



## **The School Behavior Management Process Key**

### **words**

#### **Self-Discipline**

Managing student behaviour at Oaks should be proactive and is designed to help correct and develop behaviour so that self-discipline may be fostered. As a School that aims to model all it does on the Lordship of Jesus Christ, Oaks hopes that discipline may not just lead to self-control but a Christ- centred life.

#### **Respect**

As members of the Oaks community, we should show respect to each other. Managing student behaviour should recognize the person's age and maturity and not belittle the person through word or deed. Staff and students should recognize the importance of talking politely to those in authority and peers. Students and staff are expected to obey those whom God has placed in positions of authority.

### **Student Code of Conduct**

Students' welfare is paramount in every aspect of school discipline; so that young people are trained in self-discipline and respect for others: attitudes that are essential for all their lives.

In conjunction with the School rules, the Student Code of Conduct sets out the responsibilities and rights of every student. Attention to these guidelines for student behaviour will ensure optimal learning conditions in classes, and mature social development throughout the student's schooling.

Students, and their parents, are expected to sign the Student Code of Conduct and School Rules upon enrolment, to indicate that they have read, understood and agreed with the school's requirements.

Maintaining appropriate behaviour is a condition for continuing enrolment at Oaks.

**To promote students' understanding and development of godly**

**character and responsible behaviour, the school:**

1. Commits time daily for devotions and Discipleship in partnership with family and church priorities to develop Christ-like character and attitudes.
2. Sets out in the Student Code of Conduct a positive set of expectations that allow students to behave confidently in the school setting.

3. Provides a set of School Rules, and regularly reinforces students' understanding of their responsibilities as positive contributors to school life.
4. Develops an individual behaviour modification plan for a student demonstrating a consistent pattern of disruptive behaviour that breaches the Student Code of Conduct, providing direction and positive and negative consequences for school behaviour choices.
5. Provides counselling support for students who may be in need.
6. Allows leadership opportunities to develop personal skills in the school context.
7. Encourages the development of an outward focus through involvement in charities, mission work, and other events designed to help others in our local or broader community.
8. Provides opportunities and experiences that develop relationships; and challenges that build resilience.
9. Offers a range of extra-curricular activities for students to try new things, mix with students in other year groups, and learn from guests who can build positively into students' lives.
10. Has processes to resolve issues that adversely affect children's social development and learning within the school.
11. Involves parents early in the process of handling a student's behavioural infractions, and maintains regular communication.
12. Partners with external providers in planned programs for additional support for students within the school.

## **STUDENT CODE OF CONDUCT**

*“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in faith and in purity” 1Timothy 4:12*

Our code of conduct that contributes to the **DCS WAY**.

**Do unto others (Relationships)**

**Classroom**

**Safeguarding our school**

**Wisdom**

**Actions**

**Yourself**

## **1. Do unto others**

*“Do to others as you would have them do to you” Luke 6:31*

Because we aim to consider others before ourselves and relate to each other in a way that honours God, we will:

- ✓ encourage one another and build each other up
- ✓ respect teachers, other students and visitors alike, ensuring their safety and wellbeing
- ✓ cultivate the fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control) in our dealings with others
- ✓ be courteous to each other and speak respectfully, emphasizing “please”, “thank you”, “excuse me”, “you’re welcome” and “I beg your pardon”
- ✓ only touch other people if it is wanted and wise to do so
- ✓ look for ways to serve others as well as our community

## **2. Classroom and Community**

*“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him” Colossians 3:17*

Because we want to work diligently and faithfully use the talents and gifts God has given us in each lesson or school activity, we will:

- ✓ give attention to our teachers, focus on the work being done, and participate in lessons in a positive way
- ✓ raise our hand to participate and respectfully wait our turn to contribute
- ✓ positively accept our learning ability and the learning ability of others
- ✓ complete all learning activities, assignments, projects, homework and tasks on time and to the best of our ability
- ✓ respect the right of others to learn without interruption
- ✓ act immediately on teachers instructions
- ✓ use our school diary appropriately

- ✓ Place our bags neatly outside our classroom and line up quietly outside the room at the beginning of a lesson and stand behind our desks until the teacher asks us to sit down to begin the lesson.

### **3. Safeguarding our School**

*“The Lord God took the man and put him in the Garden of Eden to work it and take care of it” Genesis 2:15*

Because we understand that the earth is the Lord’s and everything in it (Psalm 24), we are charged to care for the things He has given us, including our school. Therefore we will:

- ✓ look after the grass, plants and trees by treating them with respect and walking on paths
- ✓ ensure the area we use is kept tidy and well maintained and use the bins to put all litter in
- ✓ use equipment, textbooks and any other resources appropriately keeping them in good working order
- ✓ report any damage to property immediately to a teacher

### **4. Wisdom**

*“The fear of the Lord is the beginning of wisdom and knowledge of the holy one is understanding” Proverbs 9:10*

Because we want to develop into people of wisdom, we will:

- ✓ honour the Bible as God’s word
- ✓ listen to and respectfully submit to the authority that God has placed in our lives
- ✓ understand that learning at Oaks Excellence is “Bible based and Christ centred” and respect and participate in devotions and Bible teaching positively
- ✓ understand that we all make mistakes and that these mistakes don’t change God’s love for us
- ✓ understand that just as God forgives us, we forgive anyone who hurts us or does the wrong thing
- ✓ stand up for truth and justice, including being wise at

knowing when to tell others about an issue

- ✓ report dangerous, unwise or serious breaches of this Code of Conduct to a teacher

## **5. Actions**

*"In everything set them an example by doing what is good" Titus 2:7*

Because we want to live in a positive, caring community we understand that we have a responsibility to act in a way that ensures we can all find our place here. This means we will:

- ✓ show our affection to others in ways that are wholesome and inclusive
- ✓ not bring chewing gum or prohibited items (including weapons, cigarettes or mobile phones) or substances (including alcohol or illegal drugs) to school
- ✓ ensure all medication is taken to the office
- ✓ stay within the boundaries of the school that we are allowed to be in
- ✓ be courteous and sensitive to the needs and differences of others
- ✓ look for the good things in others
- ✓ be good friends, showing loyalty and forgiveness
- ✓ avoid put downs, teasing, nasty comments and excluding others
- ✓ avoid being involved in bullying or harassing behaviour and report to a teacher any bullying behaviour we observe.

## **6. Yourself**

*"Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ" Philippians 1:27*

Because we are accountable for our own actions and choices, we will:

- ✓ be on time for each class or school activity
- ✓ respect our own and other people's personal space and property
- ✓ tell the truth
- ✓ use people's names when talking to them
- ✓ travel on school buses quietly, tidily and respectfully
- ✓ wear our uniform proudly including coming to and going home from school each day
- ✓ keep our schoolwork neat and organized and use our school diary appropriately

- ✓ use the internet at school according to the agreement we signed
- ✓ use language that is wholesome and uplifting. Oaks students do not swear or use coarse jokes or filthy talk
- ✓ accept responsibility for our actions and seek to right the wrongs we have committed

**EVERY STUDENT HAS THE RIGHT TO:**

- Be safe and to feel secure in school.
- Learn in an interesting environment.
- Develop Their God-given talents, interests and ambitions positively without intimidation
- Work to their best of their ability

**BREACH OF THE STUDENT CODE OF CONDUCT**

**BEHAVIOUR THAT INFRINGES ON THE SAFETY OF OTHERS WILL NOT BE TOLERATED**

This includes:-

- Harassment, bullying, illegal or anti-social behaviour of any kind
- Dangerous activities and violence
- Intimidating behaviour
- Cyber bullying

The School Principal and staff members accept their obligation to fairly, reasonably and consistently enforce the requirements of the Student Code of Conduct. It is school policy to advise parents of all serious or persistent breaches of school rules.

**ACTION WHICH MAY BE TAKEN WHERE THE CODE OF CONDUCT IS BREACHED**

Wherever possible, action is aimed to assist the student to achieve **self-discipline**, and to assist with problems which may underlie the unacceptable behaviour. Where appropriate, action is taken as a direct consequence of the misbehaviour.

In general, teachers will deal with instances of unacceptable behaviour in the classroom; cases of persistent or extreme misconduct may be referred to Deputy Principal. **The Principal** is responsible for the general overview of discipline. The Deputy Principal/Senior Teacher will exercise overview of discipline procedures of the school as a whole

**Disciplinary action** may include:

Discussion:	With student, and/or parents Referral to School Chaplain
Setting of tasks:	Service to the school in line with the infringement
Detention:	Up to half of any lunch period
Withdrawal:	Exclusion from a school activity Restriction to certain parts of the school grounds
Cost of repair:	The school may bill the student for all or part of the cost of repair, or replacement
Suspension:	Set period of disciplinary non-attendance at school
Probationary enrolment:	Set period of enrolment, conditional upon improved behaviour
Expulsion:	The school discontinues the enrolment of the student

### **The School Behaviour Management Process**

Our school behaviour management process is structured to indicate students' behaviour, ensure consistency of standards, sanctions and rewards, and assist students in becoming self-disciplined, develop a sense of responsibility for their behaviour, and be respectful of the rights of others.

Student behaviour is described according to four levels:

1. **Expected Level**- Generally acceptable behaviour, complying with the Student Code of Conduct and school rules.
2. **Green Level**: Minor misdemeanour, but no obvious pattern of negative behaviour. Teacher is responsible for Green level and appropriate management strategies with communication with home regarding student's behaviour or work effort. The Teacher must inform the Deputy Principal. Three misdemeanour forms will result in orange level monitoring.
3. **Orange level: (Mandatory parent notification)**

Development of a pattern unacceptable behaviour; and/or significant breach of Student Code of Conduct/School Rules. Three green level forms will see students put on Orange monitoring. Students can be placed on Orange monitoring for consistent negative behaviour in either specific responsible for monitoring. The Senior teacher or

deputy Principal are responsible for Orange monitoring of students behaviour.

Students can also be placed on Orange on report for repeated uniform infringements, Homework and work ethic and one-off misdemeanour that result in a lunch hour detention. Senior Teacher or Deputy Principal can place a student on Orange on report.

### **Orange Monitoring Procedures**

Suppose the class teacher observes signs of student misbehaviour that appears to be forming a pattern, or where an escalating level of concern is building. It may trigger the monitoring process. In the first instance, the class teacher would discuss this with the Deputy Principal and decide upon a course of action involving a monitoring card, a progress review or other section appropriate monitoring strategy. See Appendix 1 for a sample of the orange level report.

The teacher will then discuss with the student to inform them of the way forward and discuss any factors that may influence this behaviour problem. The teacher will discuss the appropriate behaviour required using the Student Code of Conduct as a guide.

If orange monitoring is to be implemented, the teacher/Deputy Principal must contact the parent by phone before being placed on orange monitoring, to advise the parent of the concern and the process.

### **A sample of the monitoring card.**

**Student Name:**

**Year:**

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Routine					
Lesson 1					
Lesson 2					
Lesson 3					
Lesson 4					
Lesson 5					
Lesson 6					
Admin					
Parent					



**Red Level:** Escalation from Orange level, non-compliance to conditions set out on Orange level, serious one-off breach of Student Code of conduct, e.g. bullying, aggressive or other inappropriate severe behaviour. This level may result in probationary enrolment. The Senior Teacher, Deputy Principal and Principal, manage students on Red Level. See appendix 5 for a sample of the letter to inform parents.

### **School Uniform Policy**

Oaks prides in excellence and our school uniform gives the physical identity of an orderly school. All student will be required to be in school uniform as stipulated. The green/orange/ red procedures apply in case of infringement.

## **SCHOOL RULES**

**Every person in the school community has the right to be safe and secure.** Therefore, the School considers the following forms of behaviour to be unacceptable:

<p><b>1. Unacceptable Behaviour</b></p> <ul style="list-style-type: none"><li>• Swearing</li><li>• Fighting, bullying or any other form of aggressive behaviour, including cyber bullying</li><li>• Rude and offensive behaviour or attitudes</li><li>• Throwing sand, stones or other dangerous objects</li><li>• Using or carrying weapons (sticks, knives etc)</li><li>• Harassment (cultural, religious, sexual, disability or racial); teasing and name calling</li><li>• Inappropriate Social Media Use – including pictures, bullying, nudity, bringing School into disrepute</li><li>• Stealing</li><li>• Graffiti or other vandalism</li><li>• Possession of aerosols</li></ul>	<ul style="list-style-type: none"><li>• Chewing gum</li><li>• Dishonesty/Lying behaviour</li><li>• Leaving the school grounds without permission</li><li>• Leaving class without permission</li><li>• Persistent lateness to class</li><li>• Running in the school buildings, or on hard surfaces</li><li>• Climbing trees, roofs or structures other than designated playground equipment</li><li>• Being in school buildings without teacher supervision</li><li>• Tackle football, or similar games</li><li>• Violence-based games</li><li>• Mobile phone possession/use at school</li></ul>
<p><b>2. Personal Items and Belongings</b> Students are <b>not permitted</b> to bring to school:</p> <ul style="list-style-type: none"><li>• Weapons or dangerous objects or materials,</li><li>• Electronic games; Jewelry (except as allowed by Uniform Code); Expensive personal belongings; Pets; Personal iPads or other devices without permission from the school;</li><li>• Mobile phones brought to school must be left at the front office until the end of the day.</li><li>• Authorized medications required to be taken during the school day must be handed in at the front office with a medication plan (Unless exception etc. asthma puffers)</li></ul>	
<p><b>3. Out of Bounds Areas</b> Unsupervised playground areas; out of direct vision, car park, classrooms without supervision.</p>	
<p><b>4. Students Travelling by Bus:</b></p> <ul style="list-style-type: none"><li>• Wait in designated area for bus travelers</li><li>• Show travel passes to the driver on boarding and when requested</li><li>• Wear full school uniform when travelling by bus</li><li>• Maintain possession of the travel pass at all times</li><li>• Respect the needs and comfort of other passengers</li><li>• Adhere to bus operator rules about eating and drinking on the bus</li></ul>	<ul style="list-style-type: none"><li>• Protect bus property and report any vandalism</li><li>• Behave appropriately at all times (no offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus)</li><li>• Behave safely at all times</li><li>• Keep arms, legs and other parts of body inside the bus</li><li>• Follow the driver's instructions about safety on the bus</li><li>• Only attract the attention of the bus driver in case of an emergency</li></ul>

## **COMPLAINTS**

**Any decision of the School, with which a student, or his or her parents, does not agree, may be reviewed by following the procedures set out in the school's Grievance Policy.**

**Note:** The Student Code of Conduct may be revised at any time by the Principal in consultation with the Executive team.

I have read and agree with the standards and requirements of this Code of Conduct:

Parent:

Student:

## **AGREEMENT:**

I have read these School Rules and agree with the requirements for appropriate behaviour at Oaks Excellence Academy.

Parent: \_\_\_\_\_

Student: \_\_\_\_\_

