



# LOCK AREA SCHOOL

WITH HEAD, HEART AND HAND

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Government  
of South Australia  
Department for Education

## Behaviour Management/Anti Bullying Policy

### RATIONALE

The school has the responsibility to provide a safe work and play environment. Contributing to a mutually respectful environment is the responsibility of all members of the school community.

### RIGHTS & RESPONSIBILITIES

In line with DfE Policy we believe:

#### *Students:*

- have the right to learn.
- are expected to take responsibility for their own behaviour and learning.
- can expect appropriate support according to their individual needs.
- are provided with an environment which is safe, inclusive and conducive to learning.
- can expect an environment free from harassment and bullying.

#### *Teachers:*

- have the right to teach.
- have the right to receive support in their workplace.
- have the responsibility to provide support for all students, parents and other staff.
- have the right to expect an environment which is safe, inclusive and conducive to learning.
- responsibility to provide an environment which is safe, inclusive and conducive to learning.
- will expect and provide an environment free from harassment and bullying.

#### *Parents:*

- have the right to be regularly informed and involved in their children's behaviour and learning.

### SCHOOL RULES

The rules have been negotiated by the school community to protect the rights of students, teachers and parents.

#### ***Yard Rules***

- We will use the school grounds safely.
- We will keep the school yard clean.
- We will respect each other's rights in the school yard.
- Hats will be worn by staff and students all year.
- During lunch eating period (12.50 – 1.00 pm) students must remain seated in the designated area.
- Access to rooms is at the discretion of yard duty teacher.

## **Class Rules**

Class rules are the responsibility of the class and class teacher. It is suggested that rules are negotiated about:

- movement
- safety
- learning
- communication
- caring treatment
- conflict resolution

These will reflect our school values of caring, responsibility, respect and fairness. Class rules are to be prominently displayed in classrooms.

## **Yellow Rules**

Yellow Rule Breakers.....

- Disrespect themselves  
e.g. Play dangerously; ride bicycles in the yard; run around corners; climb fences and other non-play equipment.
- Disrespect others  
e.g. Don't use manners.....please, thank you, excuse me; don't ask before using other's property; don't use other's property properly; are late for lessons; play irresponsibly; swear; touch other people's property.
- Disrespect the school  
e.g. Eat in the wrong places; eat chewing gum and bubble gum; play games in the wrong places; drop papers and rubbish; don't use equipment properly; climb fences and other non-play equipment; don't clean up after themselves; standing on furniture; playing in the toilets.

## **Red Rules**

Red rule breakers.....

- Hurt people e.g. Hitting; biting; pinching; choking; pushing; throwing sticks, stones or sand; spitting; hair pulling; kicking; bullying; abuse; yelled at; swearing at; threats; harassment of any kind.
- Refuse to do as asked by a teacher or adult in charge (defiance).
- Damage things e.g. stealing; breaking; vandalism; graffiti; smashing; tearing; defacing.
- Out of bounds without a teacher or adult in charge.
- Out of/in the classroom without permission.

## **GENERAL PROCEDURE FOR CLASSROOM AND YARD MANAGEMENT**

### **Yellow Rules**

1. If a student breaks a 'Yellow Rule' they will be given a verbal warning.  
*"What are you doing?"*  
*"What should you be doing?"*  
(followed by encouragement)  
*"You have a choice....."*

2. If a student breaks a rule again they have a 2<sup>nd</sup> warning and a rule restatement.  
*"If you choose to continue with this behaviour the consequences are that you will spend time in time-out"*.
3. If a student breaks a rule a 3<sup>rd</sup> time they will be sent to an area in the classroom or yard (depending on where the rule breaking occurs) for an amount of time determined by the teacher.  
  
'Time Out' time in the classroom will be allocated by the teacher. Teachers who set the 'Time Out' are responsible for ensuring the student/s complete work related tasks.  
  
Part time teachers are to inform appropriate staff if they will not be at school to follow up consequences.
4. Inappropriate behaviour in classroom 'Time Out' will result in the student being exited to the Front Office.  
  
If a child refuses to exit to the Front Office, the teacher must ring through or send another child to fetch the Principal or Coordinator, taking the Red Tag to the front office.
5. If a yellow rule is broken after re-entry from time out on the same day, this will be classed as a red rule (defiance) and they will be immediately sent to the Principal or Coordinator and the Red rule process applies.
6. If students break a red rule, they are immediately sent to the Principal or Coordinator.

### **Time Out Rules**

Should be clearly outlined by the class teacher, but should also include:

- No communicating with others.
- No distracting behaviour.
- Students may be required by their teacher to complete a task.

Parents will be informed of each classroom Time Out and of the infringement. A form will be sent home for parents to sign and immediately returned to school. A meeting may be required to negotiate a re-entry.

### **Red Rules**

1. Students who break a red rule will be immediately **exited to the Front Office** and their name will be recorded in DUX Assistants system and parents will be informed. The student will sit and complete an actions/consequence form about their inappropriate behaviour. A verbal/written contract will be negotiated before the student returns to class.
2. If **exited a second time** within a week the student will be counselled, a written contract between the teacher and student will be made, before the student re-enters the classroom.
3. If **exited a third time** within a week, the student will be automatically suspended internally. The DfE Suspension Exclusion Expulsion Policy may be involved. The Inter-agency Referral Process will begin.
4. A student who has been internally suspended in school will be unable to participate in extra curricula activities for up to 10 weeks following the suspension eg. socials/ camps/ excursions.
5. A **fourth exit** may result in External Suspension for a period of up to 5 days.

6. A student who has been internally suspended twice or externally suspended from school will be unable to participate in extra curricula activities for a period of time that could include the rest of the year eg. socials/ camps/ excursions.
7. Red rule breaker's names must be entered on the DUX Assistants system. Staff need to regularly review this to ensure consistent consequences apply.

### **AFTER SUSPENSION**

Discussion/Negotiation between student and teacher will occur to work out the conditions necessary for student to return to class.

- This will include support for the student, parent and teacher.
- Agreement must be reached before the student returns.

**Any criminal offences will be immediately directed to the Local Police, following DfE policy.**

# ACTIONS/CONSEQUENCE FORM

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

NAME: \_\_\_\_\_

TEACHER: \_\_\_\_\_

OFFENCE: \_\_\_\_\_

1. WHAT DID YOU DO?

.....  
.....  
.....

2. WHY DID YOU DO IT?

.....  
.....  
.....

3. WHAT RULE DID YOU BREAK?

.....  
.....  
.....

4. WHAT IS YOUR PLAN TO FOLLOW THE RULES?

.....  
.....  
.....

SIGNED: \_\_\_\_\_  
(STUDENT)

\_\_\_\_\_  
(TEACHER)

SIGNED: \_\_\_\_\_