



Guideline/Procedure

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Student Removal from Class

Purpose

This procedure is to standardise and clarify the process of student removal from class, at the request of the subject teacher.

Application

This procedure regulates the manner of student removals, as well as notification to relevant staff of student whereabouts and general wellbeing.

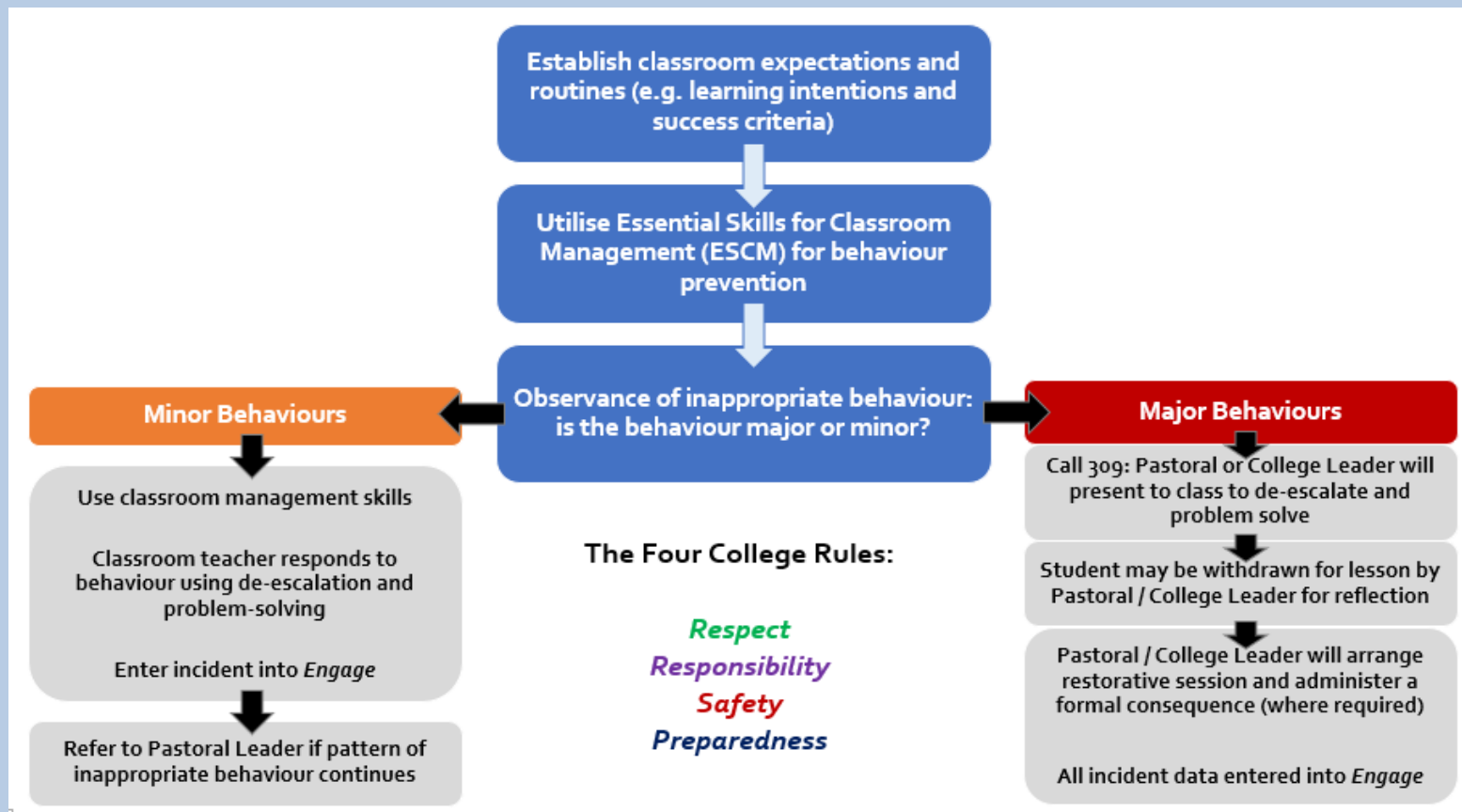
Student removal should not be imposed as a punishment. It is a mechanism to deal with **major** disruptive behaviour that poses immediate risk or harm to the individual student, teacher or class.

Student removal **will not** occur for minor behavioural concerns (e.g. students not bringing equipment to class, failing to complete class or homework, etc.).

In instances of minor disengagement, teachers should take steps to deal with the matter him/herself. This may include redirection and re-statement of expectations, restorative conversation, lunchtime detention with logical consequence, and parent contact.

If issues persist after these avenues have been exhausted (evidence of which must be recorded in *Engage*), the student should then be referred to the relevant Leader of Wellbeing.

Procedure



- **All** instances of student removal will require a follow-up restorative conversation between student, teacher and LOW/AP (where relevant).
- Upon collection, College leaders will allow teachers to identify their preferred method of addressing the matter – the teacher may choose to speak with the student outside the classroom while the leader covers their class, or they may request for a whole lesson removal.
- Students who are removed will be required to complete a restorative reflection on the incident, which will be shared during the restorative conversation.
- A scanned copy of the restorative reflection (completed with teacher signature) must be attached to the relevant *Engage* incident.
- Please also ensure that you select 'Withdrawal from Class/Activity' as a response in *Engage* incident.

Example – Student Removal from Class Reflection Form



Student Removal from Class – Reflection

'Restorative justice is about building communities of care while not condoning harmful behaviour. At Good Counsel College, students are accountable for their actions, with a focus on repairing and strengthening relationships.'

1. Student & Teacher Details

Date: Day: M / T / W / T / F Lesson: 1 / 2 / 3 / 4 / 5
 Student name: Year Level:
 Subject: Teacher Code:
 Collected by: Student House:

2. Student Reflection Details

This is what happened:

This is what I was thinking about when it happened (include any details that the teacher might not know about):

This is what I've thought about since it happened:

This is who has been affected by the incident (include an explanation of how they have been affected):

This is what needs to happen to fix things (include an explanation of how you will avoid this happening again):

.....

This is what I will say to the teacher when I speak with them (include anything that you might need your teacher to help you with):

.....

This is what should happen if I show this behaviour again (consider a fair plan or agreement to discuss with your teacher):

.....

3. Student / Teacher Meeting Details

Conversation completed and matter resolved: Yes No

Further Action to be Taken (optional):

LOW Comments (optional):

Student Signature: Teacher Signature:

LOW/AP Signature: Date:

Please Note:

A copy of this form must be scanned and attached to the relevant Engage behaviour incident (which is to be entered by the classroom teacher)

Enquiries

Enquiries about this procedure must be made with the *Assistant Principal – Wellbeing*

See Also

Refer to College Positive Relationships for Learning policy and Essential Skills for Classroom Management resource for further information regarding behaviour management.