



Kelso State School

Recording Student Behaviour Policy

This policy stipulates the expectations and common understandings when managing all student behaviour and communicating such to parents.

The following process will be used when managing student behaviour.

1. **The term "Behaviour" is defined as;** "The manner of behaving or conducting oneself" this can either be positive or negative, whilst the effect of behaviour can be minor or major
2. Minor **is defined as** "lesser in scope or effect"
Major **is defined as** "greater in scope or effect"
3. **The term "Contact" is defined as;** "the most preferred mode, as requested by an individual, through which they prefer to be communicated with" this can include but is not limited to, written messages, text messages, phone calls, face to face meetings, emails, home visits, and other modes as required or requested by the individual to be contacted
4. **The Individual's "preferred mode" is to be utilised** in the first instance, however, other modes must also be attempted in conjunction with the initial contact to maximise the potential for communication to occur
5. **The Responsible Behaviour Plan** is the reference and "*must go to first*" document, at all times, with regard to the types, forms and degrees of behaviour, processes, strategies, categories, interventions and other supports
6. OneSchool **must be used** by all staff to record **all** behaviour and all contact (attempted or actual)
7. All incidents **must be referred** by the reporting individual to the relevant class teacher in circumstances when they (the class teacher) are not the reporting individual. The Capability Development Team must be included as a referral when the effect is considered Major
8. **The Reporting Teacher will ensure** that parental contact *is initiated, followed up and recorded* in OneSchool **on the same day** when a Green Slip is written and the effect is Major (Level 4)
9. **Class Teachers must ensure** that parental contact *is initiated, followed up and recorded* in OneSchool **when** a Green Slip is written and the effect is Minor (Level 1-3)
10. **Class Teachers (including SEP Teachers)** must contact, inform, consult and involve parent/s, carers, guardians, regarding all support and or intervention processes, whether proposed, currently in place or requiring modification

11. Class teachers **will consult** with the Capability Development team to discuss further interventions and supports (if necessary), for individual students and their families, including possible referral to the Student Services Team (SST) in cases where;
 - a. The student's behaviour **a category Level 4 Major**
 - b. The student's behaviour reflects **a consistent Negative/Major behaviour** after teacher instigated modifications have been attempted and parents involved in the process (after following steps 1-10)
 - c. The student's behaviour profile **continues to reflect** a Negative / Minor (not Major) record after behaviour modifications have been implemented, followed through and reviewed by the class teacher and parents involved in the process (after following steps 1-10)

12. **When** the class teacher is absent and the incident is Major then the principal or "delegate" will follow **step 8** and forward details onto the classroom teacher for follow up as required (refer to steps 11-12)