

## BEHAVIOUR PLAN: CLASSROOM PROCEDURES

We promote a very positive and proactive staff approach to supporting student behaviour so that we minimise the number of students having to use these behaviour steps below.  
 “For relatively minor incidents a teacher will discuss the incident with me. I will be reminded of the class or school expectations.”

### UNACCEPTABLE BEHAVIOUR

#### STEP ONE

If my **behaviour is unacceptable according to our class rules** I will be sent to work away from my peers within the classroom.

I will be asked to discuss my behaviour with my teacher at a suitable opportunity.

#### STEP TWO

If my **unacceptable behaviour is repeated** I will be sent to the team leader (or another designated class) to complete my set work. I will be given an opportunity to reflect on my behaviour. I will be asked to discuss my behaviour with both my teacher and team leader at a suitable opportunity.

**My parents will be contacted by the teacher by email to outline the behaviour, ask for any additional information that may explain the behavior and outline the next step if this behaviour continues.**

#### STEP THREE

**Another occurrence of unacceptable behaviour within one month** will result in me being sent to the team leader (or a designated class) for the remainder of the day. I will be given an opportunity to reflect on my behaviour.

The team leader and the classroom teacher will discuss my behaviour with the principal and will then contact my parents for a **formal meeting with the teacher and my parents (with the team leader attending in a support role)**.

#### STEP FOUR

If the **unacceptable behaviour is not modified** I will be sent to talk with the principal. If the principal and team leader feel my behaviour will not change then another **formal meeting** will be held - **with the principal, team leader, my teacher & my parents**  
 An individual behavior plan will be formulated.

#### STEP FIVE

Support services may be contacted.

Stand Down/Suspension will only be considered after an IBP has been given time to be successful **and** been reviewed carefully with all parties involved.

### Guidelines for teachers:

- Any intentional negative behavior towards others must be dealt with at 'Step One' (at least)
- Teachers must try interventions after inquiring into reasons for the behavior before simply resorting to Step 2
- **If 'Step 2' is having to be repeated more than twice in a term then it immediately goes to Step 3**
- Teachers are to have a designated person in case the team leader is unavailable for supervision of a student
- Teachers should make sure students who are sent to the team leader (or a designated class) arrive safely ie. phone call or send a buddy
- All students must be sent with some appropriate work. Students may be asked to draw a picture about their behaviour (or write about it) and to discuss how they are going to change their behaviour when they arrive back in class
- When a student has been **hurt in the classroom** the decision to ring the parents of the students involved is made by the classroom teacher
- Behaviours of a serious nature (violence towards another person, theft, wilful damage) - or totally out of character for the child - will be reported to the principal and the parents immediately.
- Team leaders and the principal can be used proactively and/or supportively to remind a student about positive behaviour

### Recording incidents

- If students reach Step 2 the incident(s) must be recorded in eTAP "Guidance" / "Behaviour form" - before parents are contacted by email (see email template)