

# TRAFALGAR HIGH SCHOOL

# STUDENT MANAGEMENT

# POLICY



To be read in conjunction with the Student Engagement and Wellbeing policy, the Statement of Student Expectations and the Student Code of Conduct

## Guidelines

In the event that a student has behaved in a manner that does not meet student expectations or the Trafalgar High School Non-Negotiables, the following process will be implemented.

The teacher should:

- Speak to the student about the behaviour and advise them of consequences that will arise if the student does not cease or modify the behaviour.
- Consider the scale of the behavioural breach and determine course of action which may include:
  - Classroom exit
  - Referral to Year Level Coordinator
  - Entry onto COMPASS
  - Parental/Carer contact
  - Restorative Practice meeting

Trafalgar High School is a complex teaching and learning environment. It is important that all members of the school community have confidence in our value system and student expectations. Failure to meet Trafalgar High School's value will lead to a process that ensures:

- Responsibility
- Accountability
- Respectful Relationships
- Personal Growth
- Personal Achievement

**EXIT FROM CLASS** – The student is escorted by the teacher on duty to another area of supervision e.g. back of another class, Assistant Principal's office, etc. The exiting teacher logs the exit in the student's chronicle on Compass. The classroom teacher will then record the reason for the exit on the same Compass entry. The normal arrangement will be for the student to remain out of class only for the rest of that period. The classroom teacher will arrange a restorative conversation with the student post exit.

**IN THE CLASSROOM** - All staff are expected to develop their own classroom management plan as guided by Trafalgar High School's Non-Negotiables. The importance of positive feedback and rewards must be recognised. Some suggestions to consider:

- Recommended for reward through sub-schools;
- Thoughtful private praise or encouragement;
- Note, phone call to parents or COMPASS entries;
- Special class events such as games or videos;
- Gift Vouchers;

- Class excursions

Suggested consequences for unsuitable behaviour which are available to the classroom teacher include:

- Relocation of students within the room;
- Logical consequences e.g. cleaning graffiti, confiscation of caps;
- Behaviour contract (specific to the individual student in that class);
- Parent contact by phone, diary, email or letter and document communication on Compass;
- Detention supervised by the classroom teacher;
- Community service;
- Call for the teacher on Exit Duty.

#### Follow up on incidents reported to year Level Coordinators/Assistant Principals

Options which can be used at any time by Year Level Coordinators and Assistant Principals include:

- Discussion and reprimand and/or apology.
- Counselling or other programs to deal with specific problems.
- Withdrawal of relevant privileges.
- Written task.
- Community service.
- Use of a progress report.
- Parent contact/interview.
- Progress check with set consequences.
- After school detention.
- Suspension from school (internal or external) by Principal or Assistant Principal.
- Other appropriate consequences.

#### NOTE:

Parents and guardians can contact the Year Level Coordinator or Assistant Principal to discuss Student Management strategies.

#### SUSPENSION AND EXPULSION

Suspensions and expulsion are measures of last resort and may only be used in particular situations consistent with Department policy, available at:

(<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/engagement.aspx>)

Consequences which may be used prior to suspension include:

- Withdrawal of privileges
- Withdrawal from class if a student's behaviour significantly interferes with the rights of other students to learn or the capacity of a teacher to teach a class, that student may be temporarily isolated from regular classroom activities or, in more severe cases, required to leave the classroom for a specified period of time. *Where appropriate, parents/carers should be informed of such withdrawals.*

- Detention - teachers may require a student to finish school work that has not been completed in the regular classroom or to undertake additional or new work or duties at a reasonable time and place. No more than half the time allocated for any recess or lunch break may be used for this work.

*Where students are required to undertake school work after school, the time should not exceed forty-five minutes.*

The principal should ensure that parents/carers are informed at least the day before the detention. Where family circumstances are such that the completion of after-school work would create undue hardship (for example, where students regularly supervise younger siblings in the absence of parents/carers), the school may choose to negotiate alternative disciplinary measures with parents/carers.

- Convening of a Student Support Group. Information is available at:  
<https://www.education.vic.gov.au/school/teachers/health/Pages/oohcstusupp.aspx>

Corporal punishment is prohibited in our school and will not be used in any circumstance.

## REVIEW CYCLE

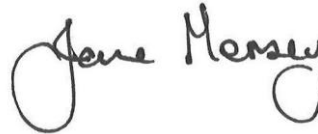
**This policy was ratified at the School Council Meeting held at Trafalgar High School;**

**Date: 26/08/2020**

**Scheduled for review in: 4 years**



Signed: .....  
School Council President  
Tanya Megaw



Signed: .....  
Principal  
Jane Mersey