



# *Pukekohe North School*

Princes Street, Pukekohe. Phone 0-9-238-8552

## Behaviour and Discipline Policy:

### Rationale:

Pukekohe North School is a Positive Behaviour for Learning (PB4L) School and we use the framework to guide our practices and processes around behaviour and discipline.

Pukekohe North School staff will employ Tier 1 PB4L Strategies daily to cater for the 80% of students that this basis works so well for. (See The Pukekohe North School Behaviour Plan)

Behaviour is enacted to receive a desired outcome.

Some students' desire attention, some students misbehave to escape a situation whilst others seek to earn approval.

This policy is designed to reward those students who meet our school expectations and through the processes outlined below, to modify the behavior of students who need close staff assistance and ongoing counselling and support.

### Guidelines:

1. Everyone at Pukekohe North School will know and be able to recite and discuss the school expectations. Be Respectful, Be Responsible, Be Safe, Be Confident.
2. ALL incidents preventing staff members from performing their normal duties because they need to address student behaviour, will be recorded on E-TaP.
3. E-TaP Data will be collected and analysed by the Principal and PB4L Team twice per term so that patterns of behaviour can be high-lighted and addressed with individuals, groups of students, within classes or the school as a whole. This data will inform staff to focus upon a whole school expectation to be advertised to our community and specifically taught and modelled to students across each school term. Termly data will be reported to the Board of Trustees
4. Teachers will specifically plan and teach at least one weekly PB4L lesson that focus on the areas of need. (seize all appropriate teachable moments to discuss and model our expectations)
5. Staff will refer to and use the PB4L Matrices that describe school expectations for our school settings. (Internal and External)
6. Students who positively display these expectations will be praised for their behaviour and rewarded with koru points.
7. Teachers will seek to hand out at least 3 tokens per student per week (30 for the term minimum)
8. Each teacher will track their student's acquisition of PB4L koru points on a class list displayed within each room. Koru Cards that are awarded to students are worth double points.

9. All staff are responsible for maintaining, teaching and acknowledging our school expectations and thus will award koru points as a part of their daily roles. This includes all Part-Time Staff, Relievers, Administration Staff, Teacher Aides, the Caretaker and Social Worker in Schools.
10. Students that achieve:
  - \* 50 Koru Points = Ice Cream in the school office / Certificate
  - \* 100 Koru Points = Fish and Chip Lunch etc Personalised to the student / Postcard Home / Certificate
  - \* 150 Koru Points = Pizza and Ice Cream with Principal Lunch / Photo in the Newsletter
  - \* 200 Koru Points = Principal's Prize Box / Special Letter Home
  - \* 250 Koru Points = Board of Trustees Chairperson's Certificate PLUS Mufti Day at School PLUS Chocolate Delight Basket

. The student's name will be placed on the PB4L Honour's Board in the Pukekohe North School Hall.
11. PB4L Koru points are discreet and apply only to the year awarded and are not carried over to the following year.
12. In Week 9 of Term 4 class teachers will record the highest points level that each student has achieved on E-TaP.
14. Staff will record Minor /Major Behaviours on E-TaP. Students who have more than 5 misdemeanours recorded will have their 6<sup>th</sup> and subsequent misbehaviours recorded on the Behaviour Form so as not to skew our school wide PB4L Data.

#### **PROCEDURES:**

1. Teachers will use their professional judgement and management skills to encourage students to self-monitor their decision making and behaviours. Staff are encouraged to use their own class incentive and reward systems. (e.g Treasure Boxes, Ice Block Incentives, Free Time)
2. Staff are encouraged to take the time to discuss students' actions and to gauge any antecedents or circumstances that might have led to our expectations not being met.
3. Staff will need to review student behaviours and employ disincentives to redirect student behaviours back to school expectations.

A review could indicate patterns that contribute to poor behaviour:

- Association with certain peers
- Late arrival at school
- Lack of breakfast or lunch
- Teasing, bullying, name calling from other students
- Removal of possessions
- Protecting family members

#### **MINOR: ( See Behaviour Flowchart.)**

#### **Ways in which teachers can respond to minor student misdemeanours:**

- Use of body language, non-approving facial expressions.
- Saying the offending student's name,
- Move the student to another work space
- Discussions / Refocusing the child on our expectations, Counselling
- Time Out, (Within a classroom or send to Team Leaders)
- Apologies (Verbal / Written)
- Daily reporting to the Teacher.
- Restorative Practice Meetings

- Removal of privileges
- In School Detention (1 x Day- By the classroom teacher.)
- Should 3x minor behaviours be recorded on to the Student Management System the class teacher informs the parents of the student's behaviour and the Team Leader interviews the student and enacts a Team Detention (usually at Lunchtime for 1-2 days.)
- Daily Reporting to the Team Leader
- Should a fourth offence be recorded on to the Student Management System the Deputy Principal / Principal must be informed and they will take over the management of the student's behaviour.
- Any further offences recorded lifts the behaviour to a Major Event.

**MAJOR: ( See Behaviour Flowchart.)** / Behaviours are dealt with by the Deputy or Principal:

**Stand Downs / Exclusions:**

Stand Downs and Exclusions are a FINAL resort for the Pukekohe North School Board of Trustees.

A clear line of demarcation is made for our Students and advertised to whanau:

If a student physically assaults another OR verbally assaults a staff member, a Stand down **WILL be an immediate consequence.**

The offence will be recorded on our Student Management System -E-TaP and reported to the Ministry of Education on their reporting system ENROL.

Whanau will be informed and copies of the E-TaP and ENROL entries provided.

A copy of the Stand Down will be placed on the student's Personal File

Staff are always available to discuss incidents with whanau.

**Actions to be followed:**

**>Visit 1** - Student sees the Principal and the incident is recorded on E-TaP.

\*The Student is placed on a daily Check In Check Out Monitoring Programme (Minimum of 3 weeks) with Principal

\*Specific Behaviour Goals for classroom learning are discussed and placed on the CICO monitoring form

\*Whanau are informed.

**>Visit 2** -The incident is placed upon E-TaP.

\*The Student is placed upon school block by block Check in Check Out Monitoring Programme (Minimum 5 weeks) with the Principal.

\*Whanau are requested to meet with the Classroom Teacher

**>Visit 3** - Student sees the Principal and the incident is recorded upon E-TaP.

\*The Check In / Check Out Monitoring System remains in place.

\*Whanau are requested to meet with the Principal

\* A weekly communication system is established with whanau.

\*The student CANNOT attend any class trips / experiences / represent Pukekohe North School at any Sports fixtures nor attend the end of term PB4L School Rewards

**>Visit 4**-Student sees the Principal and the incident is recorded upon E-TaP.

\*Whanau are requested to meet with the Teacher and Principal.

\*The entire Teaching and Learning Programme for the student is revised with whanau (PHN, SWiS, MOE, TA Supports)

\*The student is stood down for a period of 1 days supported by a work from home programme

\*All of the above procedures remain on place.

**>Visit 5**-Student sees the Principal and the incident is recorded upon E-TaP.

\*Whanau are requested to meet with the Principal and Board of Trustees.

\*All of the above procedures remain in place.

\*The student is placed upon an Office Detention for a period of up to two weeks

\*The student is stood down for a period of 2 days supported by a work from home programme

>**Visit 6** The Board of Trustees review whether an exclusion of the student from Pukekohe North School is the next course of action.

**CONCLUSION:**

Teachers have the right to teach, students have the right to learn. This policy provides a process to correct those students that decide to stop themselves and others from participating fully in the teaching and learning process.

**Written July 2018**

**Next review July 2020**