STUDENT CODE OF CONDUCT PROCEDURES GUIDELINES

We acknowledge and encourage behaviours that support Belair Primary School values of Respect, Responsibility, Creativity and Achievement. These link with the Learner Profile, a set of personal qualities that the International Baccalaureate learners strive to develop. These attributes and values are reflected in the student code of conduct and yard behaviour expectations.

CLASSROOM PROCESSES

Each year teachers work with their students to reflect and agree on the Student Code of Conduct ensuring student involvement and responsibility in the development and maintenance of a safe and supportive learning environment. This is displayed in each classroom along with relevant consequences. The Learner Profile and Class Agreements are displayed in each classroom along with appropriate consequences for behaviour.

Students are given direction and encouragement to make positive choices.

Students who display behaviours outside those detailed within the Student Code of Conduct will be managed under the DECD School Discipline Policy. This includes take-home, internal and external suspension and exclusion. These situations and processes will be managed by the Principal/Deputy in consultation with parents, class teachers and DECD personnel where necessary.

In some cases it will be necessary for staff to remind students of appropriate choices, encourage reflection and steps to achieving this may include:-

• A reminder
• Classroom time out
• Buddy class time out
• Office time out

EXTREME BEHAVIOUR

When a student displays violent behaviour and refuses to calm down, it is essential that teachers keep the rest of the students safe. In order to do so, teachers will manage the situation as they deem most appropriate and inform leadership as soon as possible.

Extreme or violent behaviours over-ride the step system and will involve immediate Office Time Out and follow through with the DECD School Discipline Policy.

PARENTS

The partnership between parents and the school is crucial in supporting students to demonstrate the Code of Conduct. Parents will be involved in supporting their child to demonstrate the Code of Conduct.
YARD PROCESSES

Children are often acknowledged for displaying Belair Primary School Values and the personal attributes of the Learner Profile.

For minor incidences, duty teachers may need to remind students of the Student Code of Conduct and restrict yard play to certain areas for a short period of time.

Where students have displayed behaviour that is not supported by school values, a time out notification is supplied. Each teacher is provided with a time out notification booklet, which contains the notices in triplicate:

- a copy for the student to take home to be signed and returned to the time out duty teacher the following day.
- a copy for the class teacher to notify them of the pending time out requirement for the student.
- a copy for the time out duty teacher in preparation of the student's arrival at the next available Time Out session.

For recess time incidents, the time out may be at lunch time on the same day. For lunch time incidents, teachers may decide to have the child stay with them for the remainder of lunch with time out being completed the next day.

During time out period, the student will be counselled on their behaviour. Students are encouraged at all times to accept and demonstrate school Values and Learner Profile.

RECORD KEEPING

The time out duty teacher records all students who attend by entering the information into the time out folder. This information is entered onto EDSAS. Leaders will monitor the time out folder and follow issues as required.

Parents will be informed about student behaviour.