

**OAKVILLE PUBLIC SCHOOL**  
**LEVELS OF STUDENT MANAGEMENT – 2008**

*This system of student management is based on the belief that individuals are responsible for their own behaviour and that staff and parents assist students to identify appropriate behaviours to meet their needs.*

**1. WHOLE SCHOOL POSITIVE REWARD SYSTEMS**

In addition to the various strategies and structures that teachers choose to implement within their classrooms, the following whole school system is used to identify and recognise students who display positive behaviours and attitudes throughout the school.

**House Cards**

- House Cards are used by **class teachers** to reinforce positive behaviours.
- Individual student House Cards are used to record and track ‘rewards’ (stamps).
- Students present their House Card to their class teacher for verification and processing.
- Once stamps have been awarded (ie stamped onto the card) they **should not** be withdrawn.
- As stamps accumulate, students receive certificates and rewards (see ‘Commendation Levels’ below)
- Presentation of certificates is as follows:
  - Bronze and Silver certificates will be presented at Monday recess assemblies;
  - Gold certificates will be presented at the K-6 Thursday afternoon assemblies;
  - Platinum certificates will be presented at a special end of year assembly or on Presentation Day.
- Students reaching Bronze, Silver, Gold and Platinum Levels will be recognised in the School Newsletter.

**Commendation Levels**

<b>Level</b>	<b>Details</b>	<b>Student Receives</b>	<b>Parent Notification</b>
Bronze	10 house stamps in any one year	Bronze certificate Special bookmark	Bronze letter
Silver	20 house stamps in any one year	Silver certificate Special bookmark and pencil	Silver letter
Gold	30 house stamps in any one year	Gold certificate Special bookmark and pencil Principal’s Morning Tea	Gold letter
Platinum	40 house stamps in any one year <i>Proviso 1: No more than a single Warning Level in any one school year;</i> <i>Proviso 2: No more than two Behaviour Referrals (pink slips) in any one school year;</i> <i>Proviso 3: Students placed on Discipline Levels One, Two, Three or Suspension are no longer eligible.</i>	Platinum certificate Special bookmark and pencil Lunchtime BBQ	Platinum letter

**Lucky Tokens**

- Lucky Tokens can be awarded to students for positive behaviours.
- Non-classroom teachers (including playground teachers, Teacher-Librarian, RFF teachers, casual teachers, scripture teachers etc) and staff members (including office staff, teacher’s aides etc) may present these tokens to students exhibiting appropriate behaviours.
- Students should deposit their token in the Lucky Tokens Box in the office.
- A Lucky Token will be drawn at the Monday assembly each week. The winner will receive a canteen voucher.
- The Lucky Tokens Box will be cleared each Monday after the assembly.
- Lucky Tokens **do not** count towards the Commendations Levels.

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**2. WHOLE SCHOOL DISCIPLINE SYSTEM**

In addition to the various strategies and structures that teachers choose to implement within their classrooms, the following whole school system is used to record and communicate student misbehaviour throughout the school.

**Dealing with Discipline Issues**

- Teachers deal with discipline issues fairly and appropriately as required (both in class and in the playground).
- Teachers should deliver appropriate consequences and discuss alternative, acceptable behaviours with the student. When considering appropriate consequences for playground misbehaviour teachers may ask students to clean playground, stay with the teacher on duty, remain in a time out area for the duration of the teacher’s duty, stay away from ‘x’ and play sensibly. When considering appropriate consequence for classroom misbehaviour teachers may ask students to complete their class work at playtime, remove students from particular activities, allocate time out (then follow-up missed class time appropriately) etc.
- All teachers record and communicate student misbehaviour as required using Behaviour Referrals (pink slips).

**Behaviour Referrals (Pink Slips)**

- Pink slips are used to record, communicate and track student misbehaviour.
- Pink slips are used by all teachers within the school and are passed to Stage Supervisors then to class teachers who file details in their ‘Class Discipline Record Folder’;
- Teachers ‘rate’ student misbehaviours (‘Minor’, ‘Significant’, ‘Major’ and ‘Immediate Referral’) when completing the pink slip considering the severity of the misbehaviour. Examples misbehaviours can be found on the reverse side of the pink slip.
- Stage Supervisors consider placing student on Discipline Levels as follows:
  - 3 MINOR behaviour slips in one term;
  - 2 SIGNIFICANT behaviour referral slips in one term;
  - 1 MAJOR behaviour referral slip;

**1 IMMEDIATE REFERRAL should be forwarded to the Principal ASAP after the incident.**

**Discipline Levels**

<b>Level</b>	<b>Action</b>
Warning	<ul style="list-style-type: none"> <li>• Action - at the discretion of executive;</li> <li>• <u>Whilst on this level</u> student is not eligible to receive Bronze, Silver, Gold Certificates;</li> <li>• Below this level student is no longer eligible to receive Platinum ribbon (in current year).</li> </ul>
Discipline Level	<ul style="list-style-type: none"> <li>• Withdrawn from playground (lunchtime) up to one week;</li> <li>• No longer eligible for the Platinum Award (in current year);</li> <li>• <u>Whilst on this level</u> student is not eligible to receive Bronze, Silver, Gold Certificates;</li> <li>• Further consequences (including special individual programs, behaviour cards, parent interview) are at the discretion of the executive.</li> <li>• Levels Two and Three - Behaviour Card for 10 days.</li> <li>• Levels Two and Three - Withdrawn from special school activities, excursions, PSSA</li> </ul>

- Student remains on the Warning or Discipline Level for a period of 10 days.
- Parents will be notified in writing if their child has been placed on a Warning or Discipline Level.
- Parents will be asked to sign the letter and return it to school to indicate that the note has been seen by the parent.
- Parents are encouraged to support the school by discussing the matter with their child and suggesting alternative, acceptable behaviours.