Behaviour Management Policy & Procedure

Revised November 2013
POLICY OWNER: HEAD OF SENIOR SCHOOL & HEAD OF JUNIOR SCHOOL

PURPOSE:
The following document outlines the policy and procedure of St Peter’s College in regard to the Behaviour Management and Expectations of students.

SCOPE:
All students of St Peter’s College are covered by this policy. This policy also provides a guide to staff on the behaviour management of boys at St Peter’s College.

PREAMBLE:
Respect is the basis for all relationships. At St Peter’s College wellbeing and behaviour management is based on Martin Seligman’s (2011) PERMA (Positive Emotion, Engagement, Meaning, Accomplishment) theory. Central to this theory of wellbeing is fostering good relations between students at the School and between students and staff.

Towards a Preferred Future – A Strategic Plan for St Peter’s College 2011 – 2014 and the St Peter’s College Human Resource Management Framework underpin this policy.

ALIGNMENT TO SCHOOL STRATEGIC PLAN:
Our vision is to be a world-class school where boys flourish. Our Core Values underpin this policy and procedure:

- Unlocking individual strengths and virtues.
- Embracing creative potential.
- Fostering wellbeing.
- Celebrating the uniqueness of each individual.
- Honouring differences and valuing teamwork.
- Developing life-long engagement, meaning and purpose.
- Celebrating accomplishments.
- Building life-long mindfulness, resilience and commitment to service.
- Developing emotional maturity and spiritual richness within the Anglican Tradition.
- Fostering honesty and integrity.
- Meaningful engagement with our community;

ALIGNMENT TO SCHOOL’S VISION & VALUES

REFERENCES:
- St Peter’s College Child Protection Policy
- St Peter’s College eSmart Policy
- St Peter’s College Sexual Harassment Policy & Procedure
- St Peter’s College Equal Opportunity Policy & Procedure
BEHAVIOUR MANAGEMENT POLICY & PROCEDURE

POLICY:
Relating to others at St Peter’s College:

- Respect is the basis for all relationships.
- Everyone at St Peter’s College has the right to feel safe.
- St Peter’s College prohibits the bullying or harassment of another person.
- We all have a responsibility to stop bullying and harassment.

Bullying and harassment occurs when somebody repeatedly says or does something to gain power over another person, leaving that person feeling annoyed, uncomfortable, embarrassed or hurt.

Physical harassment:
- Includes tripping, kicking, hitting, pushing, fighting or anything else which causes physical pain or discomfort.
- Games involving physical contact are sometimes used as an excuse for inflicting pain on other boys and are not allowed at St Peter’s College.
- Obstructing someone’s progress, making threatening gestures, spitting or getting a group together to intimidate someone are also examples of physical harassment.

Verbal harassment:
- Can include teasing, name calling, ‘paying out’, threats, abuse, offensive language, ‘putting someone down’, rumours or unkind jokes.
- Speaking loudly enough so that a person will overhear the negative comments is just as bad as ‘paying out’ someone in person.

Intellectual harassment:
- Occurs when someone is given a ‘hard time’ because they are doing well or having difficulties with their school work.

Racial harassment:
- Is when a person’s culture, background, appearance or accent is used as an excuse for name calling, teasing, rude remarks or unkind jokes.
- Racial harassment is against the law.

Sexual harassment:
- Includes remarks with sexual references or overtones, rumours, name calling, offensive jokes or pictures, gestures, unwelcome sexual requests or acts of physical contact.
- Sexual harassment is against the law.

Exclusion:
- Is when someone is deliberately left out of an activity or group with the intention of making that person feel upset or isolated.

Interfering with another person’s property:
- Moving, hiding, damaging or stealing someone else’s property is a form of harassment.

Cyberbullying:
- May include teasing, name-calling, paying out, threats, exchanging images, abuse, offensive language, rumours, comments about people’s sexuality, race and/or religion via email, text message, comments made on the Internet or social media such as Facebook or Twitter, or via other technological means such as Skype, Instagram or Pictochat.
Expectations:

St Peter’s College is committed to being a world-class school where our boys are provided the opportunity to individually flourish. This is achieved through diverse educational, wellbeing and co-curricular programs whereby our boys will be able to seize the diverse range of possibilities available, mindful of the responsibilities that come with such opportunities.

In line with achieving the School’s Mission to provide an exceptional education that brings out the very best in every boy, we have revised our behavior expectations to foster an environment where each and every boy can reach their potential. The expectations are designed to be aligned to the School’s core values as identified above.

The standards set are deliberately high, as we believe each boy can reach levels of exemplary behaviour which model decency, empathy, diligence and trust. Boys are encouraged to reach these expectations and will be recognised for doing so, under the Senior School Merit system.

All boys at St Peter’s College are expected to be

SHARP:

- Safe
- Honest
- Accountable
- Respectful
- Proud

Each aspect of the behaviour expectations is outlined on the following pages with coinciding examples of consequences should these not be achieved (as set out in the Senior School Behaviour Code – refer Appendix A) The examples listed are not exhaustive, but act as a guide to explain the standard of behaviour expected at St Peter’s College.

Safe

St Peter’s College expects that our boys will:

- Be physically and emotionally safe from harm.
- Use technology safely and securely.

Lock/locker not being used correctly

The School provides each boy with a lock and combination locker to ensure valuables are kept secured. Students must use their allocated locker and the school issued lock. Mentors keep a record of all combinations. Students are encouraged to bring another lock to use in the gym for sports.

Out of bounds

The School exercises its duty of care for the boys’ safety diligently, and it is important that boys remain visible to staff on duty. Boys are generally not permitted to spend break times inside buildings, nor in the pavilions.

Playing games in restricted areas

The grounds, facilities and buildings of the School are a valued feature of our community. Students should not play ball games in areas near windows. All ball games should be played on the ovals.

Not wearing hat – immediate

Exposure to the sun can have severe consequences and, with this in mind, the
BEHAVIOUR MANAGEMENT POLICY & PROCEDURE

School values the opportunity to educate boys to make sun-safe decisions. Boys must wear a school branded hat at lunch when they are outside in Terms 1 and 4. Boys who do not have a hat will be sent immediately to the detention room (no hat = no play).

Failure to register/parking incorrectly
All students who drive must register their vehicle with the School using the School Vehicle Policy as part of the agreement to be able to park on the school grounds. All students must park in the Hatswell Street car park.

Harassment of another
Students and staff have the right to a safe and caring school. Any form of harassment – physical, verbal, emotional or cyber – is not acceptable. [See separate Harassment Policy via Keystone] Serious or continued harassment of another student will be dealt with more seriously.

Dangerous driving/unapproved passengers
The safety of other people is paramount at all times. Boys should take due care while driving in and around school grounds. Driving with passengers without parental permission may give rise to legal issues. Boys must only drive with other students if there is express permission by the passenger’s parents in the Student Vehicle Policy.

Misuse of technology
The campus is a digitally rich environment. However, there are clear guidelines to protect the rights of others, the safekeeping of valuable equipment and the productive use of the school day. The unauthorised use of cameras (or phones, iPads or other devices which have audio and/or visual capability) is strictly forbidden. Devices may be confiscated from students as police may seek them as evidence. Uploading unauthorised material onto the Internet can also have legal ramifications.

Mobile phones and iPods are not to be used between 8:00am and 3:30pm. The school recommends such devices be locked in student lockers if they are brought to school.

Staff can confiscate such items and they will be returned at a later time. Any urgent messages from parents should be emailed to the student, or rung through to the Senior School Office on 8404 0422.

Smoking
The School works to educate boys about healthy lifestyles inside and outside of school. Students are not permitted to smoke on the school grounds, nor in public in school uniform, nor remain in the presence of others smoking.

Truancy from school
The School is concerned with boys’ safety at all times. Students are to be in class, pastoral care sessions or co-curricular commitments when expected. Boys may only leave the school grounds if they have express permission from their parent (via note, email or phone call to the Senior School Office).

Year 12 students, who have registered parental permission with the Senior School Office, may leave school grounds when not required for academic, pastoral or co-curricular commitments.

Serious abuse of technology
The protection of people’s privacy and safety are paramount concerns in our digitally rich environment. The possession or distribution of inappropriate or unauthorised material is strictly forbidden.
BEHAVIOUR MANAGEMENT POLICY & PROCEDURE

Dangerous Behaviour
All boys and staff have the right to feel safe in our community. Any behaviour which may cause a risk to the safety of others is prohibited.

Act of violence
All boys and staff have the right to feel safe in our school community. Any acts of violence against any other person will be treated seriously. Generally, any act of violence will see an instant internal suspension.

Substance use or supply of substances
The School works to educate boys about healthy lifestyles inside and outside of school. The use or supply of illegal substances is strictly forbidden. Possession or discussion at school of an exchange at a later point is also strictly forbidden. This rule also applies to school events such as the Blue and White and Intercol fixtures. [Refer St Peter’s College Drug Policy https://keystone.stpeters.sa.edu.au/Pages/policies-docs.aspx

Serious violence
All boys and staff have the right to feel safe in our school community. Acts of serious violence will not be tolerated as all members of our community are entitled to feel safe.

Honest
St Peter’s College expects that our boys will:

· Show integrity in academic work
· Use the educational benefits of technology appropriately
· Be truthful when dealing with others
· Behave when no-one is watching

Leaving device unattended
The School offers many opportunities to use digital resources in an educational manner. Devices must be locked in student lockers when not being used in the classroom. Staff may confiscate unattended devices.

Using device when/where not allowed
Staff and students have the right to enjoy a sociable and personable environment. Students are not permitted to use their laptops at recess or lunch, unless they are working in the library.
Mobile phones are not to be used during the school day.

Using device in an inappropriate manner
The use of technology offers many benefits, and also requires self-discipline and the responsible use of such technology. Boys should only use their devices for educational purposes under direction from the teacher. Playing games or using the Internet for purposes other than schoolwork is not permitted.

Dishonesty
All staff and students have the right to be treated respectfully, and to work in an environment where trust between members can be relied upon. At all times, boys should be honest when dealing with others.

Cheating in class or plagiarism or cheating in examinations
The School values independent learning skills for each boy. Students are to be honest in their approach to their studies at all times. [See Academic Honesty Policy via Keystone]

Accountable
St Peter’s College expects that our boys will:
· Be punctual
· Be on task
· Meet deadline and attendance expectations
· Be dedicated to the team
· Take responsibility for their own learning and behaviour

Lateness to class, homework not done, not ready/prepared for class
The School is a large campus and strives to maintain a consistent approach to the growth of boys in body, mind and spirit. Boys should be prepared for class and be on time for the beginning of each lesson.

Lateness to school/Mentor
The campus is a vibrant place where, each day, many activities are offered. The school day starts promptly at 8.35am. A bell sounds at 8.30am and all boys are expected to be in their Mentor rooms, with their books ready for the first two periods, at 8.35am.

Year 12 students, who have no timetabled lessons in the morning, and have registered parental permission with the Senior School Office, may arrive in time for their first scheduled lesson.

Failure to complete academic task
Boys are offered a wonderful chance to develop both their learning and take responsibility for it. Students who do not complete an academic task will face an academic consequence but may also receive a detention in order to complete overdue work.

Failure to attend House activity or support House initiative
A significant part of being at St Peter’s College is embracing the Saints community. The House system is an integral part of the wellbeing of each boy. Boys are expected to attend events such as Community Day, House Dinner, Swimming Carnival and Sports Day as well as other House initiatives. Parents should let the Head of House know beforehand if their son is unable to attend such an activity.

Truancy
Both academic and pastoral care time are viewed as an essential element of life at the School. Boys must attend classes, House Muster, School Muster and Chapel.

Absence from co-curricular
The School places considerable emphasis on its co-curricular program, as it offers the opportunity for boys to interact with each other and learn a sense of dedication and commitment. Boys have a responsibility to their team to attend all trainings and matches.

Respectful
St Peter’s College expects that our boys will:

· Be respectful of other people's property, authority and learning
· Understand that one student is part of a larger community
· Honour the traditions of the School

Disruptive in class
The classroom is a vibrant environment, where boys develop their learning styles to embrace the curriculum and experiences offered. Students should respect the right of other boys to learn.

Walking on lawns and observing silence under Memorial Arch
The grounds of the campus are an important feature of the history and pride of
the St Peter’s College community. Boys should refrain from walking across the lawns in the Big Quad, Allen Quad, and also the lawns between the Chapel and Main Oval. Boys should only walk on the Main Oval at break times.

As a mark of respect for the fallen, boys are asked to observe silence under the Memorial Arch in the South Western corner of the Big Quad.

**Bag not in locker**
The campus caters to many hundreds of boys, and students and staff alike have the right to a safe workplace. Bags must be placed in lockers at the start of the day and left there until the end of the day. Students should only carry books with them for their next two lessons. A small PE bag may be used if students have PE as their next or preceding immediate lesson. Staff may confiscate bags left outside of student lockers.

**Backchat, lack of manners/respect or defiance or rudeness to staff**
The School is a community, where many different views and regulations operate to keep a safe and harmonious environment. Students should always show manners and respect to all members of staff.

**Tampering with other's possessions**
All staff and students have the right to use their property and equipment as required for their learning and education. Students are not to tamper with any property belonging to other students or staff.

**Unreported damage and vandalism**
The School has vast grounds and facilities. Their upkeep is the result of the diligence and hard work of the Grounds and Maintenance staff. If damage occurs, students should report this to the Senior School Office immediately. Damage to the property of others is strictly forbidden.

**Inappropriate or rude public behaviour**
The treatment of each other within the community and members of the public is of significant importance. We expect boys to behave in an exemplary manner. Behaviour in public or at school events should be decent, respectful and courteous.

**Theft**
Everyone at the School values trust, honesty, and respect for one another’s property. Taking the possessions of another is not permitted. This includes stealing from the Tuckshop or Da Costa Dining Hall.

**Proud**
St Peter’s College expects that our boys will:

· Take pride in their appearance, uniform, facilities and grounds
· Be positive ambassadors for Saints both on and off-campus

**Uniform sloppiness at school**
The School expects and values staff and students to look professional in their appearance. The School uniform is to be worn in a manner that is neat, well fitted and reflective of the high standards expected at the School.

Incorrect uniform (e.g. socks, belt, shoes), no blazer on arrival/departure from school

Boys are expected to wear the correct School uniform (see Uniform Handbook) in a manner in keeping with the high standards expected of boys in the Senior School. Boys who wear the incorrect uniform may be sent to the Senior School Office and parents contacted to collect their son.

No piercings, rings, jewellery or wristbands are to be worn. Band-Aids to cover
up are not acceptable. Staff can confiscate such items and can be returned via Mentors at the end of term.

When wearing the Blazer uniform, all students are to wear their blazer upon arrival to school and through until the end of morning Mentor time. Blazers must be worn upon departure from the school. Boys riding a bike may remove their blazer while riding their bike, but must wear it once they have arrived as per other students.

Unshaven
The School encourages a learning environment that is professional. Boys are expected to be clean-shaven when they attend school. Boys who arrive at school unshaven will be asked to either shave at Matron, or will be sent home and parents notified.

Consuming food in restricted area and littering
A campus that is clean and tidy best facilitates a positive learning environment. Boys are not to consume food (including gum) when they are inside buildings. Water bottles are acceptable. Boys are to place all rubbish in bins. Boys may be asked to assist staff on duty in cleaning areas of the yard or buildings.

Uniform sloppiness in public
Boys should be proud of their school and present in a manner reflecting this. The School uniform is to be worn in a manner that is neat, well fitted and reflective of the high standards expected at the School.

No tie/blazer for Muster/Chapel/school event
The appreciation of a sense of occasion is a valued lesson in the life at the School. Boys must wear the correct School Blazer uniform to formal events and regular Muster and Chapel services.

Hair not acceptable
The School encourages a learning environment that is professional Boys’ hair must be clean, neat, of natural colour and no shorter than a number 3. Staff need to be able to see collar, eyebrows and earlobes. Boys who do not comply can be sent home until hair is fixed.

Not representing the School appropriately
Boys should always represent the School in an appropriate, respectful and decent manner.

Junior School Behaviour Expectations:

As a Christian School we aim to provide a safe and positive environment while developing appropriate communication, problem solving and conflict resolution skills.

Students are encouraged to make appropriate choices and develop self-discipline as we commit to helping all boys understand what it means to be respectful of others.

Rights - Every boy has the right to:

• Be treated with dignity and respect as an individual.
• Live, learn, work and play in a positive and safe environment.
• Have personal property treated with respect.
• Be proud of his uniform and the traditions of St Peter’s College.

Responsibilities – Every boy has the responsibility to:

• Be respectful and considerate of all individual differences.
• Listen to and communicate appropriately with all members of the School community.
• Care for School and personal property with respect.
• Follow the School expectations with regards to values and dress codes.

Consequences for behaviour in the Junior School

Consequences for appropriate behaviour may include:

• Positive comments
• Recognition in the class and at assemblies
• Certificates / awards
• Keystone merits
• Stickers and stamps
• House points.

Consequences for inappropriate behaviour may include:

• Negotiated actions to restore situation
• Restricted play area
• Time-out of class or activity
• Goal card
• School service
• Involvement of other staff e.g Head of Junior School or Assistant Head of Junior School
• Involvement of external personnel.
• Parents may be contacted and asked to collect their son from school (in cases where there is a risk of harm to himself or others)
• Suspension
• Expulsion

Suggested processes for inappropriate behaviour:

• Class teacher – reminder, warning, consequences
• Year Level Coordinator – meeting/discussion
• Referral to Assistant Head of Junior School – meeting discussion, consequences
• Involvement of Head of Junior School – further consequences.

Where the safety of boys or staff is threatened the Assistant Head of Junior School or Head of Junior School will become involved.

Parental notification and involvement may occur at any stage.

If a child is sent home for unsafe behaviour, parents(s) will be required to meet with the Head of Junior School prior to the student’s return.

Discipline:

It is assumed that members of staff are managers of students as well as managers of information. The vast amount of the disciplining of students should take place in the context of each Teacher’s own classroom. There are certainly instances when the additional authority of Senior Members of Staff is required but each Teacher must recognise his/her own responsibility in the disciplining of students and that excessive use of threats and recourse to higher authorities frequently says as much about the Teacher as about the student.

• Members of staff are advised that, in the case of a troublesome
student, not to send him immediately to the Assistant Head of JS or SS for other than a most serious offence, e.g. swearing at a member of staff or parent, assaulting him/her, etc.

- The sending of a student to the Assistant Head of School is a very serious matter indeed and members of staff may be assured of support in dealing with the student.
- If it is necessary to send a student to the Assistant Head of School, it is preferable to explain first, why the student is to be sent. The Assistant of School is in a difficult position until he has heard the teacher’s version of events.
- In the Senior School, in the case of a troublesome student, they should initially be referred to the student’s Mentor, then to the Head of House if no improvement is forthcoming, then to the Senior School office to be attended to either by the Assistant Head of Senior School or the Head of Senior School.
- In the Junior School, the student should initially be referred to the Assistant Head – Wellbeing & Administration.
- In both the JS & SS, matters of a more serious nature should be escalated to the Head of Junior School or the Head of Senior School.
- The way the punishment is given is frequently more important than the punishment itself. Students need to feel that teachers are just and do not punish them because they enjoy punishing. Warnings are important but a threat which cannot or is not intended to be carried out should never be made.
- Moral appeals should not be overdone. There is a danger of inoculating a student against such appeals by overdoses of moral lectures.
- Teachers in the Senior School should inform Mentors or Heads of House if students are chronically troublesome. It is rare indeed that a student who is troublesome for one Teacher is not also troublesome for others. This is important information for the Mentor and the Head of House to have and it should be passed on to them at the earliest possible opportunity.
- In the Junior School, Specialist Teachers are expected to deal with the behaviour(s) and inform the class teacher of behaviour and consequences.
- When a student thinks he is unfairly punished, Heads of House should act as adviser to the student. The Headmaster is the ultimate Court of Appeal.
- In the Junior School boys have counsel with the Assistant Head of Junior School if they believe they have been unfairly punished.
- In the Junior School, the appropriate process for dealing with issues of behaviour management should be dealt with by the Classroom / Specialist Teacher. If the inappropriate behaviour continues then the issue should be escalated to the Year Level Coordinator, the Assistant Head of Junior School, then the Head of Junior School.
- Every effort must be made to avoid ‘gossiping about’ or ‘harping on’ a student’s misdemeanour. It is easy to give a student a bad name but often it is extremely difficult for the student to re-establish a reputation in the eyes of the staff, particularly when the shortcomings have become a matter of general conversation in the Common Room.

PROCEDURE:

Dealing with Harassment & Bullying

If you have witnessed harassment or bullying (as a bystander) you have a responsibility to take action. You should:
BEHAVIOUR MANAGEMENT POLICY & PROCEDURE

School Behaviour Code:

School rules are necessary for the mutual protection and benefit of all. The aim is to make the School a safe, respectful and enjoyable place in which to teach and learn. Staff are encouraged to develop student self-esteem, to create a positive school climate and develop classroom and individual strategies aimed at maximising academic performance and encouraging students to be responsible for their own behaviour. The goal is to develop self-discipline in students.

The School Behaviour Code is a document aimed to provide behavioural guidelines that are fair, consistent and transparent. Boys in particular thrive in conditions where they know what is expected from them. Our behavioural expectations are high and we find boys consistently live up to these high but reasonable expectations.

School detentions are given in accordance with the Senior School’s Behaviour Code (refer Appendix A). School detentions are held on Tuesday 3.45pm until 5.00pm and on Saturdays for 2 hours from 9.00am until 11.00am. Notification is sent via email and Keystone to Parents. Boys must wear school uniform when keeping a detention.

COMMUNICATION:

The Head of Junior School & Head of Senior School are responsible for promulgating this policy and procedure to all boys and staff.

This policy and procedure will be available on the School’s Information System - Keystone.
## POLICY HISTORY:

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