

# Behaviour Management Policy

Managing student behaviour is essential in the creation and maintenance of a safe and positive leaning environment for all students, staff and community members of the school. Students are encouraged to be considerate, courteous, responsible and respectful. In accepting that each person is unique and has the right to learn, staff and students expect a high standard of behaviour at all times. Whilst students are provided opportunities to develop appropriate behaviours, self-control and resiliency through interaction with staff, the curriculum and positive reinforcement strategies, students are also taught how to accept responsibility for their own behaviours, enhancing their understanding of responsible social behaviour.

## School Rules

- Treat all people, property and the environment with respect
- Students will behave safely at all times
- Students will follow directions given by all adults working in the school

## Responsibilities

Students have the RESPONSIBILITY to:

- Be responsible for their learning and playing environment
- Be tolerant of others and to respect others rights
- Behave in a way that protects the safety and wellbeing of others
- Be actively involved in the Behaviour Management Policy of the school

Staff have the RESPONSIBILITY to:

- Develop and maintain a positive classroom environment
- Model respectful, courteous and honest behaviour
- Establish positive relationships with students, parents and community
- Inform and involve parents in their child's behaviour management
- Monitor, document and report student behaviours to parents and administration
- Consistently apply the Behaviour Management Policy of the school

Parents have the RESPONSIBILITY to:

- Ensure that their child attends school on weekend
- Ensure that the physical and emotional condition of their child is at an optimum for effective learning
- Ensure that their child is provided with appropriate materials to make effective use of the learning environment
- Support the school in providing a high-quality education to ensure the life-long success of their children

## Rewards

Examples of positive incentives for student behaviour management may include:

- Verbal praise from staff, parents and community members
- Stamps, Stickers

- Positive notes to parents and students
- Gold/Silver/Copper medals

### Classroom Management

<p><b>Step 1:</b> Students receive low key responses to their behaviours. Examples may include: proximity, signal to attend, eye contact, and giving choices.</p>	
<p><b>Severe Behaviour</b> If at any time a teacher considers that a breach of the behaviour code is severe, a red card will be sent to the office for a member of administration to collect the student from the classroom.</p>	<p><b>Step 2:</b> Students receive Formal Warning 1 on the Classroom Behaviour Chart</p>
	<p><b>Step 3:</b> Students receive Formal Warning 2 on the Classroom Behaviour Chart.</p>
	<p><b>Step 4:</b> Students receive Formal Warning 3 on the Classroom Behaviour Chart. Behaviours will be recorded by administration and the parents of the students in question will be contacted for the behaviours concerned.</p>
	<p><b>Step 5:</b> Students receive Formal Warning 4 on the Classroom Behaviour Chart. Behaviours will be recorded by administration and the parents of the students in question will be contacted for an interview in school for the behaviours concerned.</p>
	<p><b>Step 6:</b> Students receiving Formal Warning 5 will receive an in-school suspension for the remainder of the day.</p>
<p><b>School Administration staff have the authority to deviate from procedure in specific cases.</b></p>	

# 学生行为规范条例

对我校学生的行为进行规范是为所有学生、教职员工和社区成员创建和维护一个安全而积极的学习环境的基础所在。我们鼓励学生团结互相、尊敬师长、有责任、有爱心，并相信每个人都是独立的个体，充分享有学习的权利，任何学生和教职员工在校园内都必须言行得体，学校通过各种教学活动帮助学生学习和培养良好的言谈举止，为自己的言行负责，并逐步提高他们对社会责任感的理解。

## 学校的相关规定：

- 尊重所有人、财物和环境
- 学生在校期间必须安全行事
- 学生遵守教职员工的指导和教育

## 各方的责任

学生负有以下责任：

- 对自己的学习和玩耍环境负责
- 容忍并尊重他人的权利
- 言谈举止要注意保护他人的安全与健康
- 积极参与学校的学生行为规范条例的制定

教职员工负有以下责任：

- 创建和维护积极的课堂教学环境
- 鼓励尊重他人、诚实守信的行为
- 和学生、家长及社区成员建议积极正向的关系
- 向家长汇报学生的行为规范问题，并鼓励家长积极参与其中
- 监督、记录并向家长和管理人员汇报学生的行为问题
- 坚决贯彻学校的学生行为规范条例

家长负有以下责任：

- 确保学生每周到校上课
- 确保学生以最佳的身体和心理状态进行有效学习
- 确保学生有适合的学习材料以便有效地利用学校的学习环境

- 支持学校为学生提供高品质的教育，为学生的终生成就打好基础

## 奖励

对良好的学生行为规范进行奖励的办法可包括:

- 来自教师、家长和社区居民的口头表扬
- 奖励图章和贴纸
- 给家长和学生的表扬信
- 金/银/铜牌

## 课堂管理

<b>第一步：</b> 对学生的行为进行提醒，比如近距离提示、点名、眼神注视和给出多项选择等。	
<b>严重行为</b> 如果教师认为学生的违反学校规定的行为情况严重，会安排管理人员将学生带离课堂。	<b>第二步：</b> 给学生第一次正式警告
	<b>第三步：</b> 给学生第二次正式警告
	<b>第四步：</b> 给学生第三次正式警告。管理人员记录学生的行为，并联系家长告知学生行为问题。
	<b>第五步：</b> 给学生第四次正式警告。管理人员记录学生的行为，并通知家长到学校面谈，讨论学生的行为问题。
	<b>第六步：</b> 给学生第五次正式警告。学生当天留校查看。
<b>学校管理人员有权在特殊情况下不完全遵照以上课堂管理步骤。</b>	