



| POLICY | PROCEDURE |
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| Policy Name | Appropriate Behaviour Policy |
| NESA Policy Category | Discipline (3.7) Policies Relating to Discipline of Students Based on Procedural Fairness (3.7.1) Policies Relating to Discipline of Students Not Permitting Corporal Punishment (3.7.2) |
| Related Procedures | Behaviour Management Procedure |
| Related Policies and Legislation | Education Act 1990 Education Reform Amendment (School Discipline) Act |
| Date of Issue / Last Revision | 12 August 2016 10 March 2017 – Re-formatted 24 September 2018 |
| Date Set for Review | September 2020 |

Appropriate Behaviour Policy

The Central Coast Montessori Primary School (CCMPS) actively seeks to provide students with a stimulating learning environment that is safe. It is a fundamental right of everyone part of the CCMPS community to feel safe. It is the responsibility of all staff, students and parents/guardians to ensure that CCMPS is a safe learning environment for everyone.

The development of appropriate and acceptable behaviour is based upon recognition of the dignity and worth of all individuals within the CCMPS community.

CCMPS aims to achieve this by ensuring that;

- CCMPS is a secure and safe environment free from threat, harassment, and intimidation;
- staff, students and parents/guardians are aware of encouraged to implement positive strategies to prevent and address inappropriate behaviour;
- staff, students and parents/guardians are knowledgeable about the nature, causes and consequences of inappropriate behaviour and the procedures that have been set in place to address episodes of inappropriate behaviour at CCMPS;
- staff, students and parent/guardians are committed to collaborate on maintaining a safe and friendly environment;
- students are taught peer interaction and conflict resolution skills, and are encouraged to interact with members of CCMPS in a positive manner; and
- staff are aware of their role in fostering the knowledge and attitudes which are required to achieve these above aims.

Definition of Procedural Fairness

As per the requirements of the Education Act 1990, CCMPS policies and procedures related to the *management of appropriate behaviour* (discipline) of students are based on procedural fairness.

Procedural fairness is a basic right of all when dealing with authorities. Procedural fairness, as defined in the *Registered and Accredited Individual Non-government Schools (NSW) Manual (December 2017)*, refers to what sometimes is described as ‘the hearing rule’ and the ‘right to an unbiased decision’.

Appropriate Behaviour Policy (continued):

The 'hearing rule' includes the right of the person against whom an allegation has been made to:

- know the allegations related to a specific matter and any other information which will be taken into account in considering the matter;
- know the process by which the matter will be considered;
- respond to the allegations;
- know how to seek a review of the decision made in response to the allegations.

The 'right to an unbiased decision' includes the right to:

- impartiality in an investigation and decision-making;
- an absence of bias by a decision-maker;

The review mechanism adds to the fairness of the process.

Definition of Inappropriate Behaviour

Inappropriate behaviour exhibits itself in many ways in children, the common factor being a need for the child behaving inappropriately to seek attention either consciously or unconsciously.

Inappropriate behaviour falls into various categories some examples of which are as follows:

- Aggression (verbal) - verbally abuse a person or group by calling them unpleasant names or by writing notes or messages or by using unpleasant gestures or by shouting and screaming at others;
- Aggression (physical) - physically harm a person or group or physically intimidate them by threatening physical harm or by destroying/taking their belongings without permission;
- Disruption – continuous disruption of the class by interrupting work or snatching things from others or by being excessively noisy etc;
- Damage – damaging or not taking care of furniture, buildings, grounds or property;
- Coercion - encourage their friends or people they know to verbally or physically threaten a person or group; or ask them to harass, embarrass, ignore or exclude that person or group from activities.

Inappropriate behaviour may include any of these. It is *repeated* inappropriate behaviour over an extended period of time by a person or group towards another person or group that constitutes bullying.

For all forms of misbehaviour CCMPS staff take into account all possible elements of the situation. Was their provocation? Was the child who misbehaved sick or upset due to such things as a house move, a new baby, problems at home, etc?

Behaviour Management

It is also the responsibility of CCMPS to determine incidents that may require *behaviour management* (disciplinary action) and the nature of the penalties that may apply. The process that leads to the imposition of such penalties, particularly but not exclusively in relation to suspension, expulsion and exclusion, must also be procedurally fair.

- *Suspension* is a temporary removal of a student from all the classes that a student would normally attend at a school for a set period of time.
- *Expulsion* is the permanent removal of a student from one particular school.
- *Exclusion* is the act of preventing a student's admission to a number of schools. In extreme circumstances, the principal of a school may make a submission to an appropriate authority, or to other schools, recommending the permanent exclusion of a student from the registration system of which the school is a member, or from other schools.

Appropriate Behaviour Policy (continued):

Corporal Punishment

CCMPS expressly prohibits corporal punishment and does not explicitly or implicitly sanction the administering of corporal punishment by school or non-school persons, including parents/guardians, to enforce discipline at the school.

Corporal punishment* of a student means the application of physical force in order to punish or correct the student but does not include the application of force only to prevent personal injury to, or damage to or the destruction of property of, any person (including the student). (Discipline Appendix A).

* As per the Education Reform Amendment (School Discipline) Act 1995 No 93



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| Procedure Name | Behaviour Management Procedure |
| Related Policy | Appropriate Behaviour Policy |
| Policy Category | Discipline (3.7) Policies Relating to Discipline of Students Based on Procedural Fairness (3.7.1) |
| Related Procedures | CCMPS Behaviour Management Procedure Diagram CCMPS Code of Conduct for Staff |
| Date of Issue / Last Revision | 12 August 2016 10 March 2017 – Re-formatted <i>24 September 2018</i> |
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Behaviour Management Procedure

The Central Coast Montessori Primary School and its staff have a duty of care to their students. This duty arises from the nature of the relationship and exists whenever and wherever the student is in the school's care. The notion of reasonable care extends to ensuring that CCMPS provides a safe, non-violent environment for all students and staff and includes the development of processes for the effective management of student behaviour.

CCMPS considers appropriate behaviour to be evidenced in the following ways:

- respect for oneself, others, property and the environment;
- socially acceptable behaviour at all times;
- appropriate classroom and playground behaviour;
- using appropriate language and tone;
- good manners and courtesy;
- compliance with reasonable instructions/requests;
- self-discipline.

Responsibilities

CCMPS has adopted a whole-school approach to student behaviour management whereby staff, students and parents/guardians are actively involved in and work together to address and prevent inappropriate behaviour.

CCMPS **Staff** will endeavor to:

- model positive relationships in their day to day dealings with members of the school and model ways of resolving disputes;
- positively reinforce students for behaving in an appropriate manner;
- be knowledgeable about and educate students about the nature, causes and consequences of inappropriate behaviour and the procedures that have been set in place to address inappropriate behaviour in this school;
- be familiar with the *CCMPS Code of Conduct for Staff* and management system, including the contents of this procedure;

Behaviour Management Procedure (continued):

- respond immediately, decisively, and consistently to cases of inappropriate behaviour brought to their attention by students, parents and/or colleagues;
- respond to early signs of distress in students. These early signs can include an unusual lack of concentration or inappropriate behaviours such as aggressive behaviour outbursts and poor class or school attendance;
- seek advice and support from colleagues when unsure as to how to respond to and address specific incidents; and
- encourage students to report situations of inappropriate behaviour by listening carefully and avoiding giving judgements when reports are made and remaining calm and understanding of the student's/parent's/colleague's concern.

A clear understanding of appropriate behaviour by students contributes in a major way to making the school a safe place.

For this reason, CCMPS expects all **Students** to:

- contribute to a safe learning environment by being respectful of others;
- positively interact with members of the school community in their day to day dealings and resolve disputes in positive ways;
- be knowledgeable about the nature, causes and consequences of inappropriate behaviour, strategies for preventing and addressing such behaviour and the procedures that have been set in place to address these episodes at CCMPS.

Appropriate behaviour requires a community approach based on the Montessori philosophy of CCMPS.

Therefore, CCMPS encourages all **Parents/Guardians** to:

- be knowledgeable about the nature, causes and consequences of inappropriate behaviour and the procedures that have been set in place to address such episodes at CCMPS;
- encourage children to interact positively with other people in their day to day dealings and enact proactive ways of resolving disputes;
- positively reinforce children for behaving in an acceptable and appropriate manner;
- inform their children about effective strategies for dealing with inappropriate behaviour (e.g. the need to inform a teacher and seek assistance if they are experiencing antisocial behaviour at school, the importance of not responding aggressively to such behaviour as this can serve to intensify aggression);
- watch for warning signs such as: physical injuries, bruises, repeatedly losing possessions, reluctance to go to school or talk about school, altered sleep patterns, mood swings, changes in personality, few if any friends, lack of interest in life or unexplained health problems;
- contact their child's Class Guide as early as possible if they are concerned;
- allow CCMPS to investigate and manage the situation and be aware of the importance of working as a community in a cohesive manner.

Procedural Fairness

Procedural fairness includes making available to students and parents/guardians the policies and procedures under which *behaviour management* (disciplinary action) is taken. These policies and procedures are updated and maintained by the Administration Manager and included in the CCMPS Policy Manual which is available to for all parents to access in the Administration Office. The CCMPS Behaviour Management Procedure *Diagram* (Discipline Appendix B) is available for all parents/guardians to access on Transparent Classroom and parents/guardians are asked to review its contents regularly.

Behaviour Management Procedure (continued):

Procedural fairness also includes providing details of an allegation relating to a specific matter or incident. This usually involves providing an outline of the allegations made in witness statement and consideration of witness protection. As part of ensuring the right to be heard, CCMPS will make arrangements for interpreter services to be provided for parents/guardians if such services are required.

To be procedurally fair it is preferable that different people carry out the investigations and decision-making with regards to behaviour management. CCMPS will generally request external advice/consultation from a specialist if the issue remains active and unresolved. If the Principal is conducting both the investigative and decision-making stages, they must be reasonable and objective. The Principal must act justly and be seen to act justly. While it is difficult to combine the roles of investigator and adjudicator, as per the *Registered and Accredited Individual Non-government Schools (NSW) Manual*, it is acceptable to do so given the nature of the Principal's responsibilities. Nevertheless, it is preferable to have another appropriate person to carry out the investigation where possible, at CCMPS this is likely to be the Class Guide and/or Administration Manager.

The CCMPS Behaviour Management Procedure includes continual review dates being set and review meetings being held. This review mechanism adds to the fairness of the process.

In matters where a long suspension, expulsion or exclusion is contemplated, the gravity of the circumstances requires particular emphasis to be given to procedural fairness. As mentioned above, this includes the offer of having a support person or specialist in the area of concern attend formal meetings. At CCMPS this generally occurs if the issue remains active after strategies/goals from the Principal's meeting continue to be unresolved. It is required that, at a minimum, the key points of all meetings and/or discussions are recorded in writing and filed on the students file.

Managing Incidents of Inappropriate Behaviour

CCMPS staff will observe and identify all inappropriate behavior. Those who carry out inappropriate behavior will be given every opportunity to change their behaviour and reflect on the consequences of their actions on others and choose more acceptable ways of behaving. Everyone at CCMPS plays a part in reducing and preventing inappropriate behaviours.

All inappropriate behavior is treated in a serious manner. When inappropriate behaviour has been observed and identified the parents/guardians will be notified (1A – *CCMPS Behaviour Management Procedure Diagram*). For repetitive or major inappropriate behavior and the Class Guide will arrange a meeting with the parents/guardians (1B). A written report of this meeting is made by the Class Guide which includes clarification of the behaviour and some short-term achievable goals (behaviour modification plan (2)). A copy of the written report is placed on the students file by the Class Guide.

If more than one child is involved the parents/guardians of those children are also asked to attend an individual meeting. Should these children be from different classes both Class Guides will attend the meeting. A written report will also be made by the Class Guide identifying short-term goals (behavior modification plan (2)). A copy of this written report is also placed on the students file by the Class Guide.

A date for a review meeting/s is arranged by all parties concerned and set (2).

On the specified review date, the issues are revisited, and progress is reported (3). Should a solution have been achieved and the behaviour considered appropriate no further meetings are specifically arranged however reference to the issue will be made at the bi-annual parent/teacher interviews to ensure that there is no reoccurrence (4A). Should the issue still be active a meeting with the Class Guide, parents and Principal is arranged (4B). At this meeting further strategies and goals are identified which might include the involvement of a trained specialist. Written documentation of these meetings is made by the Class Guide. The Class Guide will ensure that the meeting notes and further strategies/goals are agreed to and

Behaviour Management Procedure (continued):

signed by the parents/guardians, Principal and themselves. A copy of these written notes and agreement is placed on the students file by the Class Guide.

A date for a review meeting/s is arranged by all parties concerned and set (5).

On this review date the issues are once again revisited, and progress is reported (6). A specialist in the area of concern will be requested to attend this meeting. Any external parties involved are informed at the review meeting of the strategies and progress with regard to modifying the student's behaviour. Written documentation of this meeting is made by the Class Guide. The Class Guide will ensure that the meeting notes and further strategies/goals are agreed to and signed by the parents/guardians, Principal and themselves. A copy of these written notes and agreement is placed on the students file by the Class Guide.

Should as a result of these further strategies and specialist recommendations a solution be achieved and the student's behaviour considered appropriate no further meetings are specifically arranged however reference to the issue will be made at the bi-annual parent/teacher interviews to ensure that there is no reoccurrence (7A).

However, should the issue still be active and unresolved a suspension penalty will be recommended for the student (7B). CCMPS consider suspension as a short-term penalty, a maximum period of three days. All relevant parties will be notified of the suspension and notes will be placed in the student's file by the Class Guide accordingly.

Pending completion of the suspension period, a date for a review meeting/s is arranged by all parties concerned, including the student, and set (8).

Should as a result of the suspension and further strategies a solution be achieved and the student's behaviour considered appropriate no further meetings are specifically arranged however reference to the issue will be made at the bi-annual parent/teacher interviews to ensure that there is no reoccurrence (9A).

Should the issue remain unresolved and the offending behavior shows no modification, despite strategies and reasonable goals being set, the behaviour is of such a nature that it results in expulsion and/or exclusion (9B) (see CCMPS Appropriate Behavior Policy for definitions) the student will be contacted by the Principal in writing and informed of the following:

- the alleged infringement;
- who will make the decision on the penalty;
- the procedures to be followed which will include an opportunity to have a parent or guardian present when responding to the allegation; and
- they are afforded a right of review or appeal.

CCMPS consider expulsion as an infinite period. With regards to exclusion, CCMPS will not act to prevent a student's admission to any other school; however, in extreme circumstances the Principal may make a submission to an appropriate authority recommending exclusion from other schools. (*Refer to Registered and Accredited Individual Non-government Schools (NSW) Manual, Section 3.7.1*).

All paperwork regarding a student expulsion and/or exclusion will be compiled by the Principal, placed in the student's file and copied to the student and parents/guardians for their reference. The Principal may also contact the consulting specialist and refer them to the student and parents/guardians for them to remain in contact as required.