



Tanunda Primary School & Disability Unit

Behaviour Management Procedures

Rationale

At Tanunda Primary School & Disability Unit we believe in provision of a Learning Environment, which supports the development, and well-being of each individual.

In building a positive school culture we value:

- ◆ A success oriented environment
- ◆ An R-7 focus incorporating Be You & Play is the Way
- ◆ The use of explicit, descriptive, positive language, common understandings and values.
- ◆ The understanding that punishment has limited value and proactive strategies are more likely to have a positive long term, educative impact on behaviour.
- ◆ Mutual respect and positive relationships, which are modelled by all members of our school community.

Within a supportive environment our focus is on:

- ◆ Culture Building
- ◆ Positive Reinforcement

Through:

- ◆ Consistently applied programs.
- ◆ Strategies and activities designed to empower students and build citizenship.
- ◆ A Code of Conduct, which supports our beliefs and values.

Code of Conduct

All members of our school community have a responsibility to:

- ◆ Treat everyone with respect.
- ◆ Act honestly, in good faith and in everyone's best interests.
- ◆ Look for the positives in people and value suggestions.
- ◆ Accompany constructive criticism with constructive solutions.
- ◆ Contribute to developing and sustaining a productive teaching and learning environment that rewards and acknowledges success.
- ◆ Maintain a school environment that is safe, orderly and harassment free.
- ◆ Work together harmoniously and collaboratively to achieve shared goals.
- ◆ Manage conflict when it occurs in ways that seek fair, non-violent solutions.

When responding to inappropriate behaviours we employ the following strategies:

- ◆ Management by the adult in charge at the time. This management should focus on the behaviour



- not the individual.

- ◆ Assistance from outside the immediate learning environment.

Behavioural Emergencies

Staff are reminded to use our school's RED CARD system for all yard / class behavioural emergencies.

- ◆ Red Cards are to be sent up to the front office with a reliable student or students.
- ◆ If you are unable to locate your Red Card please send a brief but specific note.
- ◆ REMEMBER - Front office staff require clear advice on the location of the Behavioural Emergency.

Behaviour Management Processes

There are a number of explicit processes and procedures that are followed as part of our Student Behaviour Management Code.

It is important that you discuss and revisit often the following with your class:

- ◆ behaviour expectations
- ◆ school and class rules
- ◆ consequences for appropriate and inappropriate behaviour
- ◆ grievance procedures
- ◆ strategies for managing conflict
- ◆ strategies for managing anger

Class "Office Visit" Procedures

Office Visit

The Class Teacher decides if a student needs to have an 'Office Visit' for inappropriate behaviour based on these 2 criteria:

- ◆ *Seriousness*
- ◆ *Frequency*

For class related behaviour incidents you need to follow the procedure outlined below.

Children **do not** receive a lunch time rethink for class related behaviour incidents. Teachers on Lunchtime Rethink Duty are rostered to manage Yard related incidents only.

Incidents that occur after the bell, when children are lining up, need to be dealt with as 'class incidents'.

If you wish a child to miss out on playtime for a class related incident you then need to manage this process yourself as part of your class behaviour management procedures. (*Sending home Rethink letters indicating that the incident occurred when the children were lining up, places you in a sensitive situation re your 'duty of care' responsibilities*)

Class Teacher Responsibilities

- ◆ The Class Teacher completes the '[Letter Re: Inappropriate Class Behaviour](#)' and sends it with the student to the Front Office **together with class work** to be completed or undertaken.



- ◆ The student remains in 'Office-Time-Out' until the next break or until home time if sent to the Office after lunch.
- ◆ A member of the Leadership Team provides the necessary counselling and opportunity for the student to reflect.
- ◆ A member of the Leadership Team co-signs the '*Letter Re: Inappropriate Class Behaviour*', and sends a copy in an envelope home with the student.
- ◆ The acknowledgement slip is to be signed by Parent / Carer and returned to school the next day.
- ◆ The data is entered on the Behaviour Management Module of EDSAS / DUX.

If a Class Teacher observes a **pattern of repeated inappropriate class and/or yard behaviour** they are to initiate the following processes:

- ◆ *Contact with the student's family*
- ◆ *Negotiating a 'Student Development Plan' with the student (this process should include the student, family member, Class Teacher and a Member of the Leadership Team or Nominee)*
- ◆ *Referral to the Interagency Student Behaviour Management*

Suspension

In cases of frequent inappropriate behaviour a Member of the Leadership Team will send home a '**Possible Suspension' letter**

In all cases the Principal or Nominee may decide to use Suspension where necessary.

Yard Procedures

Rethink

The Yard Duty Teacher decides if a student needs to receive a '**RETHINK**' for inappropriate behaviour based on these 2 criteria:

- *Seriousness*
- *Frequency*

Children only receive a **lunch time rethink** for **Yard** related behaviour incidents (eg before school, recess time, lunchtime)

Yard Duty Teacher Responsibilities

1. The Yard Duty Teacher completes the '**RETHINK for YARD BEHAVIOUR**' proforma.
2. They may decide that it is appropriate for the student to accompany them for the remainder of their duty or ask them to 'sit-out' in an appropriate place where they are visible.
3. The student will then have **RETHINK** at the next Lunch Break.
4. The Yard Duty Teacher sends the Rethink Proforma to the front office and informs the class teacher that the child has a Rethink.
5. The class teacher will remind the student of their **RETHINK**.
6. Details will be entered onto the EDSAS / DUX Behaviour Management Module

Rethink Procedures

Yard Duty Teachers

- Completes the 'rethink' slip and sends it to the front offic





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T O G E T H E R W E A C H I E V E

25 Research Road (PO Box 296)
Tanunda SA 5352

P: 08 8563 2318 **F:** 08 8563 2187

E: dl.0427_info@schools.sa.edu.au

W: tanundaps.sa.edu.au

- Please be specific about the behaviour as this will be entered onto the system and included in the letter that goes home

Front Office Staff

- Place Rethink slips in the rethink folder, behind the appropriate day

Rethink students wait for the rethink teacher in the front office at the beginning of lunch

Rethink Teacher

- Talk to the student(s)
- Completes a yard behaviour letter where appropriate (negotiated with yard duty teacher and class teacher if necessary)
- Gives a copy of the yard behaviour letter to the teacher and a copy in an envelope to go home
- Records the incident in DUX

Class Teacher

- Ensure yard letter slip is returned
- Give to office staff (Nick or Lesley)

