



morley
senior high school

Students Out of class Policy and Procedures

Policy statement:

Morley SHS is committed to *Every student, Every classroom, Every day*. The school will provide policies and procedures, along with the required accountability, to ensure that students at Morley SHS attend all scheduled classes and remain in them for the entirety of the lesson. The school acknowledges its duty of care to students and the link between attendance and achievement. Appropriately it insists that no more than one student from any class would be out of class at any given time.

Procedures:

- All students must have permission from their teacher to be out of class. This permission is given by a member of staff and is in the form of a
 - Out of Class Pass (Appendix 1); or
 - Signed consent in a student diary.Handwritten notes will not be sufficient.
- No student is to be allowed out of class in the first 15 minutes of the lesson or the last 15 minutes of the lesson.
- Only one (1) student per class is permitted out of class.
- At Morley SHS students are required to hand the teacher their mobile phone before receiving the 'pass' and leaving class. This will be returned after the lesson.
- Teachers and staff will ensure they maintain their school allocated *Out of Class Pass*. This pass must be given to any student that has been given permission to be out of class.
- Students without an *Out of Class Pass* will be asked to explain why they are out of class.
- If students are out of class as part of their multimedia work, they will show 'Learning Area Out of Class pass (Appendix 2)
- A student that is out of class and has knowingly left, or never arrived, without permission by the teacher is to be considered Truant. The appropriate Compass template is used to document this (Appendix 3)
- Some students have been allocated with Blue Cards and may use these (Appendix 4). If used appropriately these students do not require a staff member's *Out Of Class Pass*.
- Students are **NOT** to be sent directly to Student Support unless a Phase 4 behaviour, NSSI or suicidal ideation. In this event, students should be accompanied by a staff member.
- If a student is unwell or requires medical attention, two students are permitted to leave class. The student returning to class will hold and return the pass.
- If students have an assigned appointment with Student Support staff, this will be communicated on Compass and a note will be provided to the classroom teacher on their return.

Appendix 1- Out of Class pass

MS AL HARTHY



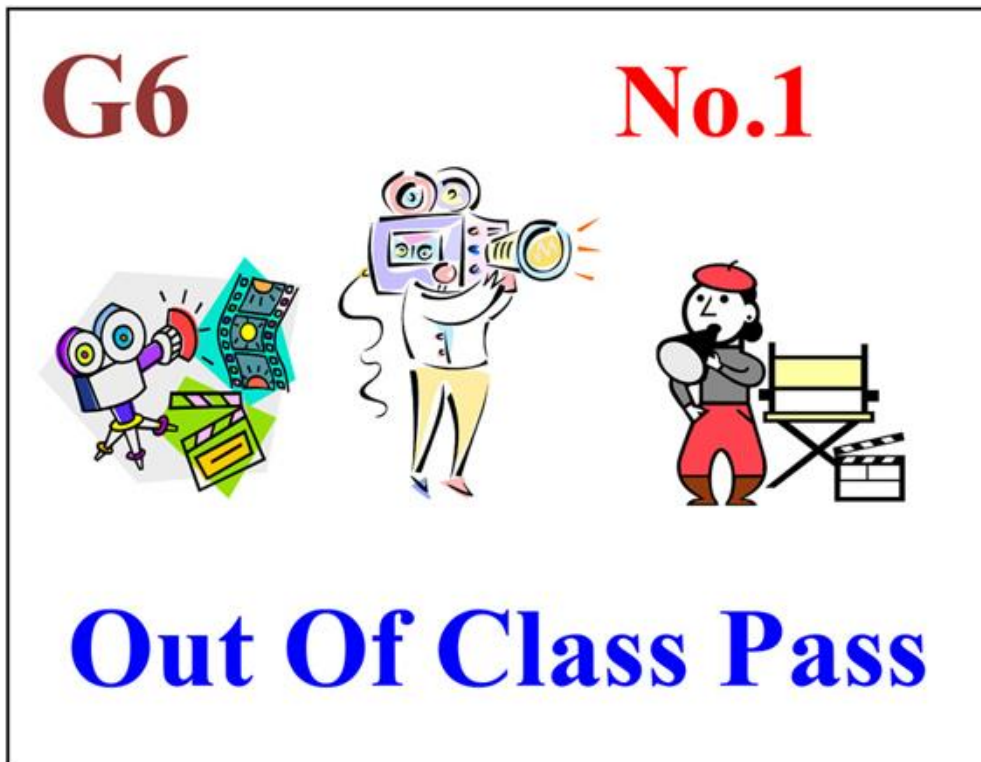
Morley Senior High School

OUT OF CLASS PASS 2023

The following conditions apply:

1. No student is to be allowed out of class in the first 15 minutes of the lesson or the last 15 minutes of the lesson.
2. This pass may only be used by one student at a time.
3. Mobile Phone to be handed to the teacher and collected at the end of period.
4. When this pass is out no other student will be permitted to leave the room (except below).
5. Students attending a scheduled meeting with Student Support or Administration staff will have a signed note indicating their appointment time.
6. Students with a Blue Card may leave as per their plan.

Appendix 2- Multi-Media pass



These students are working on a project.

They **MUST** abide by the following rules.

1. **OUT OF CLASS PASS** must be visible (unless performing as an actor)
2. Groups **MUST** have a paper work at all times
3. Videoing should be done promptly
4. **Students MUST NOT disrupt or interfere with any other class or school property**
5. Groups must stay together and be seen to be actively completing their filming.
6. Other normal school rules apply.
7. Students must return to class if requested to by any staff member.
8. Students **MUST** return to class **AT LEAST 10 MINUTES BEFORE** the period ends.

Appendix 3- Out of Class pass

Truancy Notification
Truancy (no duty of care)- Year 10
Truancy (no duty of care)- Year 11
Truancy (no duty of care)- Year 12
Truancy (no duty of care)- Year 7
Truancy (no duty of care)- Year 8
Truancy (no duty of care)- Year 9

Appendix 4- Student Support Blue Card

