

Learn • Trust • Respect • Sense of Humour

## STUDENT CODE OF CONDUCT POLICY

### RATIONALE:

It is expected that all students will observe the school and classroom rules. Consistent efforts will be made towards students developing their own self-discipline and being responsible for the consequences of their actions.

### AIMS:

- When a rule is broken, students should experience the consequences of their actions in a meaningful way.
- Cranbourne West primary School has two processes that it uses:
  1. The 'Steps' process is used for in-class issues
  2. Time-Out process is used for outside of class incidents

### IMPLEMENTATION GUIDELINES:

#### In Class Behaviour:

- Warning:
  - Directions given for behaviour to stop
  - Clear command for behaviour to stop
- Step 1:
  - No more verbal reminders
  - Student informed they are on Step One
- Step 2:
  - Student informed they are now on Step Two and removed to pre-determined part of the room for 5-15 minutes in which time the student should consider their behaviour
- Step 3:
  - Student informed they are now on Step Three
  - Student is removed to an alternate place [supervised] for 15-45 minutes or until the end of the session. Work will be provided to the student by his/her teacher.
- Step 4:
  - Student informed they are now on Step Four
  - Student is removed from the classroom to the office or other designated area.
  - The Student Welfare Co-ordinator or Principal considers whether the student's behaviour warrants being sent home.

If a student receives three Step Threes over a relatively short period of time, the student's parents will be notified by the school in writing and an interview may be requested by the Student Welfare Co-ordinator.

### **Out of Class Behaviour:**

- The Yard Duty Teacher escorts the student to a designated Time-Out Area [usually 5-20 minutes]
- The students will be given a Time-Out Parent Notification that is to be signed by the parent and returned with the student and given to the Classroom Teacher the following day.
- If a student receives three Time Outs in one term:
  - Their parent's will be notified in writing and they may be requested to attend an interview to discuss possible suspension from school
  - The student will be required to attend daily Time Outs and/or attend special classes conducted at lunch time to address behavioural issues.
- Time Out areas will be monitored and students expected to complete allocated Time Out in the designated area. Failure to do so will incur further consequences.
- If the student continues to re-offend then restricted access to the playground may be implemented.

### **EVALUATION:**

- Student Opinion Survey
- Parent Opinion Survey
- Staff Opinion Survey
- Anecdotal evidence and data
- Program evaluation survey

School Use only:

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