All members of the school community are expected to:

- Conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.

Students are expected to:

- Participate actively in the school's programs.
- Take responsibility for their own behaviour and learning.
- Demonstrate respect for themselves, other members of the school community and the school environment.
- Behave in a manner that respects the rights of others, including the right to learn.
- Cooperate with staff and others in authority.

Parents/Careers are expected to:

- Show an active interest in their child's schooling and progress.
- Cooperate with the school to achieve the best outcomes for their child.
- Support staff in maintaining a safe and respectful learning environment for all students.
- Initiate and maintain constructive communication and relationships with staff regarding their child's learning, wellbeing & behaviour.
- Contribute positively to behaviour support plans that concern their child.
Student behaviour that does not comply with the expected standards is not acceptable. **The Responsible Behaviour Plan for Students** will set out the range and level of responses and consequences for student behaviour that is not consistent with these standards.

**Consequences are to be applied to:**
- provide the opportunity for all students to learn
- ensure the safety of staff and students
- assist students who exhibit challenging behaviours to accept responsibility for themselves and their actions.

In applying consequences for unacceptable student behaviour, the individual circumstances and actions of the student and the needs and rights of school community members will be considered at all times.

Schools use a range of consequences that are authorised by Catholic Education Commission Victoria.

Severe consequences can be used after consideration has been given to all other responses. Input from other agencies may be necessary for students who repeatedly do not comply with Expected standards of behaviour.
BEHAVIOUR MANAGEMENT POLICY

At St. Martin De Porres School, we believe that each person’s self-worth, dignity, and potential is of fundamental importance.

Our behaviour management policy is underpinned by our vision statement, we are therefore committed to the values of compassion, justice, forgiveness and reconciliation.

Our policy is developed to provide all members of our school community with a clear, consistent framework which ensures that good order is maintained in the school. This is done through the implementation of a policy that incorporates rights, responsibilities, rules and consequences.

Rights and Responsibilities

The following three rights have been identified as important for creating a positive learning community:

1. The right to feel safe and be safe
2. The right to learn and teach in a nurturing and respectful environment
3. The right to be in a clean, healthy and stimulating environment

To ensure that these rights are upheld we have formulated the following rules

The right to feel safe and be safe

- Students will play safely and responsibly
- All equipment will be used appropriately
- Students will remain within the school grounds and play in designated areas
- Sunsmart policy is implemented
- Bullying and harassment is not tolerated (refer to Bullying and Harassment Prevention policy statement)

The right to learn and teach in a nurturing and respectful environment

- We listen to each other respectfully
- We use good manners
- We cooperate, share ideas and resources with a spirit of generosity
- We strive to do our best and reach our fullest potential
- We accomplish set tasks
- We offer a comprehensive and inclusive curriculum
- We cater for individual differences and abilities
- We follow our classroom rules

The right to be in a nurturing and stimulating environment

- We respect and care for our natural environment
- We clean up after ourselves
- We care for all equipment and resources
- We care for our own and others’ belongings
- We look after our health by eating healthy food and maintaining good hygiene
- We reduce, reuse and recycle

Consequences for inappropriate behaviour

When students exhibit inappropriate behaviour, staff members are expected to use their professional judgment to instigate appropriate consequences or courses of action.

Staff members are expected to take into account the incident, the age and stage of development of the student
when deciding on an appropriate consequence.

The following is a hierarchy of consequences and suggested ways of managing inappropriate behaviour.

Stage 1
- Reminder of rule
- Warning
- Positive reinforcement of desired behaviour
- ‘time-out’
- Use of logical consequences (littering-picking up papers)
- wasting time and not completing tasks-completing task in own time eg. recesses, extra homework
  - apology to offended person
  - possible communication with parents

Stage 2
- Withdrawal of privileges (consequences related to incident, eg. misuse of computers-ban from using them for a limited period of time)
- “Thinking sheet” to be filled by student
- Restriction of play times/areas
- Making up for lost time
- ‘exit time out’ (student to be sent to other classroom, office etc.. for ‘time out’ period

Stage 3
- meeting between all stakeholders (teacher, parent/carer, student well-being coordinator, principal or VP, student-depending on age and circumstances)
- more serious consequences implemented
- individual behaviour management plan established

For students who consistently display inappropriate behaviour:

- A student/teacher /parent support group to be established to meet on a needs basis to deal with the issues that arise
- outside help may be sought (CEO, local agencies….)

Stage 4
Dealing with serious offences:

The process described within the Catholic Education Commission of Victoria- Guide for Pastoral Care of Students in Catholic Schools will be implemented (CECV Policy 1.14)
Bullying and Harassment Prevention Policy.

Statement of Beliefs
We believe that everyone in our community has the right to work, learn and play in a safe environment that is free from bullying and harassment. We believe that bullying and harassment in any form is a violation of a person’s rights and will not be tolerated.

Definition of Bullying
…”bullying is the repeated oppression over time of a psychological, physical or verbal nature of a less powerful person or persons by a more powerful person or group of persons.” (Rigby & Slee 1994).
“It is an imbalance of power which causes stress not only at the time of attack but also at the threat of future attacks.” (Besag, 1989).

Bullying may be
* Verbal such as use of abusive language, slander, racist comments, teasing, libellous comments, spreading rumours…..
* Physical such as all forms of assaults, destruction, hiding or taking of others’ belongings…..
* Social, such as exclusion.
* Psychological such as blackmail, extortion, gestures of intimidation, phone bullying or electronic bullying.

Definition of Harassment:
Harassment is any type of deliberate, uninvited behaviour that is considered unacceptable to the community. It may offend, embarrass, and/or scare. It could be sexual or target people because of their religion, race, gender, disability, culture etc…

Harassment may be:
verbal, non-verbal or physical and may include physical aggression, offensive jokes, comments or notes or unwanted touching. Harassment may occur as a single incident or as a repeat offence.

Declaration of Rights
All members of St Martin de Porres school community have the right to feel safe and secure at all times, free from any form of bullying and/or harassment.

Responsibilities
All members of our school community have a responsibility to ensure that everybody feels safe and comfortable within our school. All incidents of bullying and harassment need to be reported as soon as possible to an appropriate adult such as the principal, deputy principal or teachers. Passive bystander mentality by any member of our school community will not be accepted.

Procedures for Dealing with Significant Bullying / Harassment Incidents
* Reported incidents of bullying or harassment will be investigated and serious incidents will be documented and monitored.
* Principal, classroom teachers and student well being co-ordinator will be informed of significant incidents of bullying or harassment.
* Targets of bullying or harassment will be counselled and supported to feel safe and protected and will be encouraged to develop assertiveness skills.
* Bullies will be counselled and encouraged to develop positive social skills. Focus will be on behavioural changes. However appropriate consequences will be applied when necessary.
* Open discussion facilitated by a teacher between bully and victim will occur to empower the victim and encourage behavioural and attitudinal change in the bully.
* Parents of both parties will be kept informed at meetings.
* When necessary children will be referred to professional counselling.
The staff of St Martin de Porres Primary School will deal with any alleged bullying or harassment complaint seriously, sympathetically, promptly and confidentially.

**Continuing Behaviours**
Should a student continue to re-offend, the staff will refer to the Pastoral Care of Students CECV Policy Guidelines for dealing with serious offences.

**Adult Offenders:**
Should the bullying or harassment behaviour be perpetuated by an adult, then the process listed in the CECV Guidelines for Dealing with Harassment (2002) will be implemented.