



Our Lady Immaculate School

MISSION STATEMENT

"As a Catholic church school, Our Lady Immaculate School is committed to the development of both the spiritual and moral as well as the academic, social, physical and psychological dimensions of all students alike. Our aim is to provide a safe, loving and caring environment conducive to learning which promotes a holistic educational experience in a Catholic environment aimed at helping all students to develop their full potential whilst preparing them to be good citizens in the outside world."

OLIS BEHAVIOUR

MANAGEMENT POLICY

FOR PARENTS/GUARDIANS

July, 2021

OLIS BEHAVIOUR

MANAGEMENT POLICY

A Point-System to Enhance Positive Behaviour

It is the primary aim of Our Lady Immaculate School that every member of the school community feels valued and respected, and that each individual is treated fairly and well. Our school community is built on mutual trust and respect for all. This is the main aim behind OLIS Behaviour Policy – to support and promote an environment in which everyone feels safe, happy and secure.

OLIS Behaviour Policy aims to promote good relationships to allow everyone to work together in an effective and respectful manner. The school expects every member of the school community to abide by this policy and to behave in a respectful way towards others, so that an ethos of kindness and cooperation is developed. OLIS commits to the provision of an environment where the self-worth and dignity of individuals is promoted, and strives for equality of opportunities for all our students. OLIS recognizes and promotes good behaviour, while it condemns negative and anti-social behaviour.

Positive behaviour and discipline, in the school, is everybody's responsibility. It is important that all members of the school community work towards achieving the school's goals. All stakeholders have important roles to play if the teaching/learning process is to be fruitful for all our students.

Role of parents/legal guardians

Parents/guardians are expected to:

- Know the OLIS Behaviour Policy and actively support it to help the school work for the good of all the students;
- Ensure that their child adheres to the school's expectations.

Role of students

Students are expected to:

- Know the school expectations, rules and policies;
- Adhere to the school's expectations, rules and policies, at all times at school and on outings, and, while wearing the school uniform;
- Support all members of the school community to promote good and respectful behaviour.

Fundamental Principles

Basic Rules & Classroom Rules: (to inspire students to be respectful, relentless, team players, and to encourage learning)

1. Homework must be neat and brought to school on time, unless there has been an emergency. **Students are responsible to take note of HW on their personal diary, during lessons.**
2. Homework is important! Homework teaches students to work independently, to develop problem-solving skills and develop self-discipline. It also encourages students to take initiative and responsibility for completing a task. This helps in building a positive attitude to learning and a healthy work ethic for life. Homework also allows **parents** to have an active role in their child's education and helps them to evaluate their child's progress.
Handing in homework late/not handing in homework - 2 negative points will be awarded.

It is **important to note** that:

- Deadlines for work need to be clear. Deadlines must always be written on the board by the teacher, when work is assigned.
- Homework must always be accepted.

3. Being absent from lessons does not justify homework not being done. When a student is absent for lesson/s, classmates should be asked about material covered, and, for homework given. Should a student not have a reliable friend to whom ask for homework, when absent for lessons, an assistant head is to be notified about the matter.

When students are absent from lessons:

- They are responsible to ask a friend for the work done during lessons, and, for homework. Work done during missed lessons, and homework, must be taken note of, and worked out, as soon as possible.
- Teachers are not expected to re-do lessons. Students, however, can ask teachers for difficulties once notes, classwork and homework have been duly covered and done.
- Students missing lessons due to participation in any school event, are to abide to what is stated in this section.

Parents play an important role in ensuring that students check with classmates about missed lessons, and that they get hold of work that has been done while they were absent from class.

4. If a student is caught lending homework to another student, both will be guilty of cheating.
 - When students are caught lending and/or copying homework from a friend, and/or, from the internet, they will be awarded 0 marks for their work and 2 negative points will be assigned to the students.

5. Students are to sit according to a class seating plan, in twos. Depending on the size of the classroom, students may be allowed to sit in rows of threes.

6. During set groups, students are to sit according to the seating plan designed by the particular teacher, also in twos, or in threes, depending on the classroom size.

7. It is important to respect boundaries:
 - Students are not allowed in staffrooms.

- Students are to respect each other, by addressing each other respectfully and politely, at all times.
- Students are to respect teachers' authority, by addressing them respectfully and politely, at all times.
- Teachers may make use of Teams, Klikks or any other platform, to forward model answers to students. These online platforms shall be used only for academic purposes. Daily homework is not to be communicated to students via Edmodo. Daily homework should be given in class, and possibly also uploaded on Klikks. Should students and/or parents wish to ask a question to the teacher, that is not strictly related to academics, an email to the school, via info@olis.edu.mt, should be sent.

8. Learning time is important and valuable:

- Students are to be punctual for all lessons. During change of lessons, students are not to loiter in the corridor or in another classroom, but are to go directly to the next lesson.
 - A bell is heard throughout the school, to announce the end of the lesson. Students are to go to the next lesson straightaway. Students who are not in class for the next

lesson, within 4 minutes after the bell rang, will be considered 'late' and will be assigned 2 negative points.

- Should a teacher not be in class after 10 minutes from the start of the lesson, students are to report to the staffroom or to a member of the SMT.
- No student is allowed to leave the classroom without the teacher's permission. No one other than the teacher is to give students permission to leave the classroom.
- Students are not to roam around the school during lesson time unless they have a teacher's note.
- Teachers are encouraged not to send students out of class unless it is absolutely necessary.
- Eating is not allowed in classrooms. However, should a student feel unwell and needs to eat, permission to eat in the corridor should be granted.
- Going to the bathroom, during lessons, is allowed. However, should a pattern be noticed by the teacher, the teacher is to speak to the student, and the teacher may then decide not to allow the student to go to the bathroom.

9. The school is ours, and we are to take good care of its environment:
- All persons on the school premises are to take care of classrooms and school equipment. Should students damage school equipment and/or school property, parents will be informed, and will need to pay for the incurred damages.
 - Parents are to be informed of such incidents via email, with pictures of the damages attached. Before damages are paid for, repair should not be carried out. Negative points are to be assigned to the perpetrators.
 - Fee paid for using the science laboratories does not cover damages incurred due to carelessness. Costs to cover such damages are to be paid by the student.
 - Waste is to be separated for recycling.
 - Scribbling on desks, lockers, walls and any other acts of vandalism are considered as major offences. Students witnessing such acts are to report them immediately.
 - Littering in class and on the school premises is not tolerated. Cleanliness is important at all times, and everywhere around the school.
 - Being an EkoSkola, awarded with the Green Flag, use of plastic is to be limited. Students are to bring reusable plastic bottles only.

10. Having whole classroom chat groups is not encouraged. This, very often, leads to cyberbullying that the school cannot be considered responsible for. It is the parents'/guardians' **sole** responsibility to ensure that the students make proper use of the internet. On the other hand, students are encouraged to have a small group of close friends, to whom they can ask for homework and for work covered during lessons, should they be absent from school. Should a student find difficulty in being part of a group of friends, the class form teacher and/or SMT should be informed.

11. When students have activities, meetings, etc. during break, they are allowed to eat, so as not to disrupt the lessons following break-time.

12. Participation in the Spring Concert or in any other special school activity (example, trips abroad, live-ins, school car wash, any other trips that might be organised, represent the school in national events, etc.) depends on the students' behaviour. If students collect 40 negative points, they will not be allowed to take part in such activities.

13. It is important that students are educated to show respect to those who work at school, be it non-teaching staff, members of the teaching staff, the sisters and members of the SMT. So, whenever, an adult enters a classroom, students should stop from their work and greet her/him.
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How will the point-system work

The point-system uses rewards for positive behaviours while it reprimands misbehaviours. There are 2 separate scores – one for positive behaviour, **Appraisal Score**, and another for negative behaviour, **Conduct Score**. Both scores will be accessible on Klikks, by students and parents/guardians. Both scales will start at zero at the beginning of each scholastic year.

Parents/guardians and students are given the OLIS Behaviour Policy at the beginning of the scholastic year. They are to read carefully the Policy and then sign, and return to school, an agreement (found at the back of this policy) where they confirm that they accept adherence

to the school's regulations. This agreement is binding for one scholastic year.

Members of staff input points directly on Klikks.

What will happen the first time a student misbehaves?

- Negative points are allotted immediately according to the rubric for misbehaviours. For example, if a student forgets a book, 2 negative points will be assigned every time. Thus, if a student never gets the book, a total of around 40 negative marks will have been assigned over one month.

The main aim of the point-system is to promote good behaviours. Thus, positive behaviours are to be acknowledged and praised. In addition to assigning positive points, this can be done in a variety of ways:

- When a student produces an excellent essay, this should be shared (in pdf format) on the school's Facebook page, together with the student's name, class and subject. The ripple effect of such a measure is varied. Parents, and students alike, will be exposed to excellent writing. Parents may also start taking more interest in their children's work to help them improve their writing. This

incentive should not be used for languages only, but also for subjects where long writing is involved, like Religion and Social Studies.

- Teachers can display excellent work by students, on the class noticeboard. Different criteria can be used to select such work, example, very neat, excellent presentation, etc. This will give ALL students – and not only the abler students – a chance to have their work displayed.

Each student will be given the rubrics for Appraisal Scores and Conduct Scores. Rubrics will also be available in each classroom, for easy reference.

Rubric for Positive Behaviours – The Appraisal Score

	Appraisal	Positive Points
1	Participates actively during lessons	2
2	Always respectful	2
3	Highly responsible	2
4	Wearing smartly the school uniform, at all times	2
5	Being helpful and kind	2
6	Performing really well in work given	2
7	Neat work	2
8	Putting a lot of effort in one's work	2
9	Showing improvement in work and/or attitude	2
10	Helping out, and taking part, in religious activities held at school	2
11	Teamwork	2
12	Student of the month	2
13	Netiquette*	2

14	Exceptional Work	4
15	Taking part in elections for school councils	4
16	Participating actively in school activities, organised by teachers	4
17	Gets teachers'/Assistant Heads'/Head's attention when something bad is going on	4
18	Participating in competitions, representing the school	6
19	Entrepreneurship and initiative	6
20	Being part of a school club/group for a whole scholastic year	8
21	Others, at the discretion of members of staff	To be decided by member of staff

*Netiquette - When on the internet:

- Be kind, polite and respectful
- No typing in capitals
- Wait your turn (raise hand)
- Do not mute others
- Do not kick out others from a meeting
- No music/distracting sounds and no memes
- Wait patiently for teachers' replies to your messages
- Use chat appropriately

The following **framework for rewarding positive behaviour** will be enacted:

- The scale for positive behaviour starts at 0. Points are awarded by members of staff to award significant positive behaviours.

Upon reaching a number of points over one scholastic year, students are awarded a certificate as follows:

Forms 1 – 4:

- Upon reaching 25 points = Bronze award
- Upon reaching 45 points = Silver award
- Upon reaching 65 points = Gold award

Form 5:

- Upon reaching 20 points = Bronze award
- Upon reaching 40 points = Silver award
- Upon reaching 60 points = Gold award

At the end of the scholastic year, rewards will be assigned to the students who get a Gold award.

Rubric for Misbehaviours – The Conduct Score

	Misbehaviour	Negative Points
	Behaviour	
1	Misbehaving during, and in between, lessons	2
2	Littering	2
3	Loitering and/or running in the corridor and/or wasting time	2
4	Eating chewing gum at school and/or during school outings	2
5	Eating in class during lessons	2
6	Rude language	4
7	Annoying, disturbing and provoking peers	4
8	Disrespecting superiors	6
9	Misusing and/or damaging school property	8
10	Blaspheming	8

11	Misusing ¹ mobile/electronic devices on the school premises ²	10
12	Getting inappropriate books and/or magazines to school	10
13	Stealing	10
14	Playing truant (skipping school without parents/guardians knowing it)	10
15	Bullying another student	14
	Uniform	
16	Incorrect uniform	2
17	Careless and shabby uniform	2
18	Shaved hair and/or non-conforming hairstyle	2
19	Hair not neatly tied up	2
20	Wearing make-up	2
21	Painted nails	2
22	Wearing inappropriate jewellery – extra earrings, piercing, necklaces, bracelets	2

¹ Misuse includes, but is not limited to, taking pictures/selfies while at school, keeping it silent, etc. Electronic devices are to be switched off and kept in the school bag, at all times, unless used for lesson/s as instructed by teachers.

² If a student gets mobile to school, the school is not liable to any damages incurred or theft.

23	Having nail art, gelish nails, etc	6
24	Having dyed hair and/or hair extensions	6
	Communication with the school	
25	Not attending school activities and not getting an excuse note from parent/guardian	4
26	Failing to return signed notes and/or any other school communication	2
	Homework and Lessons	
27	Being late for lesson	2
28	No book(s), notes and/or resources for lessons	2
29	Late homework	2
30	Homework not done	2
31	Copying, and/or lending, homework	2
32	Doing homework very carelessly	2
	Health and safety	
33	Fighting, verbally and/or physically	6
34	Getting objects that can be harmful to oneself and/or others at school	6

35	Leaving school/school activity/school outing without permission from teacher and/or member of SMT	10
36	Unsafe conduct	10
37	Violent behaviour	Suspension
38	Getting alcohol to, and/or consuming alcohol at, school	
39	Bringing cigarettes and/or caught smoking	
40	Others, at the discretion of members of staff	To be decided by member of staff

Additional Points:

- Students who, in any way, alter and/or ruin the smart appearance of the uniform, will be requested to buy another one.
- There will be a penalty of 50 euro cents when students have to have their nail polish removed and/or when they need to be given a rubber band/hair clips to tie hair neatly.

- Students who come to school with nail polish, hair not properly done and/or make-up will be asked to remove it against a nominal fee of 50 euro cents.

- Students who have nail polish, make-up and/or hair down can go to Ms Caruana's, Mr Morana's, Ms Lucia's or Georgina's office to have their nail polish removed and/or to be given a hair rubber band to tie hair neatly. Students are to pay 50 euro cents for these services. Such money will then be used for co-funding of rewards for positive behaviour.

- Piercings will be confiscated and held by the school till the end of the scholastic year.

- Students having nail extensions, nail art (including gelish, etc.) and/or dyed hair:
 - Will be given 6 negative points and one week to conform with the school regulations.
 - If following the one week, student's nails are still against the school policy, the student is given another 6 negative points and an after school.

- The correct uniform to be worn to school is as shown in these pictures:



Full Winter
Uniform



Full Winter



Summer
Uniform



Summer P.E.

- It is important, that all stakeholders know that there will be repercussions if students are caught getting alcohol/pornographic material to school, and smoking on the school premises, as permitted by law.

The following **framework for negative behaviour** will be enacted:

- The scale for negative behaviour starts at 0.
Points are awarded by members of staff for misbehaviours observed.

For every 20 negative points collected, students will get an after school.

To be reviewed and updated: July, 2022