

## LEARNER BEHAVIOUR

**Every child has the right to an uninterrupted education**

There needs to be reasonable take up time for students as they move through the steps.

### PROCEDURE Main points

#### 1. WARNING

- (i) Students may be given several warnings before they are given 'the' warning and it is recorded
- (ii) Use codes

#### 2. CLASS TIMEOUT

- (i) Student sits aside from the class to calm and re-think
- (ii) Work is provided
- (iii) Re-joins the class after around 10-15 minutes
- (iv) Discussion with teacher, expectations defined

#### 3. BUDDY CLASS TIME OUT

- (i) Teacher has an arrangement with another teacher and if a student reaches this point, they are escorted, with a reliable student and a note, to the classroom
- (ii) With work
- (iii) Around 10-15 minutes
- (iv) Totally aside from the buddy class
- (v) Discussion with teacher, expectations defined

#### 4. TAKE HOME

- (i) Behavior has not improved
- (ii) Teacher decides if child can be managed at school or requires take home
- (iii) The teacher calls home and explains the day the parent / guardian
- (iv) Child goes home – there is no negotiation and talking around this

#### AND:

- (v) Student goes home with work collected from the front office when they sign out
- (vi) The completed work is delivered to the office the next day
- (vii) Student is given a 'keeping on track card' where their behavior at school is monitored for 5 consecutive school days – this is signed by the teacher, parent and front office each day
- (viii) A parent / guardian may request a 're-entry' meeting with a senior staff member. This meeting will occur before the student returns to school.
- (ix) The 'keeping on track' folder, needs to be signed daily by the teacher, parent (or guardian) and a staff member from the front office. It is the students responsibility to ensure that this occurs.
- (x) Any escalation in student behavior or not following the required processes becomes a higher lever behavioural issue to be resolved by senior staff.
- (xi) The completed 'keeping on track' folder is to be returned to the front office.

- (xii) It is really important that ALL 'take homes' be recorded in the folder in the adminwalkway in Jason's pigeon hole.
- (xiii) Students who are 'take home' return to class at the appointed time. In giving the returning student a 'keeping on track folder' the classroom teacher will have a discussion with the students and determine Behaviour and Learning Goals to be achieved by the student.
- (xiv) Sent home after start of lunchtime, the student does not return with the work until 12.00noon the next day.
  1. Cannot contact the parent the student stays at school, in designated space by leadership – 12.00 return tomorrow
  2. Student escalates the take home – becomes a more significant issue, refer to leadership
  3. The documented Class Behaviour Book with each page is a new day, and each page has a complete list of students names. The coded reason for behavior issue is entered next to the child's name. More detail is added at the bottom of the page or on the back of the previous page if necessary.
  4. This is only one part of the story – need to build relationships with home
  5. The classroom teacher determines whether and when the child goes home.

**Students are not to be sent to the Front Office without prior discussion.**