

Sanction Policy

Sanctions will be given for the following behaviours:

- Not following the expectations set by the students and staff of the TOTeM program.
- Disrupting the learning of another student
- Refusing to work
- Inappropriate verbal comments to staff and students
- Physical and or verbal intimidation towards another students or member of staff
- Bullying
- Sexist/racist/homophobic behaviour
- Your two specific behaviours you made a commitment to change this week

Verbal Warning	Yellow card
Red card	Verbal Warning

The process:

Stage One: Verbal Warning

Stage Two: Yellow Card Warning

Stage three: Red Card

When a student receives a red card they will be asked to leave the classroom with a TOTeM staff member to complete a reflection form. The student may then be asked to complete the remainder of the lesson out of the class room, or return to the classroom to work.

If a student refuses to leave the room following the issue of a red card, this will lead to two red cards being given. The student may run the risk of being asked to leave TOTeM and return home for the rest of the day. Two red cards on any given day will lead to a phone call home to your parent/carer.

TOTeM Reflection Sheet

Student Name:.....

Date:.....

Why did I get a red card? (Please tick)

- | | | | |
|--|-----|----------------------------|-----|
| Not following instructions | () | Being Disruptive to others | () |
| Using my phone in class | () | Refusing to work | () |
| Aggressive behaviour – Throwing things | | | () |
| Verbal abuse - Towards a student | () | towards a teacher | () |
| Physical abuse - Towards a student | () | towards a teacher | () |

Other – Give a short explanation to the staff member you are with, and they will make some notes below

How can I put things right?

- | | | | |
|--|-----|------------------------|-----|
| Take 5 min to calm down | () | Take some deep breaths | () |
| Apologise to the student | () | Apologise | () |
| Think about what I have done and think about how I can fix it | | | () |
| Go back into class and sit quietly for the remainder of the lesson | | | () |
| Go back into class and complete the work | | | () |
| Complete my work out of the class | | | () |
| Try to follow instructions for the remainder of the lesson | | | () |
| Talk to a staff member about why I'm feeling upset/angry | | | () |

Comments:

Comment from member of staff, including details of what happened when the student returned to class:

Signed by student: _____

Staff Member: _____