Cranbourne West Primary School No. 5189

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 predetermined 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
- **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 send 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