

SOUTH OAKS BEHAVIOUR POLICY

Our aim at South Oaks is to promote the good behaviour that has been encouraged at home, and thus create a happy, safe and secure school atmosphere for all students to learn and play. We expect students to demonstrate respect for:

- staff - listening, obeying, answering when called
- one another - kind words, sharing, politeness, cooperation
- the different school environments - classroom, library, computer lab, gym, music room and playground, bus.

Each South Oaks teacher has a classroom behaviour policy that includes both consequences for misbehaviours and rewards for good behaviours. The South Oaks School Behaviour Policy, however, is enforced particularly in the common areas, such as the hallways, foyers, washrooms, lunchrooms, playground and buses, by all staff members. The Policy has both proactive and reactive aspects, to teach, encourage and reward positive behaviours, and to provide consequences for misbehaviours that lead to appropriate conduct in the future.

Positive Behaviour Program

Proactively, both parents and students are given instruction, guidance and support in positive and appropriate school behaviours.

- The South Oaks Behaviour Policy is communicated to parents by means of the Parent Handbook, handed out to students on the first day of school. It is also explained to all students on the first days of school by the principal and teachers.
- Appropriate touching with regard to play is taught by the P.E. teacher to all children in the school in September, and reinforced periodically throughout the school year.
- Three simple rules are taught:
 - We Respect Ourselves
 - We Respect Others
 - We Respect This Place
- Students can earn FAB (Fantastic Amazing Behaviour) Slips for random acts of considerate behaviour. One part of the slip is taken home, and the other part is entered into a monthly draw, where ten students are picked to choose prizes.
- Social skills are taught during the school year using the SECOND STEP program, as well as the BE COOL and AUTO-B-GOOD video series, which teaches positive virtues as well as methods of coping with criticism, teasing, bullying, and anger.
- As a reward for good behaviour, students who get no red slips (see below) throughout a given month have their names posted on a bulletin board listing the “Best Behaviour Boys & Girls” for that month. If an entire class gets no red slips in a given month, then the class gets to have a large stuffed animal (Shrek or Curious George) in the class for a month.

Protocol for Misbehaviours

Reactively, other measures sometimes have to be taken to deal with misbehaviours. The following is the South Oaks policy for dealing with inappropriate behaviours.

Level I Misbehaviours

Ignoring directions / rules

Bothering Others

Misuse of personal / classroom materials

Not cleaning up after lunch

Poor sportsmanship

Running in hallway

Dirtying school property

Students who engage in Level I behaviours may be asked by the teacher, educational assistant, secretary, bus driver, custodian or noon supervisor to identify the inappropriate behaviour and describe the appropriate replacement behaviour. If necessary the adult will assist the student. Students may receive a mild consequence designed to discourage the inappropriate behaviour from occurring in the future. Consequences for Level I misbehaviours may include but are not limited to:

- Verbal correction
- Apology
- Clean-up duty
- Loss of privileges related to behaviour
- Retraining of expected behaviour
- Restriction of play / play area
- Time out

Any staff member, including bus drivers, involved with a student engaging in chronic Level I misbehaviours may fill out a For Your Information (FYI) slip and submit it to the principal if s/he deems it necessary.

Level II Misbehaviours

Non-compliance / Disrespectful Attitude

Bullying

Inappropriate speech

Not keeping hands/feet to oneself

Chronic Level I

Fighting

Disrespect of property

Excessive noise

Entering/exiting improperly

Students who engage in Level II behaviours may be asked by the teacher, educational assistant, secretary, bus driver, custodian or noon supervisor to identify the inappropriate behaviour, saying what they need to stop, and describe the appropriate replacement behaviour. If necessary the adult will assist the student. The incident will be documented using a “red slip” (see below) which will be signed / initialled by the reporting individual.

The red slip information will be recorded in a database and the slip returned to the homeroom teacher’s mailbox. The homeroom teacher files the slips by child to keep track of the number of infractions per student. Restitution is made as necessary. After three slips within a five-day period, the student will receive a time-out for a minimum of 30 minutes. Grade two – four students will also write up an Action Plan (see below). The Action Plan is signed by the principal, who records it in the database. The plan is then sent home for the parent’s signature and returned to school. Level II misbehaviours may also be accompanied by some of the consequences outlined below, depending on the teacher’s discretion.

- Problem-solving discussion
- Apology
- Miss privileges / favourite activity
- Community (school) service
- Recess / lunch restriction

A staff member involved with a student engaging in chronic Level II misbehaviours may fill out a For Your Information (FYI) slip or For Your Action (FYA) slip and submit it to the principal if s/he deems it necessary.

Level III Misbehaviours

Sustained non-compliance	Serious Fighting/Physical Assault
Harassment/bullying	Theft/vandalism
Verbal threats to harm/kill	Chronic Level II

Students who engage in Level III behaviours will be referred to the principal for immediate corrective action. A red slip will be filled out with the “referral to principal” line checked off. If the principal is not directly available, a For Your Action slip may be used to inform him. After consulting as necessary with the pertinent school personnel and the parents the principal will put in place appropriate consequences, and facilitate corrective action designed to help the student improve his/her behaviour. Consequences for Level III misbehaviours may include but are not limited to:

- Restitution as necessary
- Behaviour contract / plan
- In-school suspension
- Out-of-school suspension

Red Slips & Action Plan

These cards can be found by each outside entrance in card pockets. As mentioned above, they may be filled out by the custodian, noon hour supervisors, duty teachers, classroom teachers, the principal, secretary, bus drivers and educational assistants, all of whom are familiar with the Behaviour policy.

Teachers still contact parents about big issues as they happen. However, the use of Red Slips with the Action Plan keeps parents informed about their child’s day-to-day behaviour when it is warranted. *Parents are not asked to discipline their children at home* for misbehaviours that occurred in school in the preceding week, *but they are made aware of the process*, and the student knows that parents and teachers are working together.

Red Slip

South Oaks Behaviour Documentation			
Date _____	Time _____		
Student _____	Class _____		
1. ___ Hands/feet to oneself	4. ___ Enter/exit improperly		
2. ___ Excessive noise	5. ___ Fighting		
3. ___ Inappropriate language	6. ___ Other		
___ Hallway	___ Foyer	___ Washroom	___ Lunchroom
___ Playground		___ Bus	

Staff signature _____		_____ Referral to Principal	

Action Plan

Student's Name: _____ Class: _____

Date: _____

Offences:

- _____ 1. Not keeping hands & feet to themselves
- _____ 2. Excessive noise in the hallway, foyer, washroom, lunchroom, on the bus.
- _____ 3. Inappropriate language.
- _____ 4. Entering/exiting improperly.
- _____ 5. Fighting
- _____ 6. Other

To receive an Action Plan form, a student must have received three red slips within a five-day period.

Student Responses:

1. Why did I get three red slips within a five-day period?

2. How will I keep from not getting any more red slips?

3. When I am tempted to misbehave, I will

Teacher's Response:

Comments indicating consequences:

Principal's Response:

Comments/signature:

Parent's Response

Comments/signature:

What the Three Simple Rules Look Like for South Oaks School students

- We Respect Ourselves
- We Respect Others
- We Respect This Place

In all Settings:

- Use good manners at all times
- Respect all adults
- Clean up after yourself
- Shoes on and tied
- Be on time
- Bring the supplies needed

In Hallways:

- Move in straight lines
- Move in single file with eyes to the front
- Walk quietly
- Keep hands and feet to oneself
- Lockers closed

In Washrooms:

- Use whisper voices
- Wash hands
- Respect privacy
- Respect property
- Enter and exit properly
- Return to class quickly

On the Playground:

- Play fair
- Keep hands and feet to oneself
- Use appropriate language
- Respect the adults on supervision duty
- Respect the school property
- Use equipment properly
- Get permission to leave school property to retrieve balls
- Listen to the bells
- Dress appropriately for the weather

In the Library:

- Use whisper voices
- Respect the librarian
- Respect books and furniture
- Enter and exit properly

At an Assembly:

- Enter and exit properly
- Be a good audience
- Sit flat on the floor, facing forward
- Keep hands and feet to oneself

On the Bus:

- Line up facing bus captains
- Keep hands and feet to oneself
- Respect the bus drivers
- Take your belongings with you
- Enter and exit properly

In Lunchrooms:

- Use indoor voices
- Use appropriate language
- Respect noon supervisors and lunch room monitors
- Keep hands and feet to oneself
- Eat your own food; no trading
- Stay in your seat
- Clean up