

Quorn Area School

Student Behaviour Management Policy

Philosophy

Quorn Area School is a place for learning both academic and social skills. The Student Behaviour Management Policy supports student learning through promoting behaviour management processes, teaching students to take responsibility for their own behaviour and to make positive choices about how they behave.

Staff will use a team approach to establish consistent processes and consequences. However we acknowledge that all students, behaviours and circumstances are different, and professional judgement will need to be applied to each situation. Touching others inappropriately is not tolerated.

School Rules both in and outside the classroom need to address:

- Communication
- Learning
- Movement
- Safety
- Treatment
- Conflict Resolution

Classroom processes

At the beginning of each year teachers and students will establish a set of class rules together. These should be written in positive terms, and should be published and displayed within the classroom so students, teachers, and relief teachers can refer to them.

Classroom assistance and exit forms are available in each classroom.

Responsibilities

All staff

- Acknowledge that this is a whole school community issue.
- Consider responses to behaviour calmly and carefully.
- Apply school processes and expectations consistently.
- Inform other staff of incidents as appropriate.
- In the event of an accident, get an ED155 report from the front office, complete it and give to the OHS&W rep and Principal for signing as soon as possible.
- If safe, intervene wherever there is potential for conflict or damage to personal or school property.
- Record information about behaviour incidents in the SBM record book.

Teaching Staff

- Communicate with parents, coordinators and, where necessary the Principal and Deputy, about disciplinary measures as early in the process as possible.
- Ensure classroom assistance forms and exit forms are readily available in each teaching space.
- Whilst on Yard Duty:
 - ☆ Ensure duty of care by being punctual and covering designated areas regularly
 - ☆ Direct students to use bins and pick up rubbish as necessary
 - ☆ Supervise individual students on yard duty if requested by other staff.

- ☆ In the event that a yard issue cannot be resolved satisfactorily, direct the student/s to a time out area or a member of the leadership team.

Leadership team

- Ensure that the behaviour policy and processes are communicated to staff, students and parents.
- Ensure that school and DE TE processes and expectations are consistently applied.
- Follow school and DE TE processes for SBM and harassment incidents.
- Support staff in following up behaviour management issues.
- Implement agreed strategies designed to modify behaviour.

Principal

- Establish and monitor a centrally located SBM incident record book.
- Manage regular review of the policy.
- Monitor student exits and enact internal or external suspension as warranted.
- Suspend, exclude and expel students in line with DE TE policy and fulfil the associated administrative requirements.

Counselling

When counselling a student about an SBM incident, teachers need to focus on social learning for the student.

The student should be taken through a process of reflecting upon:

- Their behaviour
- Other choices they could have made
- Future ways of handling similar situations

Each student involved should have the opportunity to describe what happened with emphasis on his or her role in the incident.

Witnesses will describe what happened if required.

Students will be involved in setting appropriate consequences.

Parents/caregivers will be contacted at the discretion of the staff member managing the incident.

Internal Suspension

The student will have their own recess and lunch times, and will be back in the 'time out' room when other students have breaktime.

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|--------|---------------|
| Recess | 10:35 –10:55 |
| Lunch | 12:25 – 12:55 |

No music or recreational activities are allowed in the 'time out' room..

Students will have work to complete.- either sent by the teacher or provided by a supervising staff member if classwork is not available.

What students can expect

Step 1

- ☆ Reminded of the broken rule.
- ☆ Given a clear direction.
- ☆ Given a warning and a simple choice within the rules.

Step 2

The school aims to keep students in class. The teacher may send for an available staff member so that the student/s can be supported to get back to work. Classroom assistance forms will be available in each classroom for teacher use. Parents should be informed via the communication book, diary or phone as appropriate.

Step 3

- ☆ Time out.
- ☆ Work away from other students and to be given time to think through their actions. This can occur at a designated area within the classroom, outside the classroom or in a nearby classroom as arranged.

Step 4

- ☆ The student is exited to the front office.
- ☆ Exit forms are available in each room and should be sent to the office with the student or with another student if appropriate. Teachers have responsibility to follow through with the incident at the earliest convenient time. If appropriate they can recommend on the form action that may be taken—either Time Out until the next lesson or yard break, internal suspension, or Suspension, Exclusion and Expulsion Procedures.
- ☆ At the front office the Principal, Deputy or available teacher will meet the student. The student will:
 - ☆ Be given time to “cool down” as required.
 - ☆ Fill in a student exit form –which will eventually be used by the teacher to negotiate re-entry into class.
 - ☆ Be given work to complete whilst they are waiting for a counseling process to begin.
 - ☆ Be counselled by the teacher, Principal, Deputy Principal or Coordinator.

Note: If a student exits themselves from class, they must go directly to the front office and report directly to the Principal, Deputy or an available teacher.

Step 5

Suspension, Exclusion and Expulsion are processes decided on and managed by the Principal or delegate and follow the process outlined in the DETE Student Behaviour Management Handbook.