

STRUCTURES FOR EFFECTIVE STUDENT MANAGEMENT

<p>CLASSROOM TEACHER <i>In-class misbehaviour</i></p>	<p>STAGE COORDINATOR <i>Behaviour that contravenes school rules or ongoing class misbehaviour that has been thoroughly addressed by the classroom teacher with supporting evidence</i></p>	<p>ASSISTANT PRINCIPAL/PRINCIPAL <i>Behaviour that deliberately and seriously contravenes the school rules</i></p>	<p>PRINCIPAL <i>Serious or dangerous behaviour that occurs on or off site</i></p>
<ul style="list-style-type: none"> • Non-verbal cues (eg name on board), eye contact, gesture, clicking fingers, silence • Simple mention of student's name • Move seats • Dialogue with student privately re the misbehaviour. Reprimand if necessary • Loss of privileges • Time-out area within classroom • Recess/lunch classroom detention • Send to grade partner with work (maximum time: 1hr) • Parents and Coordinator informed of ongoing misbehaviour • Implementation of 'Behavioural Management Contract' – copy sent to parents and coordinator (signed by teacher and parent) • Parent Communication book implemented • Repeated classroom misbehaviour – child sent to Stage Coordinator <p><i>Record of actions taken at classroom level is to be recorded on a Blue Card and sent to the Coordinator.</i></p>	<ul style="list-style-type: none"> • Yellow Card administered: • (i) Parents informed/interview • (ii) Lunch time detention/detentions in detention room • (iii) Exclusion from grade sport for the week • (iv) Letter of apology to class teacher and parents • Daily report with the Coordinator/Assistant Principal (length of time will be at the discretion of the Coordinator) <p><i>Blue and Yellow Cards to be kept in the student's behaviour file in the Assistant Principal's office for the remainder of the year.</i></p>	<ul style="list-style-type: none"> • Red Card administered: • (i) Parent interview • (ii) In school suspension (1-5 days) • (iii) Exclusion from sport for two weeks • (iv) Exclusion from school incursions/excursions for the term/year • (v) Exclusion from representative sport for the term/year • (vi) Exclusion from consideration for end-of-year school spirit/citizenship awards • (vii) Exclusion from nomination for school leadership positions • (viii) Parent to collect child from the office for period of suspension • (ix) Re-entry interview conducted with parents before child returns to class • (x) Daily report with the AP (length of time will be at the discretion of the AP) • (xii) Counselling offered as appropriate <p><i>The level and number of consequences administered will vary according to the misconduct and therefore will be at the discretion of the Assistant Principal/Principal</i></p> <p><i>Red Card to remain in student's confidential file in the office</i></p>	<ul style="list-style-type: none"> • Principal/parent/student interview conducted • At the Principal's discretion the student may be suspended from school (3-5 days) • The Principal may make a recommendation to the Executive Director of Catholic Education to either: <ul style="list-style-type: none"> - transfer the student to another school - cancel the enrolment of the student <p><i>These procedures will be implemented in accordance with the Catholic Education Office Policy Statement (2005): 'External Suspension, Expulsion and Transfer of Students'</i></p>