

# Allendale East Area School



## Behaviour Management Policy

# **ALLENDALE EAST AREA SCHOOL**

## **SPECIFIC RULES WITHIN THE SCHOOL**

### **IN THE YARD:**

- The “Code of Conduct” on which our specific rules are based is:

#### **CARE, CONSIDERATION, COURTESY, COOPERATION AND COMMUNICATION**

- Respect school property and the rights and property of others.
- Once students have arrived at school (by bus or otherwise) they aren't to leave school grounds without Principal permission.
- Before 8.30 all students in the school need to stay in the canteen area, where supervision is provided until 8.30am (this includes NOT taking bags to class areas). Students then move to designated 'before school areas'.
- Out of bounds areas included the front gardens, bus area, Ag areas, all Car parks, around Tech Studies, the back of the Performing Arts Building.
- Hats need to be worn in the yard during breaks (student to go to the canteen area if no hat) or outdoor class activities, during Terms 1 and 4.
- Students are not to leave the school grounds without permission from the Principal. Senior students are required to sign out.
- No food to be taken or eaten beyond the building boundaries.
- Do not run around corners of buildings.
- R-3 students are the only students to use the JP playground. Year 4 and up to use larger playground.
- Students need to follow the directions from yard duty teachers, based on the teacher's assessment of the safety of any activity in the yard duty area (including the gym).
- Yard Duty Teachers expect that students leave the oval 5 minutes before the end of break time (to get a drink etc and be ready for class).
- Please use bins provided to keep our yard litter free. Recycling is encouraged using the designated bins.



### **INSIDE:**

- No chewing gum.
- No running inside.
- Students not to be in classrooms or offices without a staff member.
- Classrooms, computer rooms and offices should be locked when not in use.
- Students are not to enter the staffroom.
- Mobile phones must be turned off during lesson time.

***Most classes or Subject Teachers also negotiate other specific rules for their areas.***

# **DEALING WITH COMMON BEHAVIOUR PROBLEMS**

In many of these cases expectations will have been set in accordance with the 'Code of Conduct'. Thus referral to the 'Code of Conduct' will be a basic strategy. The basic principle that should be exercised is that teachers investigate reasons for inappropriate behaviour, exercise professional judgement and take appropriate steps to avoid the situation being escalated.

## **LOW LEVEL**

### **Not prepared for lessons:**

- Rule reminder & teacher provides gear
- Note home in diary to parent
- Time Out (if persistent)
- Learning support plan

### **Inappropriate materials in lessons:**

- Rule reminder & student to remove object or material
- Confiscation if necessary, if dangerous or illegal send to Administration
- Note home to parent in diary

### **Inappropriate use of diaries:**

- Remove offending material/replace diary
- Note home to parent in diary

### ***Diary not signed: (Reception to Year 3 at teacher's discretion)***

- First day – reminder
- Second day – logical consequence
- Third day – Time Out

### ***Homework not completed:***

- Inquire about reason-diary note?
- If no reasonable explanation, place sticky parent note in diary and use logical consequence - e.g. keep in or send to catch-up in Library at Lunchtime
- If two sticky notes in diary in one week – Time Out

### **Running in/around building:**

- Rule reminder
- Logical consequence
- Time Out

### **Littering:**

- Pick up papers
- Time Out (yard) or Sit Out (class)
- Buddy Time Out (if persistent)

### **Poor manners:**

- Refer to code of conduct
- Role model expectations
- Insist on good manners
- Contact parents

### **Uniform:**

- Inquire about lack of uniform and check for diary note
- Insist on diary note

- Ring home if appropriate
- Send to office for replacement uniform for the day

## **MEDIUM LEVEL**

### **Not on task:**

- Rule reminder & inquire about progress
- Move student (check seating plan)
- Sit Out
- Note to parent
- Buddy Time Out

### **Wandering in class:**

- Rule reminder
- Sit Out
- Buddy Time Out

### **Lateness to class:**

- Rule reminder
- Make up time or other logical consequence
- Sit Out
- Buddy Time Out

### **Leaving class & wandering in school (no class pass):**

- Refer to teacher in charge of current lesson
- Time Out
- Refer to Administration (if persistent)
- Behaviour Plan implemented by Counsellor / Deputy

### **Throwing objects:**

- Rule reminder
- Clean up room or other logical consequence
- Sit Out
- Buddy Time Out

### ***Out of Bounds:***

- Rule Reminder
- Time Out
- Refer to Administration (if persistent)

### **Inattentive, failing to follow instructions and talkative students:**

- Rule reminder
- Wait for compliance
- Move student (check seating plan)
- Sit out and note to parents
- Buddy Time Out

### **Attention Seeking:**

- Ignore behaviour and/or non-verbal warning
- Rule reminder
- Wait for compliance
- Sit out
- Buddy Time Out

## **HIGH LEVEL**

### **Offensive Language or Behaviour (verbal, written or action):**

*\*\*\* If directed at a particular person treat as verbal abuse*

*\*\*\* Please use professional judgement regarding the context of the behaviour.*

- Rule reminder
- Written apology or other logical consequence
- Sit out (if persistent) or Time Out (yard)

### **Rough play in yard:**

Use professional judgement regarding the severity, if violent refer to Administration

- Rule reminder
- Logical consequence
- Time Out
- Ban from area (if persistent)

### **Back-Chatting:**

- Remove from situation and formal warning
- Sit out
- Buddy Time Out (if persistent in class) or Time Out (yard)

### **Insolence:**

- Remove from situation and formal warning
- Sit out
- Buddy Time Out (if persistent in class) or Time Out (yard)

### **Verbal abuse:**

- Time Out (yard) or Buddy Time Out (class) and written apology
- Refer to Administration

### **Dangerous projectiles:**

#### ***Use professional judgement regarding the severity***

- Time Out (yard) or Buddy Time Out (class) - no warning
- Refer to Administration

### **Graffiti:**

- Logical consequence (clean up graffiti)
- Note to parents (if persistent)
- Refer to Administration
- Bill to be sent to parents if appropriate

### **Vandalism:**

- Logical consequence (fix vandalism)
- Note to parents (if persistent)
- Refer to Administration
- Bill to be sent to parents if appropriate

### **Refusal:**

- Remove from situation and formal warning
- Warning about next consequence and repeat information
- Sit out (class) or Time Out (yard)
- Buddy Time Out (if persistent in class)
- Refer to Administration

**Bullying / Harassment:**

***Use professional judgement regarding the severity***

- Investigate incident through Restorative meeting(all parties)
- Logical consequence (such as apology)
- If repeated – Time Out or Buddy Time Out & ongoing Restorative meetings
- If persistent notify counsellor, Administration and parents

***Violent Behaviour:***

- Investigate incident
- Send to Administration
- Take Home (External Suspension)

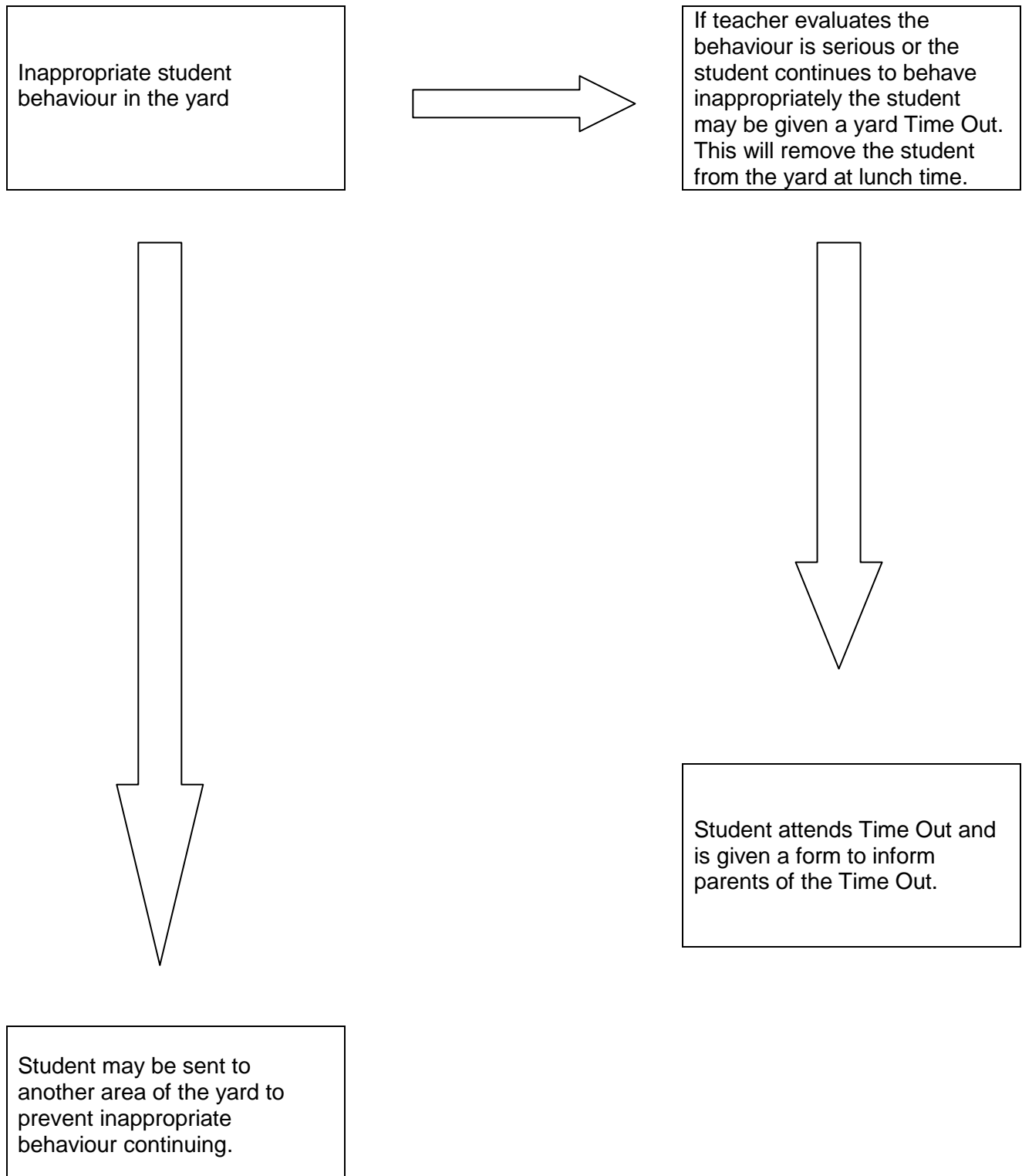
***Acts against teachers (verbal or physical):***

- Investigate incident
- Send to Administration
- Take Home (External Suspension)

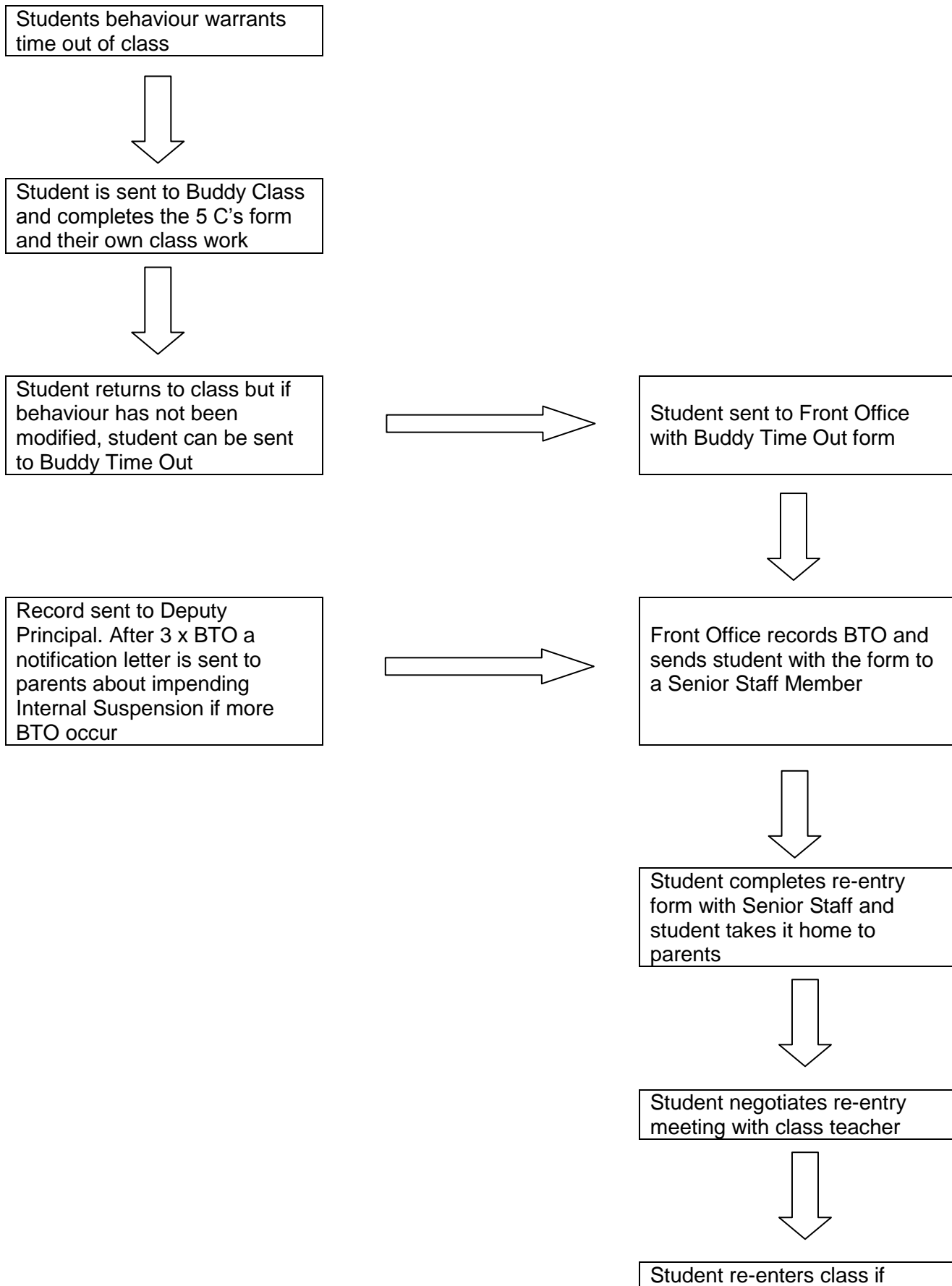
***Illegal Behaviour (drugs, weapons etc):***

- Investigate incident
- Contact Administration
- Administration to Investigate and contact Police as required
- Critical Incident Form sent to DECD
- Take Home (External Suspension)

# YARD TIME OUT – Inappropriate yard behaviour



# BUDDY TIME OUT – Inappropriate classroom behaviour





meeting is successful

## Allendale East Area School

### Effects of behaviour on ability of students to go on Camps / Excursions

*Students are unable to go on school excursions / camps or activities such as socials if they receive an internal suspension or higher (eg take home or external suspension) for a period of 5 weeks. During this time they must show a positive change in behaviour (eg no more timeouts). If this improvement occurs they are able to go on school excursions etc unless they receive another internal suspension or higher.*

#### **Student receives Buddy Time Out or Yard Time Out Number 3**

##### **Deputy Principal:**

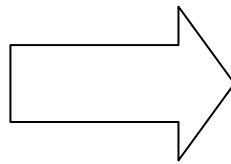
- Passes warning letter onto class teacher with Student Incident Report which includes statement about ability to go on school outings

##### **Teacher:**

- Fills in details and sends home with student

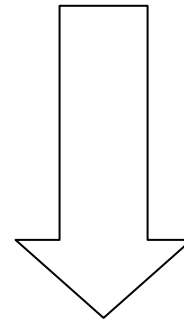
##### **Student:**

- Returns warning letter tear off slip to class teacher

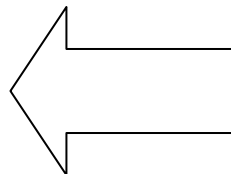


#### **Student receives Buddy Time Out or Yard Time Out Number 4**

- Student is internally suspended
- Student unable to attend school camp/excursion or social for a period of 5 weeks
- Parents notified on internal suspension form



If student re-offends by obtaining internal suspension or higher he/she is unable to attend excursion etc again



If a positive change in behaviour occurs eg no more time outs student is able to attend school outings again

