Classroom

Staff Managed Issues

**Some examples**- speaking rudely to the teacher/students, refusal to undertake classroom tasks, disrupting classroom time or other people’s learning, not following instructions/ directions, lying/ dishonesty, inappropriate words.

**Steps to follow:**

**Reminder**

**Classroom Time Out**

Refer student to essential agreement

**Warning**

Refer to essential agreement

**Nearby Classroom Time Out**

Teacher to document the incident(s) on the behaviour reflection form (google drive). Student to complete behaviour reflection form at the next break (teacher to type response for students who are unable to do this).

Year level coordinator to be notified. Parents to be contacted.

**Serious Behaviour Incident on the Playground-** Steps to follow: **1.** Calm the situation and separate/move student(s) to a safe place away from other students **2.** Inform one of the other teachers on duty and ask them to find a leadership team member (if possible the leadership team member supporting the grade level for behaviour incidents) **3.** The leadership team member will take the class of the teacher who witnessed the event/or was closest to the incident **4.** The teacher documents the incident in the google drive folder. If you did not see the incident, source trusted students who did witness the incident and write up the report. This can be done in an executive office or boardroom. **5.** The leadership team member will take over and inform parents of the incident. The leadership team member will also check in with the teacher who reported the incident.

**Year Level Coordinator or Leadership Team Member**

To be informed straightaway if there is a serious behaviour incident or for ongoing behaviour.

**Serious Behaviour-** Verbal abuse towards others - including swearing, intimidating other students, physical contact with intent to hurt - hitting/punching/- kicking, throwing of objects with intent to hurt, threatening students, teachers or instructors, repeatedly bullying or targeted behaviour at another student, serious out-of-bounds breach.

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**Continued heightened behaviour on the playground-** Parents to be contacted for an interview, development of behaviour plan.

CE inclusion support to be contacted if required. CE Suspension policy to be applied if needed.

**Continued heightened behaviour in the classroom-** Parents to be contacted for an interview, development of behaviour plan.

CE inclusion support to be contacted if required. CE Suspension policy to be applied if needed.

Playground

Staff Managed Issues

**Some examples**- speaking rudely to the teacher/students, hands-on, out of bounds or in unsafe places, not following instructions/directions, lying/ dishonesty, inappropriate words.

**Steps to follow:**

**Restorative Justice Questions** 1.What happened? 2. Who do you think was affected/hurt? 3. What needs to happen to make things right? 4. If the same situation happens again, how could you behave differently? 5. What support do you need? Who can you go to for support?

**Apply Appropriate Action**

Time out, walk and talk, community service.

Please make sure you inform the student’s classroom teacher and let them know what happened and how you dealt with it. Classroom teacher to inform Year Level Coordinator if there is a pattern of behaviour forming on the playground.