






# Behaviour Management Process

<p><b>Step 1</b></p> 	<p><b>WARNING</b></p> <p>Verbal or non-verbal warning given.</p>
<p><b>Step 2</b></p> 	<p><b>THINKING TIME</b></p> <p>Movement within the class or the class next door for a short period of time whilst continuing with the class activity. It is an opportunity to think about actions and refocus on expected behaviours.</p> <p>Usually 5-10 minutes.</p>
<p><b>Step 3</b></p> 	<p><b>TIME OUT</b></p> <p>Student is sent to a member of the Leadership Team at the Front Office or a Purple Card is sent to the Front Office and the student is collected.</p> <p>Student completes the Time Out Sheet. The Sheet is signed by the student, classroom teacher and Principal, sent home and returned signed by the parent.</p> <p>When the student wishes to re-enter the classroom, a Corridor Conference is held and expectations are clarified. A Restorative Justice session with the student/s may also occur.</p> <p>There may be a loss of privileges such as excursions, school discos, representative sport, play time and merit cards, etc. Information is documented on STARS.</p>
<p><b>Step 4</b></p> 	<p><b>IN SCHOOL SUSPENSION</b></p> <p>Parents are contacted and notified of the suspension and the reasons why.</p> <p>Suspension is supervised by the Principal or the Assistant Principal and takes place during school hours, with the student remaining off the playground at recess and lunch time. There will be a loss of privileges such as excursions, school discos, representative sport, play time and merit cards, etc.</p> <p>Parents will meet with the Principal, the Assistant Principal, classroom teacher and the student to discuss an action plan to curb the behaviour(s) and future consequences will be clearly outlined. Information is documented on STARS.</p>
<p><b>Step 5</b></p> 	<p><b>SUSPENSION</b></p> <p>The length of the Suspension will be at the discretion of the Principal.</p> <p>There will be a re-entry meeting with parents before the student can re-commence classes. It will be clearly outlined that Exclusion is the next step in the process.</p> <p>CEO will be informed of the suspension and information is documented on STARS.</p>

A **Purple Card** will be sent to the Front Office if a student refuses any of the above steps and Step 3 will commence immediately for any violence or wilful noncompliance.

**STARS** is a Student Tracking And Reporting System