which looks towards total exclusion / expulsion from the school.

Any of these levels may be bypassed at any stage depending on the severity of the behaviour.

## **Minor behaviour notification procedure.**

This procedure is for students who have visited the Rethink room three times in a term for the same reason. ie: homework, finishing work or minor behaviour issues.

1. Record the students Rethink attendance in the 'Rethink Attendance by Class Record'. Use the appropriate term column, Rethink Codes and week number. For example, if a student was in Rethink for a behavioural issue in Week 4 of Term 1 it would be recorded next to their name on their class list in the Term 1 column as 'B 4'
2. If the visit is the third for the same reason, then complete the '3 Visits to Rethink in 1 Term' form in the Rethink Folder that outlines to parents why their child has been in the Rethink room. Put it in an envelope and ask the child to pass it onto their parents.
3. They will need to bring in the return slip to the Rethink teacher the following day.

### **Minor Behaviours include:**

- Not following instructions or classroom rules
- Getting to level 5 in the classroom Rs
- Being off task
- Not speaking in an appropriate tone or yelling at others.
- Using inappropriate language, content which includes put downs
- Minor physical interactions - pushing

### **Major Behaviours include:**

- Physical violence- hitting, pushing, kicking
- Verbal putdowns (intelligence, body, race, gender, family, etc)
- Intimidating/threatening behaviour
- Deliberately not following an instruction from an adult
- Malicious or intentional damage to property

**POSITIVE REINFORCEMENT FOR CONTINUED  
GOOD BEHAVIOUR**

**Review Date: February 2022-** August 2023, currently under review