

**OAKVILLE PUBLIC SCHOOL**  
**Student Management**  
 2017

*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.

**OPS Oakie Cards**

- Oakie Cards are used by **class teachers** to reinforce **consistent** positive application, effort, behaviour and attitude in all aspects of school life.
- Individual student Oakie Cards are used to record and track ‘rewards’ (stamps).
- Students present their Oakie 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- Once stamps have been awarded (ie stamped onto the card) they **should not** be withdrawn.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.
- Presentation of certificates is as follows:
  - Bronze certificates will be presented in class by the Principal or delegate;
  - Silver certificates will be presented at Monday recess assemblies by the Principal or delegate;
  - Gold certificates will be presented at the K-6 Thursday afternoon assemblies by the Principal or delegate;
  - Platinum certificates will be presented at a special end of year assembly or on Presentation Evening.
- Students receiving the Platinum Certificate will be recognised in the School Newsletter.
- As students receive each of the above certificates, details should be recorded onto STARS by the class teacher.

**Commendation Certificates**

<b><u>Certificate</u></b>	<b><u>Details</u></b>	<b><u>Student Receives</u></b>	<b><u>Parent Notification</u></b>
Bronze	10 Oakie Card stamps in any one year	Bronze certificate	Bronze letter
Silver	20 Oakie Card stamps in any one year	Silver certificate	Silver letter
Gold	30 Oakie Card stamps in any one year	Gold certificate	Gold letter
Platinum	40 Oakie Card stamps in any one year <i><u>Proviso 1: No more than a single Warning of Formal Executive Intervention in any one school year; OR</u></i> <i><u>Proviso 2: No more than two Behaviour Referrals (of minor significance) in any one school year; OR</u></i> <i><u>Proviso 3: No Formal Executive Intervention (other than a Warning).</u></i> <i><u>Note: Consideration may be given to a student who receives a single referral for a major infraction (deemed out of character by CRT) followed by consistently positive application, effort, behaviour and attitude in ALL aspects of school life for the remainder of the year.</u></i>	Platinum certificate	Platinum letter

**Lucky Tokens**

- Lucky Tokens can be awarded to students for positive behaviours relating to one of three target OPS categories (**O**wn Your Behaviour; **P**ride In Yourself and Your School; **S**trive for Success).
- 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 appropriate Lucky Tokens Box in the office.
- A Lucky Token will be drawn at the Monday assembly each week. The Lucky Tokens Box will be cleared each Monday after the assembly.
- Lucky Tokens **do not** count towards the Bronze, Silver, Gold and Platinum Awards.
- It is not necessary to record Lucky Tokens in STARS

**Assesmbly Awards** (refer to Assembly organisation for more specific information regarding these awards)

- Merit Awards: two per class per assembly – reason at the discretion of the class teacher (STARS entry required);
- Principal’s Award: one per class per assembly - refer to assembly roster for focus reason(STARS entry required);
- Oakville Star Award - one per class per term (STARS entry required);
- Captains’ Awards - selected by School Captains (STARS entry **not** required);
- Best Class in Assembly - selected by Mystery Judge (STARS entry **not** required);
- Annual Presentation Evening Awards – according to Presentation Evening Organisation (STARS entry required).

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### Student Management

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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.
- Teachers complete relevant Behaviour Referrals (see below) and forward to stage supervisors.

### **Playground Behaviour Referrals and Classroom Behaviour Referrals**

- The purpose of Behaviour Referrals is to record, communicate and track student misbehaviour – Behaviour Referrals ARE NOT and SHOULD NOT BE USED AS 'the punishment'.
- Teachers record and communicate student misbehaviour as required using Playground Behaviour Referrals or Classroom Behaviour Referrals.
- Behaviour Referrals may be completed by any teacher within the school.
- Teachers who complete a Behaviour Referral (apart from casual teachers employed for a single day) are required to enter details in full onto STARS at [www.impromotion.com.au](http://www.impromotion.com.au) according to the attached flowchart.
- Hard copy (paper copy) Behaviour Referrals are passed to the class teacher of the student possible after completion.
- If a number of students are involved in an incident, individual Behaviour Referrals must be completed by the teacher dealing with the incident.
- Class teachers are required to maintain all Behaviour Referrals until it is deemed necessary for Executive Intervention. Time should be set aside in weekly Stage Meeting to discuss and follow-up Behaviour Referrals.
- Stage supervisors are responsible for any Executive Intervention (see below).
- Teachers send ALL Behaviour Referrals to Stage Supervisors in the final week of Term 4 for filing.

### **Intervention - Executive Disciplinary Action and Parent Notification**

<b><u>Intervention</u></b>	<b><u>Action</u></b>
<b><u>Executive Warning</u></b>	<p><u>Executive Action</u> (at the discretion of executive) - Student may be withdrawn from playground (lunchtime) up to three days; student may be placed on class and/or playground behaviour card.</p> <p><u>Parent Notification</u> – <u>Warning of Formal Executive Intervention</u> letter is forwarded to parents.</p> <p><u>Warning Period</u> – Student is given a period of one week to make earnest attempts to improve their behaviour; if significant improvement has not been noted within that period, the student will either be given an extension of time OR receive Formal Executive Discipline (see below).</p> <p><u>Rewards and Certificates</u> - Student is not eligible to receive Bronze, Silver or Gold Certificates for the duration of the one week 'warning' period.</p> <p><u>Repetition</u> – Individual students will only receive one Executive Warning in any one calendar year; further instances of misbehaviour requiring executive intervention will result in Formal Executive Discipline.</p>
<b><u>Formal Executive Discipline</u></b>	<p><u>Executive Action</u> (at the discretion of executive) - Student is withdrawn from playground (lunchtime) up to one week; student may be withdrawn from special school activities (including excursions, sport etc) for the duration of the Discipline Period OR for <u>a specified</u> future event; student may be placed on a class and/or playground behaviour card.</p> <p><u>Parent Notification</u> – <u>Formal Executive Intervention</u> letter is forwarded to parents.</p> <p><u>Discipline Period</u> – Student is given a period of one week during which time they must make an earnest attempt to improve behaviour; if significant improvement has not been noted within that period, the student will be given further Executive Discipline.</p> <p><u>Rewards and Certificates</u> – Student is not eligible to receive Bronze, Silver or Gold Certificates for the duration of the Discipline Period; student is <u>no longer eligible</u> to receive the Platinum Award for that calendar year.</p> <p><u>Repetition</u> – further instances of misbehaviour requiring executive intervention will result in follow-up formal Executive Discipline. Suspension may result when (a) students are continually requiring executive intervention or (b) misbehaviour is deemed extreme.</p>

- Parents will be asked to sign any letters and return to school to indicate that the notes have been sighted.
- Parents are encouraged to support the school by discussing the matter with their child and suggesting alternative, acceptable behaviours.