



VVSS BEHAVIOUR MANAGEMENT PROCESS

LOW LEVEL BEHAVIOURS Teacher Intervention

Examples: (Student compliant)

- Talking/persistent talking
- Inconsistent attention to learning
- Using mobile phone
- Students not meeting work and homework deadlines
- General swearing
- Coming late to class
- Packing up early
- Distracting other students from learning

Management Strategies:

- Give clear warnings
- Implement mobile device policy
- Set and reinforce classroom specific expectations
- Send student outside for few minutes, in sight, and have quiet conversation outside
- Give Community Service or Homework Detention

DOCUMENT ON DAYMAP
Student name → Records → New

MEDIUM/HIGH LEVEL BEHAVIOURS Teacher / *Buddy Intervention

Examples: (Student **NOT** compliant)

Students persistently refuse to follow reasonable instructions despite warnings/ clear instructions

- Refusal to submit mobile phone or to put phone away
- Refusal to move
- Refusal to engage in learning
- Uses offensive language which is directed at a teacher / fellow student

Management Strategies:

- **RING PARENT & INFORM HL**
- Student goes to Buddy class with 'Buddy Slip'
- Buddy Teacher completes the 'Buddy Slip' and returns to the Class Teacher
- Class Teacher calls parent/s, discusses concerns and organises Community Service
- Documents on DayMap
- Teacher engages in restorative process with student before return to class

DOCUMENT ON DAYMAP
Student name → Records → New

***REFER BUDDY POLICY**

HIGH LEVEL BEHAVIOURS House Leader

Examples: (Student **NOT** compliant)

Student is consistently non-compliant OR has escalated behaviour for immediate intervention

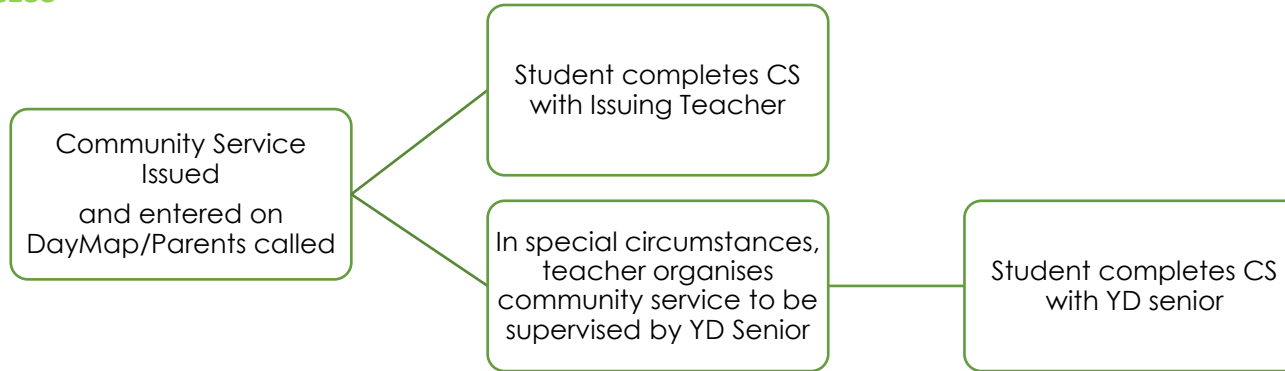
- Refuses to follow Buddy System
- Student is violent towards another student or threatens violence
- Destruction of property
- Teacher feels intimidated or under threat

Management Strategies:

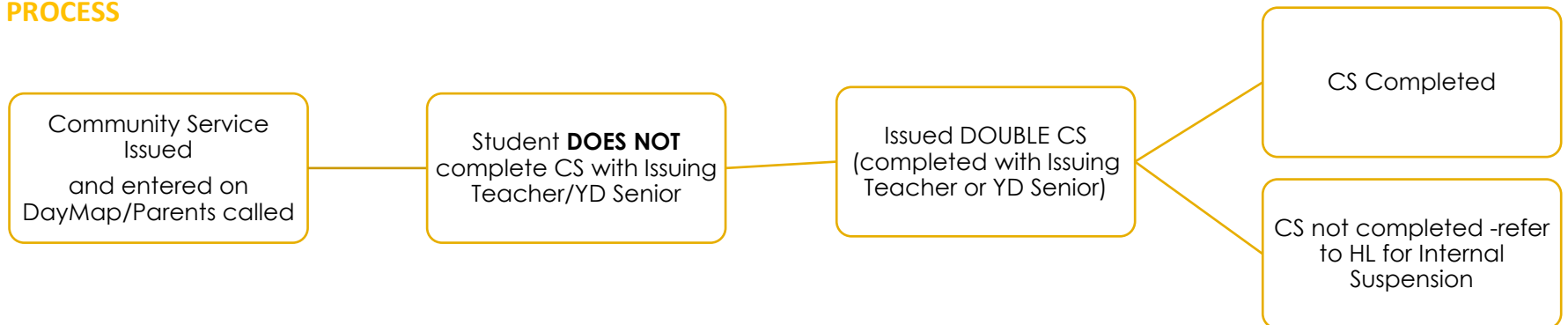
- Teacher calls 270 or...
- Teacher calls Front Office for HL / Executive Leadership support or...
- Teacher sends student to Front Office for HL / Executive Leadership support
- **HL RINGS PARENT & APPLIES SUSPENSION PROCESS**

APPLYING COMMUNITY SERVICE FLOW CHART

COMPLIANCE PROCESS



NON-COMPLIANCE PROCESS

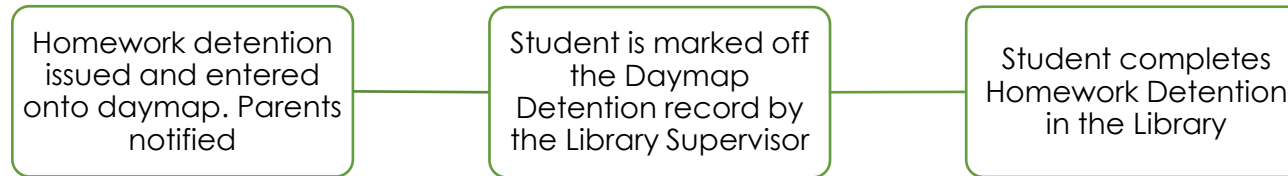


DayMap Instructions:

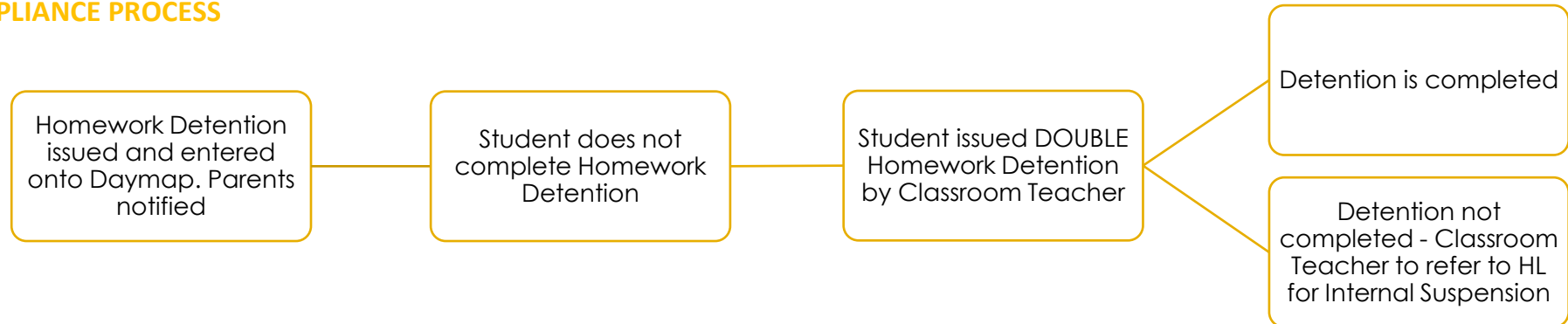
View Details → Records → New → Behaviour Record → Fill in Fields → Select "Community Service"

APPLYING HOMEWORK DETENTION FLOW CHART

COMPLIANCE PROCESS



NON-COMPLIANCE PROCESS

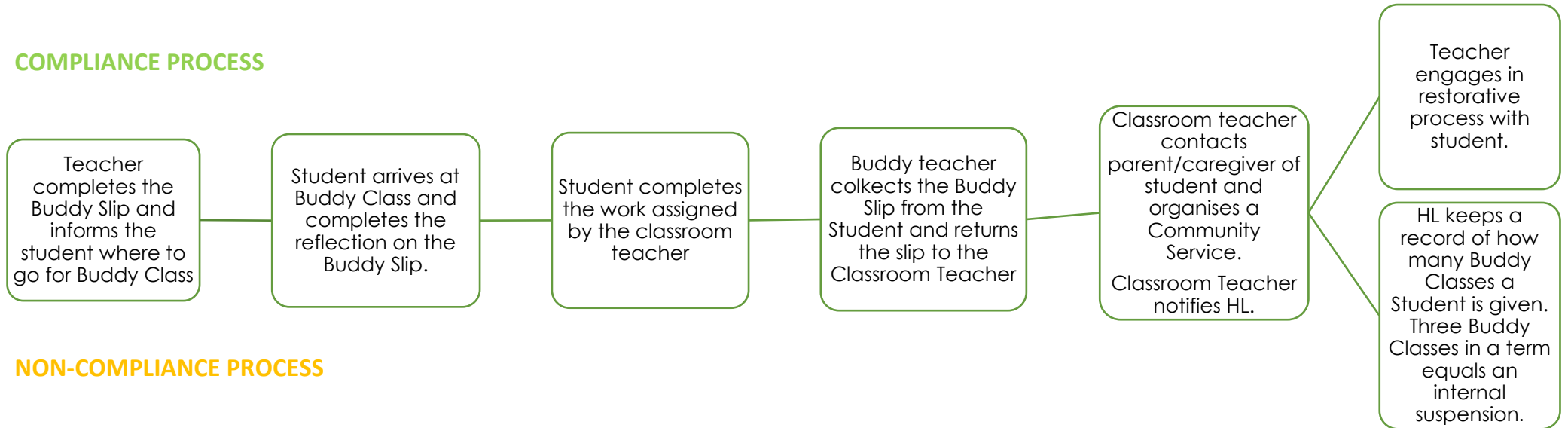


DayMap Instructions:

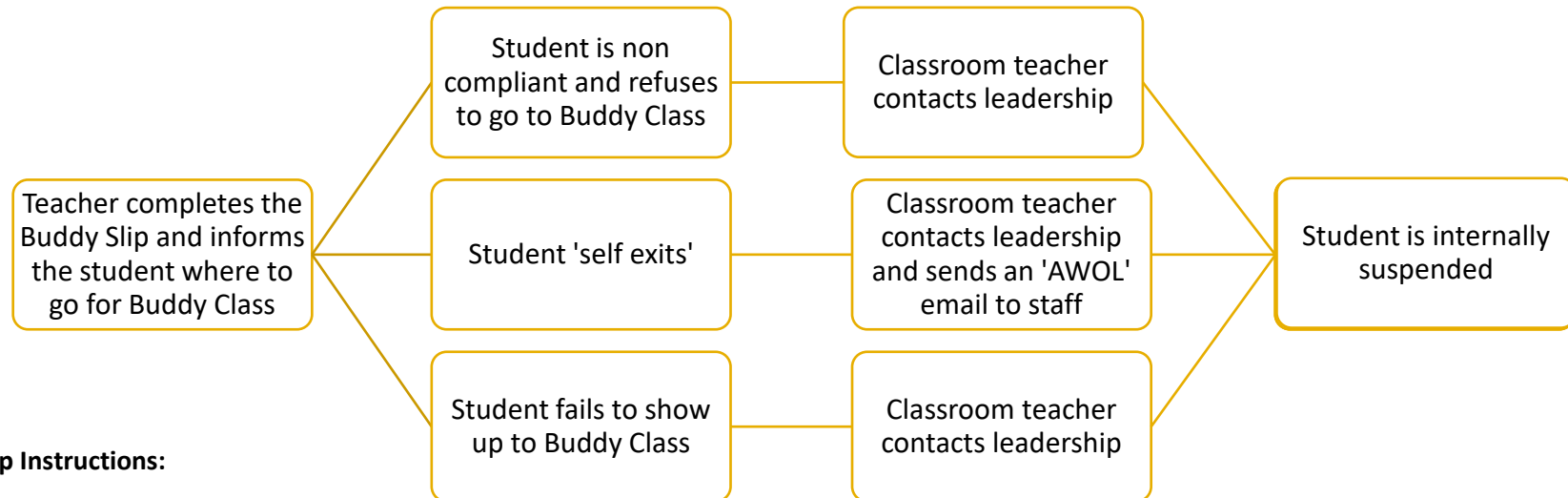
View Details → Records → New → Detention → Fill in Fields

APPLYING BUDDY SYSTEM FLOW CHART

COMPLIANCE PROCESS



NON-COMPLIANCE PROCESS



DayMap Instructions:

View Details → Records → New → Behaviour Record → Fill in Fields → Send DayMap record to HL



VVSS *BUDDY SYSTEM (ABRIDGED TEACHER EXECUTION ONLY)

- Step 1. **CLASS TEACHER** issues the “Buddy Slip” for Medium/High Level Behaviours
- Step 2. **BUDDY TEACHER** completes the “Buddy Slip” and returns to the Class Teacher’s pigeon hole. The Buddy Teacher also ensures the “reflection” component is also completed
- Step 3. **CLASS TEACHER**
- Rings parent/caregiver, discusses concerns and documents behaviour on DayMap including when parent was contacted and nature of conversation
 - Community Service or Homework Club must be issued and documented on DayMap: *View Details* → *Records* → *New* → *Behaviour Record* → *Fill in Fields* → *Select “Community Service”* → *Select “Parents Notified”*. DayMap record to be sent to HL
 - Class teacher must engage in a restorative process with the student (by responding to the reflection component on the Buddy Slip)

Please Note:

LEADERSHIP INTERVENTION:

1. A student who refuses to go to a Buddy Class will automatically be internally suspended for 1 day
2. A student who ‘self-exits’ will also be internally suspended for 1 day
3. A student who fails to turn up to Buddy Class will be internally suspended for 1 day
4. A student who will not enter class, runs off etc will incur suspension for 1 day. In this case the *Class Teacher or Buddy Teacher must send an “AWOL email”* and HL/Exec will follow up

**For full details see VVSS Buddy System*