

APPENDIX 1

STUDENT BEHAVIOUR PROCEDURES



LEVEL ONE INCIDENT

INCIDENT

Isolated incident, minor infringement of the rules

- Inappropriate clothing to class
- Late to class or leaving early
- Mobile phone breach (refer to mobile phone guidelines)
- Low level disruption
- Lack of preparation for class. (eg equipment / books)
- Incomplete homework with no school or parental communication

Note:

Each incident type is to be seen as separate, however frequent level one occurrences will fall under Level two.

PROCEDURE INVOLVES

TAFE teacher / Senior Educator

- Reminder that their own / others learning is being compromised by the behaviour
- Make an apology
- Complete unfinished work over break or before next class (if possible)
- Withdrawal of privileges
- Notes made in student Communication Log

LEVEL TWO INCIDENT

INCIDENT

Continual minor infringements, an isolated incident of a more serious nature

- Consistent disruption
- Disrespect towards a student
- Disrespect towards a teacher (including emails / social media)
- Disrespectful to guest speakers
- Harassment or Non-inclusive behavior
- Plagiarism
- Swearing / inappropriate language
- Late or incomplete assessment that has included school and parental communication.
- Graffiti (cleanable)
- Minor damage of goods due to unsuitable behavior

PROCEDURE INVOLVES

TAFE teacher, Senior Ed, Host school, parent / guardian, Campus Managers

- Exclusion from activities
- Behavioral plan if suitable
- Withdrawal from class – time out
- School and parents/guardians contacted if of serious nature. Include both phone and email summarizing the issue and actions taken
- Complete SWTAFE incident report if required.
- Notes made on student communication log, within 3 business days of incident occurring

LEVEL THREE INCIDENT

INCIDENT

Continual serious breaches of rules, incident of serious nature

- Bullying (pattern being established)
- Defiance
- Alcohol / smoking on TAFE grounds
- Missed class for 3 consecutive lessons without reason
- Property Damage / Vandalism
- Security Breach of ICT
- Violence of any nature
- Verbal abuse

PROCEDURE INVOLVES

TAFE teacher, Senior Educator, Department manager, Campus Manager, VET DSS team, Host School, Parents / guardians.

Consequences will be specific to each case but are likely to include:

- Removal from class
- Behavioral Plan if suitable
- Possible suspension or withdrawal from course
- School & Parents/guardians contacted via phone and email
- Student to be collected by school or parent
- Written apology
- Check well being of other students and staff
- Notes made on student communication log,
- Within 3 business days of incident occurring re-entry interview
- Complete SWTAFE incident report if required

LEVEL FOUR INCIDENT

INCIDENT

Serious nature

- Weapons on TAFE grounds
- Drugs
- Theft
- Assault

Note:

Police to be notified

PROCEDURE INVOLVES

TAFE teacher, Senior Ed, Department Manager, Executive Manager, VET DSS Manager, School principal, Parents / Guardians, Campus Managers

- Withdrawal from VET DSS course
- Record behavior on student file
- Check well-being of staff and students
- Complete SWTAFE incident report
- Notes made on student communication log, within 3 business days of incident occurring

COMMUNICATION

Parents/guardians and Host schools are expected to communicate any issues or concerns regarding a VET DSS student that may have an impact on their behaviour, including providing any specialised reports from outside agencies.

DEFINITION OF TIME OUT & PROCEDURE

Timeout is used to support students who require a break from a stressful or demanding situation, often when their behaviour is escalating.

The Timeout process is outlined:

- 1.) Email "Mailbox VET DSS TIMEOUT". Senior Educator is first to respond where possible and REPLY ALL they are on their way. If no response from dept Senior Educator is received within 5-10 minutes someone from the responsive team must REPLY ALL and respond by going to the classroom and remove the student/s.

- 2.) The student will be taken to a space where they will be supervised. Depending on incident, the staff member in conjunction with teacher will decide if student can go back to class. If not, a call will be made to parent / guardian for collection. If can't be collected staff member will stay with student until end of class.
- 3.) The teacher records incident on student file communication log, notifies school and parent/guardian within 3 working days.
- 4.) Student needs to provide a reflection and apologize to the class and teacher.
- 5.) Discuss with teacher whether a behavior plan is required.
- 6.) Senior Education to debrief program Teacher and if required create a Behavior Support Plan.

REMOVAL FROM CLASS PROCEDURE

Follow 'Timeout' process with no option of coming back into the class at that point in time. Further follow-up required on possible course withdrawal.