BEHAVIOUR MONITORING PROGRAM – GLC Policy

The Principal, Deputy Principal or Executive Team may place students, who have committed a serious breach of the College Expectations of Behaviour or, whose classroom or playground behaviour suggests that close monitoring may assist the student, on the Behaviour Monitoring Program.

The program requires students to present a Monitoring Sheet or Monitoring Book to teachers for comment and assessment for a period of time, usually ten days. The sheet or book will be reviewed on a daily basis, usually before lessons, by the Year Advisor, Head Teacher or Deputy Principal.

**Monitoring Sheet / Monitoring Book:**
The sheet or book must be taken to all lessons. Teachers will sign the sheet or book and report on behaviour, class work attempted and any other relevant comments. The sheet or book will be signed by parents / caregivers. The Supervisor will sight the sheet or book daily.

Placement on the Behaviour Monitoring Program may mean a formal warning letter of suspension will be issued detailing unacceptable behaviours, as well as clear expectations of what is required in the future if the student wishes to continue to be a member of Great Lakes College. The warning will state that repeated offences may result in suspension as outlined in *Suspension and Expulsion of School Students- Procedures (2015)*
BEHAVIOUR MONITORING PROGRAM – Forster Campus Policy

Level 1: Faculty Monitoring

- If a student is causing concern with classroom behaviour or engagement, the Head Teacher of that Faculty may place the student on Faculty Monitoring for a period of 10 Days, according to Faculty Policy.

- The Classroom Teacher shall:
  - Keep the monitoring sheet and complete it each lesson.
  - Inform the student of the scores and any consequences attached to a zero in a lesson.
  - Note on the Faculty Monitoring if the student attends detention or completes appropriate consequences.
  - Discuss with the HT the progress of the student on Faculty Monitoring.

- The Faculty Head Teacher shall:
  - In negotiation with the CRT and the student, determine the 3 set goals for the student.
  - Phone the parent and send a letter home informing the parent that their child is on Faculty Monitoring and why (may be delegated to CRT).
  - Enter the student’s name on the Monitoring Spreadsheet in Staff Data Folder.
  - Determine, in consultation with the CRT, whether the student has been successful on Faculty Monitoring.
  - If successful, inform the student and the parent and offer appropriate recognition.
  - If unsuccessful, inform the relevant Deputy Principal.
  - Ensure completed Monitoring Sheets are filed in the student’s school file.

- Should a student progress to a Whole School Monitoring Level, Faculty Monitoring is to be discontinued and the sheets filed.

- Support Faculty Monitoring may be class based as above, or the student may be required to take the Monitoring Sheet to all classes as appropriate.
Level 2: Whole School Monitoring – Orange Monitoring

- Any student who:
  1. Fails Faculty Monitoring or
  2. Is placed on Faculty Monitoring in two or more faculties or
  3. Attains an unexplained Brown RAP score
shall be placed on **Orange Level Whole School Monitoring**

- A student may also be placed on Orange Monitoring upon return from suspension.

- The Deputy Principal shall:
  1. Review the Monitoring Spreadsheet in Staff Data Folder on a regular basis and identify students on Faculty Monitoring in multiple faculties.
  2. Consult with faculty HT’s about students unsuccessful on Faculty Monitoring.
  3. Inform the student that they are to be placed on Orange Monitoring for a period of 10 days and determine, in negotiation with the student, the 3 goals.
  4. Update the Monitoring Spreadsheet.
  5. Inform a mentor HT (usually the R/C HT) that a student is to be placed on Orange Monitoring.
  6. Determine, in consultation with the mentor HT, whether the student has been successful on Orange Monitoring.

- The Mentor Head Teacher shall:
  1. Phone the parent and send a letter home informing the parent that their child is on Orange Monitoring.
  2. Issue and receive Orange Monitoring Sheets each day before school and discuss progress with the student.
  3. Summarise progress on the Behaviour Monitoring Record Sheets
  4. Determine, in consultation with the DP, whether the student has been successful on Orange Monitoring.
  5. If successful, inform the student and the parent and offer appropriate recognition.
  6. Ensure completed Monitoring Sheets and Record Sheets are filed in the student’s school file.

- Classroom Teachers Shall:
  1. Monitor the Daily Notices so they are aware who is on Monitoring
  2. Ask for the Monitoring Sheet at the start of each period
  3. Complete the Monitoring Sheet at the end of each period, discuss the scores and return the sheet to the student. Should a student leave mid-period for an appropriate reason, they should take the sheet with them.
  4. Ensure a consequence is issued and a SENTRAL entry made for any behaviour determined to be a ‘0’.
  5. Record on the sheet if a student attends detention or completes a consequence.

- The Student Shall:
  1. Return and collect the sheet at the start of each day.
  2. Ensure each period is completed by the CRT or activity supervisor
  3. Take each sheet home to be signed by a parent (where practicable)
**Level 3: Whole School Monitoring – Red Monitoring**

- Any student who:
  - Fails Orange Monitoring or
  - Receives a Formal Caution to Suspend for Continued Disobedience or
  - Receives an unexplained Red RAP score

  shall be placed on **Red Level Whole School Monitoring**

- A student may also be placed on Red Monitoring upon return from suspension or after receiving a Formal Caution to Suspend for other reasons.

- The **Deputy Principal** shall:
  - Update the Monitoring Spreadsheet.
  - Inform the student that they have a Formal Caution to Suspend and are to be placed on Red Monitoring for a period of 10 days.
  - Determine, in negotiation with the student, the 3 set goals.
  - Phone the parent and send a letter home informing the parent that their child is on Red Monitoring and has received a Formal Caution to Suspend.
  - Issue and receive Red Monitoring Sheets each day before school and discuss progress with the student.
  - Summarise progress on the Behaviour Monitoring Record Sheets
  - Determine whether the student has been successful on Red Monitoring and to what level the student should return.
  - If successful, inform the student and the parent and offer appropriate recognition.
  - If unsuccessful, recommend the Principal suspend the student in accordance with **Suspension and Expulsion of School Students - Procedures**
  - Ensure completed Monitoring Sheets and Record Sheets are filed in the student’s school file.

- **Classroom Teachers** Shall:
  - Monitor the Daily Notices so they are aware who is on Monitoring
  - Ask for the Monitoring Sheet at the start of each period
  - Complete the Monitoring Sheet at the end of each period, discuss the scores and return the sheet to the student. Should a student leave mid-period for an appropriate reason, they should take the sheet with them.
  - Ensure a consequence is issued and a SENTRAL entry made for any behaviour determined to be a ‘0’.
  - Record on the sheet if a student attends detention or completes a consequence.

- The **Student** Shall:
  - Return and collect the sheet at the start of each day.
  - Ensure each period is completed by the CRT or activity supervisor
  - Take each sheet home to be signed by a parent (where practicable)
**General Monitoring Rules:**

- Scores for Monitoring shall be
  - 2 – Excellent
  - 1 – Ok, but could do better
  - 0 – Unsatisfactory
- If a student’s behaviour warrants a ‘0’ score, then that behaviour also warrants a consequence. The consequence should be entered on the monitoring.
- The monitoring scores should reflect the individual student’s behaviour not the class. If a whole class is kept in, for example, the student may not necessarily deserve a ‘0’
- Faculty Monitoring sheets are the responsibility of the classroom teacher. Otherwise, the responsibility for collecting monitoring sheets lies with the student.
- Classroom teachers must not keep the monitoring sheets. If a student forgets to collect it, try and send it to their next class.
- Usually, three ‘0’ scores in a day shall be considered unsatisfactory.
- Failure to have a period signed shall usually be considered a ‘0’ score for that period.
Monitoring Levels Flow Chart

Normal Level – No Monitoring

Student misbehaving regularly in a subject

Faculty Monitoring
2 Weeks, managed in Faculty, HT to enter on Monitoring Spreadsheet

Failure on Faculty Monitoring

Placed on Faculty Monitoring in 2 or more Faculties

Unexplained Brown RAP Score

Orange Level Whole School Monitoring
2 Weeks, managed by Year Group HT or HT Support, DP to enter on Monitoring Spreadsheet

Failure on Level 1 Monitoring

Student receives Formal Caution to Suspend for Continued Disobedience unrelated to Monitoring

Unexplained Red RAP Score

Red Level Whole School Monitoring
2 Weeks, managed by DP, DP to enter on Monitoring Spreadsheet

Failure on Red Level

Suspension
Students may return from Suspension at any level at DP/Principal’s discretion

Satisfactory on any Level of Monitoring