

ST JOSEPH'S
CATHOLIC SCHOOL
ONEHUNGA



Behaviour Guidelines

Table of Contents

- Mission Statement
- Saint Joseph
- School Prayer - Karakia
- School Song – Ko Waiata O Hato Hohepa
- Student Goals
- Parent Goals
- Staff Goals
- School Rules
- Guidelines for Classroom Rules
- Affirmations
- Discipline Pathway
 - Minor Action
 - Medium Action
 - Serious Action
- Core Mercy Values
- Prayer to End the Day

Our Mission Statement

St. Joseph's exists to provide quality education within a caring community that models itself on the teaching of Jesus Christ and expresses itself through the traditions of the Catholic Church.

Saint Joseph

What emanates from the figure of Saint Joseph is faith...Joseph of Nazareth is a "just man" because he totally "lives by faith." He is holy because his faith is truly heroic.

Sacred Scripture says little of him. **It does not record even one word spoken by Joseph**, the carpenter of Nazareth. And yet, even without words, he shows the depth of his faith, his greatness.

Saint Joseph is a man of great spirit. He is great in faith, not because he speaks his own words, but above all because he listens to the words of the Living God. He listens in silence. And his heart ceaselessly perseveres in the readiness to accept the Truth contained in the word of the Living God.

We see how the word of the Living God penetrates deeply into the soul of that man, that just man. And we, do we know how to listen to the word of God? Do we know how to absorb it into the depths of our human personalities? Do we open our conscience in the presence of this word?

Pope [John Paul II](#) from *Daily Meditations*



School Prayer - Karakia

This is our school
Let peace be found here
May the rooms be full of happiness
Let love abide - love for one another
The love of life itself and the love of God

School Song – Waiata o Hato Hohepa

Hutia te rito o te harakeke
Kei whea te komako e ko
Uia mai koe ki ahau
He aha te mea nui o te Ao
Maku e ki atu
He tangatata, He tangatata, He tangatata
Kia kaha Hato Hohepa!
Stand tall where we belong
Turn to St Joseph, loving father
To help us grow up strong
Kia kaha Hato Hohepa!
Be proud of who we are
Remember, to love and to serve
Talosia i matou
Maria paia
Queen of Heaven lowly handmaid
Mother of God
Sioto ofa Sagata Malia
Lead us to your Son
Remember, to love and to serve

Student Goals

As a student of St. Joseph's I will:

- respect myself, others and my environment
- strengthen my faith and live as Jesus wants me to
- follow the school and classroom rules
- always do my best, striving for excellence in what I say and what I do
- take pride in being an SJS kid

Parent Goals

As the first and most important teacher of my child I will:

- encourage my child to develop a sense of respect for themselves, for others and the environment
- support and nourish my child's spiritual development as they learn about God and the Catholic faith
- ensure my child knows the school and classroom rules and follows them
- encourage and help my child with their schoolwork
- support my child in wearing their uniform with pride

Staff Goals

As a staff member and role model I will:

- respect and affirm the dignity of our students, their parents and my co-workers
- show commitment to the teaching of Jesus in action and prayer
- create a vibrant learning environment with optimal conditions for learning
- show our children that they are accountable for their actions and assist them in making wise choices
- develop in our students a sense of pride in being an SJS kid

At St Joseph's we are about...

Strengthening Faith ~ Developing Pride ~ Seeking Excellence

SCHOOL RULES

1. Attend school regularly and be on time.
2. Wear my school uniform with pride.
3. Respect myself, other people, the school equipment and environment and other people's property.
4. Treat others with kindness and consideration in words and actions.
5. Follow the safety rules.
6. Be a responsible user of IT equipment.
7. Keep to the correct areas of the school.
8. Know what to bring to school, what to leave at home and be ready to learn.
9. Know how I go home each day and where to wait to be picked up after school.
10. Be the best SJS kid I can be.

1 What time does school start and finish?

School starts at 8.45am.

School finishes at 2.50pm.

Morning break is 10.50am.

Lunch break is 12.40-1.30pm.

I can enter my classroom after 8.15 in the morning.

I cannot leave school before the end of the day without permission.

I will be in the playground at morning break and lunch times.

I will eat my lunch in the correct place until the hand bell rings.

2 What is the correct school uniform?

I will wear the correct uniform at all times and it will be clean and well kept.

If there is a reason why I am not in correct uniform, I must have a letter from my parents.

I can wear crosses, scapulas or other cultural items with permission from the principal.

I will wear my PE uniform for sports or when representing the school. (Year 4 upwards)

I will wear my school sunhat when I go outside in Term 1 and Term 4.

If my ears are pierced I will wear only studs. My hair will be neat and tidy and match the school's policy.

3 How do you respect yourself, other people, school equipment and environment and other people's property?

Be polite and considerate to others.

No graffiti or marking any school property or school books.

Put my name on all my books and personal things and take responsibility for them.

Keep my desk and classroom neat and tidy and return things to the correct place.

Don't take other people's belongings.

Take responsibility for my own litter. Put rubbish in the bins.

Respect the trees and growing things in the gardens.

4 How to treat others with kindness and consideration in words and actions?

Live the Mercy values.

Address others using their correct name.

No verbal put downs or inappropriate answering back.

No teasing or making fun of others

No intimidation – verbal or physical

No physical violence – no hitting, pushing, kicking, punching, throwing things at people etc.

5 What are the safety rules?

Always walk inside buildings and let adults go first.

Use the school crossing before and after school.

Balls are only kicked on the field.

Remember what I learnt in the 'Keeping Ourselves Safe' programme.

Only use matches with adult supervision.

6 How to be a responsible user of IT equipment?

Carry and use the IT equipment responsibly so that it is not damaged.

Return equipment to the correct place.

Use the IT equipment for constructive learning.

Be a responsible cyber citizen.

Make sure you have the teacher's permission before printing.

Follow the school policy on computer use and computer code of conduct (Procedures Manual)

7 What are the correct areas of the school?

I am not allowed in the hall, behind the hall or behind the grotto.

Play outside the classroom on fine days – you are only allowed in the classroom during breaks if the rain bell has rung

8 What should I bring to school?

My completed homework and any books and stationery I need for my school work.

A healthy lunch and a healthy drink.

We are a no SCOF school.

My PE uniform (Year 4 upwards)

A set of old shorts and T-shirt if I am practising sport at lunchtime.

9a What should I leave at home?

Any expensive toys or other special things without my teacher's permission.

Dangerous things - things that could hurt me or someone else.

Chewing gum and bubble gum are not allowed at school.

Children are not allowed to carry cell phones on them – they are to be handed in at the office.

9b Where do I wait to be picked up after school?

If I walk I should go straight home.

If I catch the bus I line up promptly outside Room 8.

If I get picked up I should wait outside Room 4 until someone comes for me.

10 How can I be the best SJS kid?

Live the Mercy values of respect, care, compassion, service and justice by using my "head, heart and hands".

Strengthen my faith by listening to the call of God, by standing tall and being proud of my family, culture, church, school, community and myself - and by striving for excellence in all I do

GUIDELINES FOR CLASSROOM RULES

(To be co-constructed with teacher and class)

1. Be a kind and helpful classmate
2. Do what my teacher says at all times
3. Keep on task with my school work
4. Listen when others are speaking and be respectful
5. Complete all my homework
6. Know what to do on wet days

1 How I can be a kind and helpful classmate?

I will not use put downs, swear or be nasty to others.

I will not hit, pinch or push others.

I will help to keep my desk and classroom tidy.

I will show good manners at all times.

2 How I can do what my teacher says at all times?

I will listen attentively when the teacher is giving instructions and follow them.

I will remain on learning tasks and not distract others.

3 I will keep on task with my school work.

I will listen to my teacher so I know what I am supposed to be doing.

I will always try to do my best work.

I will not distract others or let them distract me.

4 I will listen when others are speaking and be respectful

I will listen when others are speaking.

I will treat other people in the way that I would like to be treated.

5 I will complete all my homework.

I will know what homework needs to be done and when it is due to be handed in.

I will ask for help if I have trouble finishing my homework.

6 I will know what to do on wet days or if the rain bell rings.

I will go to my classroom or stay in my classroom and keep occupied with quiet activities.

I will obey the monitors and duty teachers

I know that sports gear is not allowed to be used inside

AFFIRMATION

An SJS Kid:

- knows how to manage themselves and relate well to others as they live out the Mercy values.
- takes pride in themselves as they nurture their faith, and strive for excellence.
- participates and contributes with enthusiasm and makes wise choices so that everyone at St Joseph's feel valued and happy.



Positive Consequences:

- Recognising and rewarding positive behaviour in the classroom and in the playground
- Mercy Value certificates presented at school assemblies
- Learning certificates and other awards are given at syndicate assemblies
- Sports awards at school assemblies
- 'Caught Being Good' bucket
- 'Good News' notes to parents
- Verbal and written comments of praise on school work by teachers and principal
- Principal's awards
- Recognising and rewarding academic and personal development progress
- End of year awards ceremony

DISCIPLINE PATHWAY

In the majority of cases a parent will first know of a discipline issue through contact with the class teacher.

MINOR ACTION

LEVEL ONE

Incidents dealt with by class teacher – appropriate consequences to remediate the issue.

Note sent home to parent at teacher's discretion if necessary.

LEVEL TWO:

Repeated minor incidents – dealt with by the class teacher

Student will complete a "Stage 1" reflection task – Owning what they did wrong, acknowledging how their actions affected others and identifying how they are going to fix the problem - **will** be sent home to parents to be signed and returned to school.

MEDIUM ACTION

LEVEL THREE

Continued non-compliance - student referred to Team Leader when actions by Teacher ineffective.

Incidents dealt with by Team Leader and recorded on eTAP management system.

Student will complete a "Stage 2" reflection task - **will** be sent home to parents to be signed and returned to school.

LEVEL FOUR

Unacceptable Behaviour – continued non-compliance, bullying, physical violence, serious theft

Student referred to senior management

Senior management will contact the parents.

Parents will be expected to support the school

SERIOUS ACTION

LEVEL FIVE

Serious misconduct – ongoing unacceptable behaviour, gross misconduct, continual disobedience that is harmful or dangerous, or if serious harm is likely to the student or other students.

Student referred to Principal.

Parents are contacted by phone or letter.

Interview held with parents /student/ principal and where appropriate the teacher/AP/DP.

Student may be withdrawn from school activities e.g. representing the school in sports/cultural teams.

AP/DP to contact agencies to support the child/teacher/other students/parents – action plan created

Taking into consideration the principles of natural justice – acting fairly and reasonably in the circumstances, the principal may decide to stand down or suspend a child.

In the event of stand down or suspension - principal to inform chairperson of BOT and follow MOE guidelines.

Also refer to Procedures Manual: Sections – Homework, Lateness, Uniform, Behaviour

*“When you
choose an action
you choose a
consequence”*



CORE MERCY VALUES

Respect

- Respect the sacredness of life
- Recognise individual differences
- Value each person's contribution
- Act in a culturally appropriate manner
- Give feedback in a positive and supportive manner
- Show an openness to constructive criticism and feedback

Care and Compassion

- Work co-operatively with others
- Act with understanding and sensitivity
- Respect and nurture the environment
- Respond in a practical way to those in need

Service

- Never see a need without doing something about it
- Encourage and demonstrate team spirit
- Create an environment of welcome and hospitality

Justice

- Act with integrity and respect the rights of others
- Take responsibility for our actions
- Preserve our resources
- Include others in decision making and activities
- Demonstrate fairness in decision making
- Affirm, celebrate and develop the gifts and talents of each person

The traditions of the Sisters of Mercy live on at St Joseph's
'We stand on the shoulders of those who go before us'

Prayer to End the Day

***At the end of the day
we come to you Lord
to say thank you
for the good we have done today.***

***For anything we have done
to hurt others
we are truly sorry.***

***Bless us as we go home
and may we bring love
to our families.***

Amen.