

Silver Fern International School Policy

Policy Name	5 Stage Disciplinary Procedure
Policy Number	AP003.01
Effective Date	31/08/2015
Review Date	31/08/2017
Purpose	This policy describes the procedures followed when a student behaves inappropriately. The procedures are designed to support personal growth and to enable children to adapt their behaviour to the needs of the school community.
Background	This policy should be read in conjunction with policy AP002 Behaviour Guidance – Primary.
Policy and Procedures	<p>At Silver Fern International School we follow a 5 Stage Disciplinary Procedure:</p> <p>Stage 1: Verbal warning(s) to student and/or in class sanction, recorded in teacher log</p> <p>Where a student experiences difficulties in aspects of their schooling, e.g. behaviour or relating to others, etc., the relevant member of staff (teaching assistant, specialist teacher, or classroom teacher) will reaffirm the school's expectations and issue a specific verbal warning or appropriate in class sanction.</p> <p>We consider the following to be unacceptable behaviour within Stage 1, but not limited to:</p> <ul style="list-style-type: none">• Not cooperating with staff, parent volunteers or peers• Displaying aggressive behaviour• Inappropriate language• Making unkind remarks• Dishonesty• Damaging property <p>It is hoped that a Stage 1 verbal warning will correct the behaviour, however if this is not sufficient, the following sanctions may be adopted:</p> <ul style="list-style-type: none">• Time out in the classroom at a selected position: removal from the scene of the incident. This may mean having 'thinking time' in order to reflect on actions by themselves, or working alone for a short period of time. It could also mean Time-out in another classroom. Student is removed from the classroom and has to work in the classroom of another teacher.• These incidents will all be recorded by using the internal system so there is recorded monitoring of them. Then the situation will lead to the following stage (2).

Stage 2: Email to parents using a provided format, recorded in teacher log

The teacher will directly email the parents of the child, clearly stating the student's area of difficulty and that parental support is sought. This is also recorded by the classroom teacher and seen by the Principal.

We consider the following to be unacceptable behaviour within Stage 2, but not limited to:

- Stealing
- Leaving school without authorisation
- Bullying or threatening behaviour
- Being confrontational, rude or aggressive to others
- Repeated Stage 1 behaviour

Sanctions for such behaviour:

- Email, or some form of recorded contact with the parents of the child, making them aware of what the incident/s have been taking place and the need for support from home.
- Following this, time out in another classroom.
- The student is removed from the classroom and has to work in the classroom near the Principal.

Stage 3: First formal meeting between school and parents

If there is no resolution to the problem after Stage Two the parents will again be contacted. A meeting will be arranged with the parents and appropriate teacher(s). The student may also be invited to attend the meeting. Positive steps to resolve the problem and relevant action will be discussed so that a consistent approach is taken at both school and home. This meeting will outline a specific course of action to rectify the inappropriate behaviour but needs to relate to the specific case.

- *Report Card:* A student may be placed on a daily or weekly report. The report has a section for parental sign and comment on a daily basis. This is completed by each teacher throughout the day. These reports will then be filed with the student's file. A student will be taken off the report card after completion of successful days, parents informed of the positive result.
- *Behaviour Contract:* A student could also be given a behaviour contract which clearly outlines the next steps, signed by all present at the meeting, if appropriate behaviour is not adhered to.

Stage 4: Second formal meeting between school and parents (Principal)

Where problems persist or develop in severity, the Principal will initiate a meeting to be attended by parents and the relevant members of staff.

- A student may be placed on a daily or weekly report that is controlled by the Principal. The report has a section for parental sign and comment on a daily basis. This is completed by each teacher throughout the day and seen by the Principal at the start and end of each day. These reports will then be filed with the student's file. A student will be taken off the report card after completion of the required number of successful days. Parents will be informed of the positive result in a formal meeting and expectations reinforced.

Stage 5: Suspension/Expulsion

Where Stages 1-4 have failed to accomplish a positive change in a student's behaviour, Suspension/Expulsion is the final step. Authority for the expulsion of a student rests with the Board and is usually considered after a recommendation by the Principal.

At Silver Fern we understand behaviour is a whole school issue.

- In-school or out-of-school suspension may be an appropriate course of action at this stage depending on the situation.
- The school reserves the right to request the withdrawal of a student at any time, should the action be deemed necessary.
- Immediate suspension/expulsion would only take place in exceptional circumstances.

The decision to suspend/expel a student will be taken by the Principal after consultation with the Board and parents would be notified in writing of the decisions and the reasons why the decision has been made.

Referral Documents

AP002 Behaviour Guidance - Primary Policy
AP004 Anti-Bullying Policy

