

Kincumber Public School STOP program

Systematic Time Out Process

SHORT TIME OUT, LONG TIME OUT AND EXTENDED (CLASS) TIME OUT

General

Research shows that most misbehaviour occurs in the classroom and these procedures are designed to support teachers in the area of persistent disobedience. They also apply to playground misbehaviour that is not covered under the school's anti-bullying strategies.

This systematic time out process (STOP) has been developed to allow for central monitoring and administration to be able to monitor the behaviour of students as they change from class to class; teacher to teacher and from class to playground and back. Refer to the behaviour notification and consequence grid for further information.

It uses a system of incident reports that document a *consistent and fair process*. These incident reports are collated and actioned at the conclusion of the school day. The staff member in charge of collating the reports generates most letters to parents and names of students who are to spend time in the planning room the following day.

Behaviour is monitored on a session basis – a session being a home class session; maths group session, reading group session; RFF classes; scripture; assembly; sport; lunch and recess. Each of these is determined a session and *each incident is complete in a session* and does not extend into the next session. Students begin with a clean slate each session.

These procedures exist for all students except those supported by a Learning Support Team plan. Teachers are expected to follow these procedures.

SHORT TIME OUT

If a child requires a short time out to reflect on how to meet behaviour expectations, then it takes place within the classroom in a designated area to a maximum of ten minutes.

LONG TIME OUT

If a student's classroom misbehaviour persists, requiring a longer time out to reflect, there is a designated class for the student to be sent to (think room). The teacher giving the LTO for misbehaviour will issue a notification to parents requiring the return of a tear off.

Parents will be notified in writing or emailed about incidents referred to the supervisor or principal for playground misbehaviour that is not considered minor.

Children may be referred to Stage Supervisors for discussion and parental contact where necessary. Each incident is complete in a session and does not extend into the next session. Students begin with a clean slate each session.

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EXTENDED TIME OUT (Withdrawal from class)

Any teacher can refer a child immediately to the supervisor or principal for any incident that must be dealt with by DEC out of school suspension viz.

1. An incident involving a *weapon*
2. An incident involving *illegal drugs*
3. An incident involving *violence or threatened violence*
4. A series of incidents recorded on a school incident report documenting *persistent disobedience*.

In addition teachers may place students on ETO for *gross insolence*. Gross insolence includes offensive or discriminatory language **directed** at an individual student or teacher.

Students referred for any of the above will be withdrawn from class and supervised by the stage supervisor or principal while the matter is dealt with. The principal will make decisions about suspension from school. Parents will be notified by phone where possible as soon as practicable after being placed on ETO.

PLANNING ROOM

School executive run the planning room at **recess** for the purpose of holding meaningful dialogue with students about their misbehaviour.

Students who persistently breach school behaviour expectations move through the system of time outs to Warning of Suspension or suspension from school.