



## Behaviour Management Policy and Procedures

### January 2018

#### Summary

This information applies to a Beit Shalom Hebrew Language School

Table 1: Document Details

|                              |  |
|------------------------------|--|
| <b>Policy Number</b>         | BS35   |
| <b>Related Policies</b>      | Child Safe Environments Policy<br>Code of Conducts for Students<br>Data and Information Management Policy<br>Anti-bullying Policy<br>Cyber Safe Policy<br>Student Attendance<br>Excursions and Incursions Policy |
| <b>Version</b>               | 1.1  |
| <b>Created by</b>            | Ethnic Schools Policy Officer: Kate Quane  |
| <b>Reviewed by</b>           | Beit Shalom Board of Management  |
| <b>Applies to</b>            | Beit Shalom Hebrew Language School   |
| <b>Key Words</b>             | Behaviour Management; student behaviour; expectations of students; restorative justice; withdrawal.  |
| <b>Status</b>                | approved   |
| <b>Approved By Executive</b> | Beit Shalom Board of Management  |
| <b>Approval Date</b>         | 5 February 2018  |
| <b>Review Date</b>           | February 2019  |

Table 2: Revision Record

| Date          | Version | Revision Description   |
|---------------|---------|--|
| November 2016 | 1       | New policy developed   |
| January 2018  | 1.1     | Policy reviewed and adapted for Beit Shalom Hebrew Language School |
|               |         |  |



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## Introduction

The school Behaviour Management Policy provides a framework for the development of safe and inclusive learning environment at **Beit Shalom Hebrew Language School**. Schools provide a social context in which students need to be supported while being taught how to act responsibly for their own behaviour. **Beit Shalom Hebrew Language School** will work together as a community to create a learning environment that is safe, inclusive, conducive to learning and an environment that is free from harassment and bullying.

The Behaviour Management Policy outlines **Beit Shalom Hebrew Language School** system for facilitating positive behaviours, preventing problem behaviours and responding to unacceptable behaviours. **Beit Shalom Hebrew Language School** has shared and transparent expectations for student behaviour to assist staff to maintain a positive and productive learning and teaching environment. All members of the **Beit Shalom Hebrew Language School** community have clear and consistent expectations and understandings of their role in the education process.

The Behaviour Management Policy at **Beit Shalom Hebrew Language School** is based on the Department of Education and Child Development Discipline Policy.

## Definitions

**Behaviour:** a student's learned actions and the way a student acts in response to a particular situation or stimulus including their response towards others.

**Behaviour Support:** the education support a student receives, from the school in order to learn and maintain identified behaviour

**Student Code of Conduct:** the **Beit Shalom Hebrew Language School** code of conduct describes the behaviours that students are expected to learn and maintain

## Guidelines

**Beit Shalom Hebrew Language School** have outlined the following guidelines to ensure students experience success, an acceptance of responsibility and that **Beit Shalom Hebrew Language School** is a safe, caring and productive learning community.

**Beit Shalom Hebrew Language School** will focus on providing opportunities and support students to experience success. For all students to be successful in their learning, **Beit Shalom Hebrew Language School** will ensure:

- Curriculum is inclusive, and that all students are able to participate in all learning opportunities.
- Assessment and reporting procedures will focus on student achievement and progress.
- Responses to inappropriate behaviour will involve staff, students and families in partnership which focus on students strengths, and provide support for students in crisis while reinforcing the rights of other students to learn and teachers to teach in safety and without disruption.
- Staff, students and families will work in partnerships to acknowledge student behaviour which meets the expectations of the school community as described in the schools code of conduct for students.



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**Beit Shalom Hebrew Language School** will develop in students an acceptance of responsibility for their own behaviour. In order to develop this responsibility, **Beit Shalom Hebrew Language School** will ensure students:

- Understand that behaviour is an action made by an individual within a social context.
- Understand the limits on their behaviour choices that **Beit Shalom Hebrew Language School** have put in place.
- Take responsibility for their own behaviour.
- Will be taught the skills to enable them to actively participate in learning activities.
- Will have the social skills of honesty, trust, respect and cooperation model to them by staff.
- Have access to services which can support them in developing responsibility of their own behaviour.

Staff, parents and caregivers, and students will work together to create safe, caring, orderly and productive learning environments which support the learning of all students to learn and for all teachers to teach. In order to support and protect the rights of all members of the **Beit Shalom Hebrew Language School** community, the Principal will:

- Manage aspects of the school environment so that students can learn to respect rights and fulfil responsibilities.
- Develop consequences for both responsible and irresponsible behaviour, and will consistently apply these consequences.
- Establish through negotiation between staff, students and their families, the rights, responsibilities and consequences of all parties.

### Communicating Expectations

**Beit Shalom Hebrew Language School** will ensure that students and parents understand the schools behaviour expectations through:

- Holding ongoing discussion with the school community to clarify values and expectations.
- Conducting ongoing information sessions with parents and students on the **Beit Shalom Hebrew Language School** code of conduct for students.
- Regularly communicate information about, behaviour expectations of students, the code of conduct and behaviour management policy through **email**
- Requiring each student and parent to sign an acknowledgement of the **Beit Shalom Hebrew Language School** code of conduct for students as part of the enrolment process.

### Principles and Beliefs

A number of principles and beliefs guide the effective management of student behaviour. **Beit Shalom Hebrew Language School** recognises that behaviour is chosen for a purpose. The choice may not always be a conscious choice. Students behave in ways which are meaningful and purposeful, based on their perceptions of the best way to meet their particular needs in a situation or context.



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All individuals and groups in society must be valued and treated with respect. **Beit Shalom Hebrew Language School** acknowledges that students have different levels of ability to learn and cooperate with other people. The individual needs of students will be taken into consideration when formulating appropriate responses to inappropriate behaviour. **Beit Shalom Hebrew Language School** recognises that most irresponsible or withdrawn behaviours may indicate that students need more learning, practice, support, or counselling. At **Beit Shalom Hebrew Language School** we will explore all possible causes and implement strategies for behaviour change in order to increase the level of successful learning.

## Responsibilities

**The Principal of Beit Shalom Hebrew Language School will:**

- Develop, implement and regularly review, in consultation with the Ethnic Schools Association the school behaviour management policy and code of conduct for students.
- Ensure that student behaviour is managed through procedures supported by strong theoretical understanding of how students learn and behaviour is best supported.
- Ensure that new staff, students and their families are aware of the **Beit Shalom Hebrew Language School** behaviour management policy and code of conduct for students.
- Promote structures at class and school level to enable students to be involved in the management of their behaviour and to support and enable parents and caregivers and teachers to form relationships that allows for student behaviour to be managed positively.
- Inform parents of any students who have been temporarily withdrawn from class.

**School Staff will:**

- Develop and foster positive relationships with students and families.
- Communicate and interact effectively with students and engage in cooperative problem solving relationships to address issues faced by the learning community.
- Participate in developing, implementing and reviewing the school's procedures for managing student behaviour.
- Establish, maintain, make explicit and model the school's expectations relating to student behaviour.
- Respond positively to responsible student behaviour and apply consequences if students interfere with teaching and learning and the safe school environment.
- Cater for the development, social and emotional needs of individual students and use a range of teaching methods.
- Provide formal and informal feedback on student learning to students and parents or caregivers.
- Review teaching programs to ensure programs are relevant, and accommodate the needs of the students at **Beit Shalom Hebrew Language School**.
- Develop classroom management strategies which:
  - involves negotiation
  - attempt to distract or diffuse the situation
  - keep the disruptive child busy



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- support the participation of all students
- value differences in gender and students backgrounds
- acknowledge positive learning and social behaviours
- deal effectively with all types of harassment and bullying
- take into account the impact of physical and intellectual disability, trauma and social disadvantage on the learning process
- establish and maintain safe and supportive learning environments

### Parents and Caregivers

When a student is enrolled at **Beit Shalom Hebrew Language School**, parents and caregivers accept responsibility to:

- Ensure that students regularly attend **Beit Shalom Hebrew Language School** and that staff are notified of any absences.
- Inform **Beit Shalom Hebrew Language School** of any health issues, concerns about behaviour or other matters of relevance.
- Report and incidents of bullying, harassment, or inappropriate behaviour to the school.

### Managing Behaviour

At **Beit Shalom Hebrew Language School** we believe in and use a restorative practice approach to managing behaviour. This approach focusses on addressing the impact of behaviour of others, harm done and restoration of relationships. The growing and nurturing of positive relationships between school staff and students and between students and their peers underpins our approach to managing behaviour while supporting students to develop dispositions and skills to successfully manage conflict.

The learning environments at **Beit Shalom Hebrew Language School** reflect a culture whereby relationships are central. Students will be supported to develop relationships with peers and to be actively involved in the processes of repairing relationships that may be negatively impacted on as a result of conflict. Likewise, **Beit Shalom Hebrew Language School** supports and fosters positive relationships and partnerships with families.

To manage any inappropriate behaviour, students will be given several warnings about their inappropriate behaviour(s). These warnings can be non-verbal, eye contact, moving a student to a different area or asking for the behaviour to cease. In the event that the warnings are not sufficient, staff at **Beit Shalom Hebrew Language School** will ask students the following five questions in a calm and curious voice.

1. What are you doing?
2. What should you be doing?
3. Who has been affected by your actions?
4. What do you need to do to know?
5. What will happen if you disrupt again?

The above five questions can be used to investigate and conflict. If a student continues to exhibit inappropriate behaviour, staff will ask the following three questions



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1. What are you doing?
2. What did you say would happen if you disrupt again?
3. What are you going to do now?

At the end of this process, students are required to reflect on their behaviour. If the behaviour continues throughout class, students are required to complete the **Thinking About My Behaviour** sheet. The **Thinking About My Behaviour** sheet will be kept on file to determine any patterns of misbehaviour. Parents will be informed by the **Beit Shalom Hebrew Language School** Principal if their child has had to fill out a sheet and the next steps to restore any relationships and/or damage to property. The information will be kept confidential and only the parties involved and the **Beit Shalom Hebrew Language School** Principal will know of the details of the incident.

On rare occasions, the behaviour of a student at **Beit Shalom Hebrew Language School** may be an ongoing concern. Parents of the student will be consulted to determine if there are other factors affecting the child's behaviour. In consultation with the parents, the Principal, and the student, strategies can then be developed to provide the necessary assistance to the student and their family to address the cause of behaviour.

If a parent/caregiver has a concern regarding a student's behaviour at **Beit Shalom Hebrew Language School** they can discuss their concerns with the Principal. Each situation will be dealt in a **confidential** matter and investigated thoroughly. The parent who raised the concern will be informed of the outcome of the investigation whilst still ensuring the privacy of all parties.

Where there is a breach of guidelines for good behaviour, the following actions may be taken:

- 1) Apologising
- 2) Re-doing work
- 3) Time out / isolation
- 4) Parents informed
- 5) Suspension / expulsion
- 6) Replacing and/or repairing damaged property

The School Principal will decide what course of action should be taken. If the problems are of a minor nature then it will only be necessary for the teacher to talk to the student concerned and request for a written apology and the incident will be recorded. Students who continue to re-offend will incur harsher penalties with the parents being informed.

## Expectations

At **Beit Shalom Hebrew Language School** we value being respectful, being responsible being safe. A set of behavioural expectations in specific settings has been attached to each of our three values. The examples listed are not exhaustive, but act as a guide to explain the standard of behaviour expected at **Beit Shalom Hebrew Language School**



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The **Beit Shalom Hebrew Language School** Expectations Matrix on the following page, outlines our agreed rules and specific behavioural expectations.



|                | ALL AREAS  | CLASSROOM  | ONLINE  | PLAYGROUND   | TOILETS  |
|----------------|--|--|---|--|--|
| BE RESPECTFUL  | <ul style="list-style-type: none"> <li>Use equipment appropriately</li> <li>Keep hands, feet and objects to yourself</li> <li>Place rubbish in the bin</li> </ul>  | <ul style="list-style-type: none"> <li>Walk</li> <li>Sit still</li> <li>Enter and exit room in an orderly manner</li> <li>Use equipment with care</li> <li>Actively participate in all activities</li> </ul> | <ul style="list-style-type: none"> <li>Participate in use of approved online sites and educational games</li> <li>Be courteous and polite in all online communications</li> </ul>   | <ul style="list-style-type: none"> <li>Participate in school approved games</li> <li>Be sun safe; wear a broad brimmed hat</li> <li>Place rubbish in the bin</li> </ul>                            | <ul style="list-style-type: none"> <li>Respect privacy of others</li> <li>Wait quietly if there is a queue</li> </ul>  |
| BE RESPONSIBLE | <ul style="list-style-type: none"> <li>Ask permission to leave the classroom</li> <li>Be on time</li> <li>Be in the right place at the right time</li> <li>Follow instructions straight away</li> </ul>  | <ul style="list-style-type: none"> <li>Be prepared</li> <li>Complete set tasks</li> <li>Take an active role in classroom activities</li> <li>Keep work space tidy</li> <li>Be honest</li> </ul>              | <ul style="list-style-type: none"> <li>Report any unacceptable behaviour to a teacher</li> <li>Post only appropriate content online</li> </ul>  | <ul style="list-style-type: none"> <li>Be a problem solver</li> <li>Return equipment to appropriate place at the sports bell</li> </ul>  | <ul style="list-style-type: none"> <li>Use toilets during breaks</li> </ul>  |
| BE SAFE        | <ul style="list-style-type: none"> <li>Respect others' personal space and property</li> <li>Care for equipment</li> <li>Clean up after yourself</li> <li>Use polite language</li> <li>Wait your turn</li> <li>Be visible at all times</li> <li>Inform the teacher of any concerns</li> </ul> | <ul style="list-style-type: none"> <li>Raise your hand to speak</li> <li>Respect others' right to learn</li> <li>Talk in turns</li> <li>Be a good listener</li> <li>Use appropriate language</li> </ul>      | <ul style="list-style-type: none"> <li>Respect others' right to use online resources free from interference or bullying</li> <li>Keep any usernames or passwords private</li> <li>Follow all teacher instructions about keeping private information off online sites</li> </ul> | <ul style="list-style-type: none"> <li>Play fairly – take turns, invite others to join in and follow rules</li> <li>Care for the environment</li> <li>Wear shoes and socks at all times</li> </ul> | <ul style="list-style-type: none"> <li>Wash hands after using the toilet and before eating food</li> <li>Leave toilet area promptly</li> <li>Walk</li> </ul> |



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## Being Safe

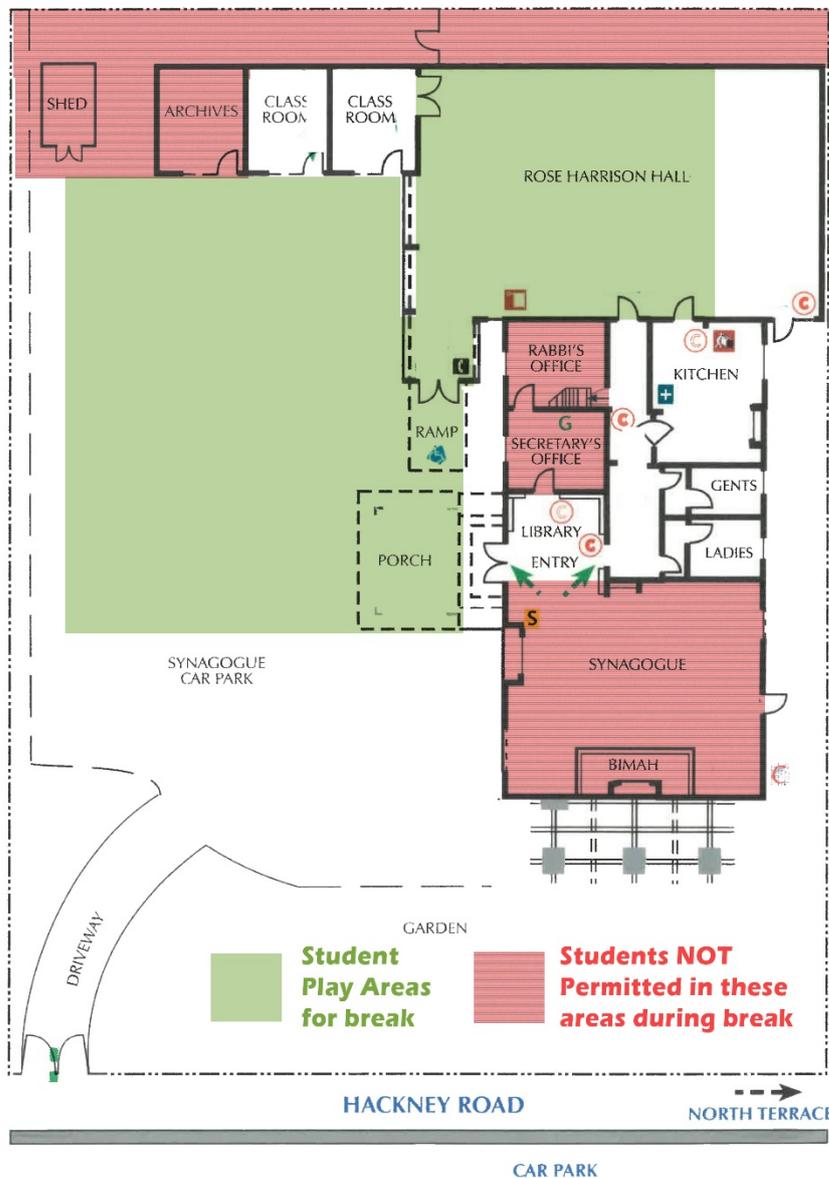
Further to the above expectations, **Beit Shalom Hebrew Language School** has the following expectations:

## Out of Bounds

**Beit Shalom Hebrew Language School** exercises its duty of care for the students' safety diligently, and it is important that students remain visible to staff on duty during break times. Students are not permitted in the following areas of the school.

## CHEDER PLAY AREAS

39-41 HACKNEY ROAD, HACKNEY





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## Smoking

Students, staff and visitors are not permitted to smoke on school grounds. National legislation bans smoking in schools and enclosed public place. In accordance with the Tobacco Products Regulation Act 1997, South Australia has banned smoking within 10 metres of children's playground equipment located in a public area. The **Beit Shalom Hebrew Language School** will not tolerate people smoking.

## Bullying and Harassment

Bullying and harassment occurs when someone repeatedly does or says something to gain power over another person, leaving that person feeling annoyed, ashamed, embarrassed, distressed, anxious, uncomfortable or hurt. Refer to the **Beit Shalom Hebrew Language School** anti-bullying policy for more details on how **Beit Shalom Hebrew Language School** manages bullying and harassment.

## Other Relevant Documents

The **Beit Shalom Hebrew Language School** Behaviour Management Policy should be considered in conjunction with the following legislation and Departmental Policies.

Behaviour Management and Discipline: <https://www.sa.gov.au/topics/education-skills-and-learning/schools/school-life/behaviour-management-and-discipline>

The Australian Human Rights Commission Act 1986:  
<https://www.legislation.gov.au/Details/C2014C00684>

Disability Discrimination Act 1992: <https://www.legislation.gov.au/Details/C2014C00684>

Privacy Act 1988: [http://www.austlii.edu.au/au/legis/cth/consol\\_act/pa1988108/](http://www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/)

Tobacco Products Regulation Act 1997:  
[http://www.austlii.edu.au/au/legis/sa/consol\\_act/tpra1997293/s4.html](http://www.austlii.edu.au/au/legis/sa/consol_act/tpra1997293/s4.html)



## Thinking About My Behaviour

Student's Name: \_\_\_\_\_

Year Level: \_\_\_\_\_ Class: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/2016

Your teacher has given you many warnings as a result of inappropriate behaviour. You are required to reflect on your behaviour and answer the questions on this sheet. Please give some time and thought to your answers.

1. What should you have been doing in class?

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2. Who has been affected by your actions?

Teacher \_\_\_\_\_

Fellow student(s) \_\_\_\_\_

Other person \_\_\_\_\_

3. How did your behaviour affect others in the classroom?

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4. Look at the Code of Conduct for Students that you signed when you enrolled at **Beit Shalom Hebrew Language School**. What school expectations or rules did you not follow?

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5. What can you do to change your behaviour?

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I agree to change my behaviour so that I can contribute positively to the learning environment at **Beit Shalom Hebrew Language School**.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Show this document to your teacher and discuss your answers.

Teacher Comment:

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Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_