

# **Discipline & Behaviour Management Policy**



**ST JOSEPH SCHOOL**

**BLATA L-BAJDA**



**This document lays out the aims, principles and rules for Discipline and Behaviour Management at St Joseph School, Blata l-Bajda.**

**It was formulated by the Senior Management Team, Teachers and Learning Support Assistants.**

**July 2014**

This policy applies to all stakeholders in our secondary school, namely, students, parents/guardians, teachers, LSAs, supporting staff and SMT.

### **Relationship to the school's Mission/Vision/Aims**

It is based on St Joseph School's current mission statement with emphasis on the aim "to give our girls a holistic education, developing their individual, intellectual, spiritual, emotional, creative and physical potential to the full".

### **Rationale**

The policy is necessary because

- it provides guidelines to all stakeholders;
- it clarifies the school's expectations as regards discipline and behaviour and enables the students to develop a sound understanding of these expectations and their boundaries;
- it creates a balance between the rights and responsibilities of the individual and the community;
- it fosters a positive environment where mutual respect, cooperation and Christian values are encouraged. This enhances the learning experience in the classroom and elsewhere;
- it helps in preparing the students for future work relationships, self-discipline and interrelationships.

### **Objectives**

The policy intends

- to provide guidelines / points of reference for all stakeholders with regard to discipline and behaviour;
- to provide a safe environment that promotes both physical and emotional well-being;

- to instil self-discipline in the students;
- to teach them to embrace differences:
- to make the students aware that every action has a consequence.

## **Responsibilities**

### **The Senior Management Team shall**

1. ensure that all stakeholders are aware of and abide by the Discipline and Behaviour Management Policy;
2. offer constant support to members of staff;
3. follow up reports of misbehaviour or suspected breach of regulations and take appropriate action;
4. inform class teachers, teachers and LSAs accordingly of any individual or particular situation that can in any way affect the class environment;
5. ensure that all are treated in a just manner;
6. recognise and respect the rights of students, teachers and parents alike;
7. serve as an effective role model for all students and staff, in all circumstances;
8. ultimately be responsible for any disciplinary action taken in school;
9. reserve the right to carry out spot checks when deemed necessary.

### **Teachers shall**

1. know and enforce consistently the rules and policies of the school;
2. encourage and help the students to understand and abide by the school rules;
3. help students realise the importance of being responsible for themselves and for others;
4. reinforce and encourage positive behaviour;
5. nurture inclusion amongst all students;

6. ensure that the environment in class is safe and conducive to learning;
7. serve as a role model to the students in order to reflect and transmit the values and qualities we seek to cultivate in students;
8. work in collaboration with LSAs and SMT;
9. inform the SMT of disciplinary actions taken for repetitive misbehaviour;
10. consult with SMT/LSAs/Pastoral Care Team/Guidance Teachers when students' behaviour is cause for concern;
11. keep record of any girls absent in their lesson. Class teachers are to keep their registers up to date;
12. encourage students to abide by the basic rules of the class set by the class teacher in consultation with colleagues.

**Learning Support Assistants shall**

1. know and enforce consistently the rules and policies of the school;
2. work in close collaboration with all teachers with regard to discipline and behaviour;
3. monitor and review students' behaviour and discuss any issues with the teacher/class teacher/guidance teacher/SMT;
4. nurture inclusion amongst all students;
5. encourage positive behaviour in class.

**Students shall**

1. abide by the rules and regulations of the school;
2. respect members of staff and peers;
3. acknowledge the roles of the Head Girl, Prefects, Class Captain and Sub-Captain;
4. settle down and be ready for the lesson;

5. acknowledge all teachers and members of staff as she/he enters class;
6. avoid loitering when moving from one lesson to another;
7. be tolerant to diversity and towards others;
8. assume responsibility for their actions;
9. arrive punctually at school. If late they are to sign at reception and state the reason for their tardiness;
10. be punctual for any other school function;
11. be smart at all times and also in full uniform except on agreed days;
12. be appropriately dressed and wear the proper shoes for safety when not in uniform;
13. resolve differences through acceptable, peaceful methods such as dialogue and compromise;
14. protect and take care of school property;
15. attend and participate actively in all school activities and excursions after written consent is given by the parents/guardians.

**Parents/Guardians shall**

1. ensure that their children abide by the School Discipline and Behaviour Management Policy;
2. support disciplinary actions taken by the school;
3. acknowledge and answer communications from the School;
4. communicate to the school any situations at home which could affect their daughter's behaviour;
5. cooperate with the School staff in solving behavioural problems;
6. assume financial responsibility for any damage incurred by their children, to property of the School or of any third parties;
7. take active interest in school activities and their daughter's holistic progress;
8. avoid absenteeism of their daughter for leisure purposes;

9. attend Parents' Days;
10. be appropriately dressed when visiting the school;
11. cooperate with the school nurse regarding state-required immunizations;
12. adhere to procedures for administration of medicines at school;
13. keep their daughter home when ill;

## **Pastoral Care**

As a Catholic Church school and in line with the Mission Statement, St Joseph School Blata l-Bajda aims at training students in the way that they should act. At all times it aims to help the students set goals for improvement and to talk through problems and issues.

At different times students may need help to deal with their problems. SMT works closely with the school councillors, teachers and parents to ensure that students experiencing any difficulties are given extra care during these times.

The school believes that Pastoral Care should be resorted to first when behavioural problems arise.

## **School Rules**

Refer to School Regulations Handbook.

## **Behavioural Management Procedures**

- **Types of Detention**

- i) *Regular detention*

In a regular detention the student is assigned work by the teacher to do during the detention until 2.45pm.

If a student is to be detained after school hours, she is to be given a detention note to be signed by the parents/guardians. The note should state when and why it is being given. It should also be signed by the teacher or a member of SMT.

**ii) *Extended detention***

An extended detention means staying after school on specific days or weeks until 4.00pm. Only the Head of School has the authority to issue extended detentions.

The student is given a detention note to be signed by the parents/guardians. The note, signed by the Head of School, should state when and why the detention is being given.

Before the Head of School issues an extended detention she will

- give the student an opportunity to explain her behaviour;
- determine appropriate consequences;
- inform parents if the issue is ongoing;
- communicate with the teachers the action taken and consequences;
- for ongoing behavioural issues, write Individual Behaviour Management Plans and have Case Meetings with all parties involved.

• **Detention Rules for Students**

The following are the student rules regarding detention. Any infraction of these rules may result in parent notification and further disciplinary action.

1. There should be no talking throughout the course of the detention.
2. Students are to do their extra work assigned to them by the teacher.

3. Students are not allowed to leave the school to buy food before the detention starts.
4. If the student is absent on the day, another date for detention will be set.
5. All school rules are applicable during detention time.

- **Temporary Suspensions**

A student can only be suspended by SMT. There are two types of suspension:

- a. In-School Suspension
- b. Out-of-School Suspension

The SMT determines the type of suspension and the duration in accordance with the gravity of the offence. Parents/guardians will be contacted before an Out-of-School suspension is served.

In an *In-School-Suspension* students shall

- be isolated from their normal class;
- be isolated from their peers;
- will not join their peers for break;
- complete normal class work assigned by different teachers or SMT.

In an *Out-of-School-Suspension* students shall

- make up for all work missed;
- not be permitted on school grounds during the school day, at any school activity after school or in the evening for the period of the suspension including a weekend over which the suspension extends.

- **Expulsion**

Expulsion of a student is a very serious step. A student may only be expelled by SMT after scrutiny by higher Church Schools authority.

It should be emphasised that it is not the desire of the SMT that any student be excluded from attending school. Should a decision for expulsion be taken, the School would provide written evidence to support its decision.

- **Bag and Locker Search**

School authorities may search a student's bag/locker in the case of reports of suspected theft, illegal materials and any other item that should not be brought to school. Such materials may be used as evidence against the student in disciplinary proceedings.

During a bag/locker search the students shall be present. However, where school authorities have a reasonable suspicion that the bag/locker contains materials which pose a threat to the health, welfare, and safety of students in the school, student bag/lockers may be searched even if the student is not present.

If a student fails to cooperate with a search, such refusal shall constitute further grounds for other disciplinary actions.

Students are not to keep valuables or money in their bag/lockers. They are not to be brought to school anyway. Students should be responsible for their own belongings in school and in all excursions and cultural outings.

## **Concluding Statement**

This policy provides guidelines for discipline and behaviour management in school. Every instance of misbehaviour will be dealt with on its own merits taking into consideration all the circumstances of the case and with a view to finding the best possible outcome for all parties involved.

Since this is a working document all procedures outlined in the policy can and will be reviewed at regular intervals. In all discipline cases SMT reserves the right to determine the severity of the sanctions.

However, collaboration between SMT, Teachers, LSAs, Support Staff, Students and Parents is vital to ensure the best outcomes for each student.

**Good communication is the vital key to effective Discipline and Behaviour Management procedures.**